

Orange County Area Activities Sub-Committee of Narcotics  
Anonymous Guidelines  
January 2014

**Purpose**

**To provide activities for the NA fellowship**

1. To become a voting member of the OCAAC a person must attend three consecutive OCAAC meetings. On the third meeting member receives voting rights. A member becomes inactive after missing two consecutive meetings.
2. Officers of the OCAAC: (executive body i.e. Chairperson, Vice Chairperson, Treasurer, Vice Treasurer, and Secretary) shall be elected during the last meeting of the year in December. The newly elected officers will assume their duties upon election in January of New Year.
3. Setup an ad-hoc meeting for guideline review in December for January guideline review.

**Qualifications**

1. The Chairperson shall possess a source of income, have at least three year of continuous clean time, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service, with a willingness to serve at any activities level and at least one (1) year of service experience on an area level.
2. The Vice Chairperson shall possess a source of income, have at least three years of continuous clean time, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service, with a willingness to serve at any activities level, assume duties as Chair if needed and have at least one (1) year of service experience on an area level.
3. The Treasurer shall possess a source of income, have at least three year of continuous clean time, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service, with a willingness to serve at any activities level and at least one (1) year of service experience on an area level.
4. The Vice Treasurer shall possess a source of income, have at least three years of continuous clean time, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service, with a willingness to serve at any activities level, assume duties as Treasurer if needed and have at least one (1) year of service experience on an area level.
5. The Secretary shall have at least one year of continuous clean time, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service, should be able to type, have a computer with internet access and know processes and programs with a willingness to serve at any area activities level.

6. The Flyer person shall have one year of continuous clean time, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service, with a willingness to serve at any area activities level. Must have knowledge of various graphic design programs.
7. The Hospitality Coordinator shall possess a source of income, have at least two years of continuous clean time, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service, with a willingness to serve at any area activities level and have at least one (1) year of service experience on an area level.
8. The Co-Hospitality Coordinator shall possess a source of income, have at least one year of continuous clean time, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service, with a willingness to serve at any area activities level also assume duties as Hospitality Coordinator if needed.

**Duties of the Officers:**

1. The Chairperson shall:
  - a. Attend all OCAAC meetings, functions and adhoc.
  - b. Provide an agenda for the OCAAC.
  - c. Be a co-signer on the OCAAC bank account.
  - d. Oversee and coordinate OCAAC functions.
  - e. Attend as a voting member of the monthly OCASC meeting and submit a verbal and written report to the ASC secretary.
  - f. 30 minutes prior to OCASC attend monthly Chairs meeting.
  - g. Perform all duties of the Treasurer and/or Vice Treasurer in the absence.
  - h. Can only vote in case of a tie at the monthly OCAAC meeting.
  - i. Train successor
  - j. Must read and familiarize themselves with OCASC guidelines before the next OCAAC meeting after taking this position.
2. The Vice Chairperson shall:
  - a. Attend all OCAAC meetings, functions and adhoc.
  - b. Perform the duties of the Chairperson in their absence.
  - c. Be a co-signer on the OCAAC bank account.
  - d. Assist the Chairperson in overseeing and coordinating all OCAAC functions.
  - e. Chair and plan all adhoc committee meetings including guidelines review.
  - f. Perform all duties of the Treasurer and/or Vice Treasurer in the absence.
  - g. Train successor
  - h. Become Chair if needed
  - i. Must read and familiarize themselves with OCASC guidelines before next OCAAC meeting after taking this position.
  - j. Assist in counting monies at events.

3. The Treasurer shall:
  - a. Attend all OCAAC meetings, functions and adhoc.
  - b. Be the custodian of the OCAAC bank account and balance the check book regularly.
  - c. Disperse any funds with the approval of the OCAAC.
  - d. Have an up to date reconciled financial statement available at the OCAAC meetings.
  - e. Prepare a financial statement of each function for the OCAAC and have a monthly statement available at the next meeting.
  - f. Train your successor.
  - g. Prepare donation tax form on all merchandise and submit it to either ASO or RSO on a quarterly basis.
  - h. Assist in counting monies at events.
  - i. Submit monthly financial report to OCASC Secretary on the 4<sup>th</sup> Saturday of the month.
  
4. The Vice Treasurer shall:
  - a. Attend all OCAAC meetings, functions and adhoc.
  - b. Work closely with the Treasurer during the monthly OCAAC meetings sharing in responsibilities of that position, including the preparation of all monthly financial reports.
  - c. In the absence of the Treasurer, the Vice Treasurer shall perform the duties of the Treasurer.
  - d. To become the Treasurer if needed.
  - e. Assist in counting monies at events.
  
5. The Secretary shall:
  - a. Attend all OCAAC meetings, functions and adhoc.
  - b. Take minutes at all OCAAC meetings and adhoc.
  - c. Maintain a phone list and or email list of all committee members.
  - d. Provide copies of month's minutes to all OCAAC members at current monthly meetings and to the OCASC, prior to their monthly meeting.
  - e. Assist the Chairperson and Vice Chairperson in overseeing and coordinating all OCAAC functions, meetings and adhoc.
  
6. The Flyer Person shall:
  - a. Attend all OCAAC meetings, functions and adhoc.
  - b. Gather information for activities to be held.
  - c. Should be able to type, to have a computer with internet access and know processes and programs.
  - d. Shall email all flyers to the Web coordinator of OCASC, submit regional flyers to the regional Web coordinator.
  - e. Create flyers for events and make arrangements to have them printed.
  
7. The Hospitality Coordinator shall:
  - a. Attend all OCAAC meetings, functions and adhoc.
  - b. Coordinate volunteers at each event to make coffee and greet people.
  - c. Oversee inventory and purchase supplies for events.
  - d. Sell refreshments at events and recruits volunteers to assist.

8. The Hospitality Co-Coordinator shall:
  - a. Attend all OCAAC meetings, functions and adhoc.
  - b. Coordinate volunteers at each event to make coffee and greet people.
  - c. Oversee inventory and purchase supplies for events.
  - d. Sell refreshments at events and recruits volunteers to assist.
  - e. Assumes the responsibilities of Hospitality Coordinator in their absence.
  
9. Members at Large:
  - a. Must attend three (3) consecutive meetings of OCAAC to have voting rights.
  - b. Attend all OCAAC meetings, functions and adhoc.

**Officers:**

1. Terms of all officers of the OCAAC are for one year. Officers may serve more than one year if voted in by the committee. No Officer shall serve more than two consecutive terms in the same position.
2. Any OCAAC officers may be removed from office by a 2/3 majority vote for any of the following reasons:
  - a. Repeated unexcused absence, (two or more consecutive meeting, or without contacting another committee member)
  - b. Inability or failure to carry out the responsibilities and duties of their position.
  - c. Relapse is an automatic forfeiture of any elected service position.
  - d. Misappropriation of NA funds includes but is not limited to:
    - Theft, embezzlement, NSF fees or use of the NA funds for purposes not expressly Authorized by the OCAAC. This includes the theft of cash, check, or any financial instrument (i.e. refunds, rebates from vendors) or assets (i.e. equipment, supplies or physical inventory).
3. Any transaction involving the use of the funds shall be approved by a 2/3rds majority vote.
4. All executive body must sign a financial obligation accountability form upon taking position (within a month sign bank cards.)
5. All monies should be accounted for at the end of an event. Three officers of OCAAC (Treasurer, Vice Treasurer and the Chairperson) must be present during the accounting. Monies must be deposited in the OCAAC bank account within two business days of the event.
6. Any activities event that petty cash is needed (up to \$300.00) can be pulled out up to two business days in advance for the event in the form of a check.
7. Any monies above the operational allowance of \$3000.00 will be donated to the OCASC.
8. The OCAAC checking account shall require two signatures on each check, one being the Treasurer or the Vice Treasurer, the other being the Chairperson or the Vice Chairperson. To insure monetary security no two signers may reside in the same household. This guideline may not be waived on the same account or amended by the OCAAC.

## Events:

1. Speakers, leaders and readers will be notified by appointed OCAAC member. For speaker meetings:
  - a. Speakers shall be an active member of NA with a minimum of five years continuous clean time and carry a clear NA message of recovery. Speaker CD's shall be submitted 6 months prior to events. Speaker will be chosen with a group conscience at the OCAAC meeting for all OCAAC events.
  - b. Leaders shall be active member of NA with a minimum of two years continuous clean time and carry a clear message of recovery.
  - c. Readers shall be active members of NA.
  - d. No speaker, reader, leader shall be a member of OCAAC.
2. Any NA member may participate in the OCAAC regardless of clean time.
3. The OCAAC may select a volunteer(s) to create flyers for upcoming events. All flyers must contain and adhere to the following guidelines:
  - a. Area name.
  - b. Date, time and address of the event with a map provide.
  - c. Amount of donation, if any
  - d. Contact name and two phone numbers, include area code.
  - e. Type of function (i.e meeting and dance, picnic, etc)
  - f. NA logo with the trademark symbol should be the most prominent part of the flyer.
  - g. Other logos should not be used.
  - h. All published flyers should be archived by the Chair.
  - i. All flyers should be submitted to OCASO for approval.
4. Only the executive body or appointed responsible members of the OCAAC shall be allowed to sell pre-sale tickets for an event and must sign the Statement of Financial Responsibility form and have one year continuous clean time.
5. For every event conducted, activities must have facility and flyer locked in for 3 months in advance of a regional event.
6. We must submit the flyer to the Web Coordinator on completion of approved flyer with in 48 hours of approval.
7. OCAAC must submit event flyer to ASC (500) copies two(2) months prior to event. Each event shall be announced at two OCASC meetings.
8. OCAAC must submit at least three (3) bids for D.J.'s, bands or any other entertainment necessary for events to be approved and chosen by OCAAC.
9. All OCAAC events and functions shall be coordinated and facilitated by a group conscience of OCAAC voting members.

**Operations Guidelines:**

1. These guidelines may be amended by a group conscience of the OCAAC and a vote of confidence by the OCASC.
2. Committee officers and coordinators shall serve for the term of one (1) year. All committee officers and coordinators may succeed themselves in office, but none may serve more than two (2) consecutive terms in a particular office.
3. Members may and will be removed from meetings, functions and adhocs if they are found in conflict with the policies set by the OCAAC or if **they are in conflict with the twelve traditions or twelve concepts of service**
4. **Any member leaving meeting early or arriving later than 10:30 (Without notice) shall be considered absent for that meeting. Roll call shall be taken prior to close of meeting.**
5. **It is the primary purpose of this committee to provide activities for the NA fellowship that promotes UNITY and celebration through recovery.**