

Orange County Area Activities Sub-Committee of Narcotics Anonymous Guidelines  
Feb 2020

**Purpose:**

***To provide activities for the NA fellowship***

1. January all members who are present to the first OCAAC meeting receive voting rights.
2. To become a voting member of the OCAAC after January, a person must attend two consecutive OCAAC meetings. On the third meeting the member receives voting rights. A member becomes inactive after missing two consecutive meetings, without notifying either the chair or vice chair and providing a report for their position.
3. All elected positions shall be nominated in November & December, and shall be elected during the last meeting of the year in December (must be in attendance to be elected). The newly elected officers will assume their duties on January 1st the New Year.
4. Setup an ad-hoc meeting for guideline review in January to turn into ASC during March guideline review.

**Qualifications**

1. The Chairperson shall possess a source of income, have at least five 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 and at least one (2) year of service experience-sub-committee.
2. The Vice Chairperson shall possess a source of income, have at least ~~three~~ **four** 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 a sub-committee.
3. The 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 and at least one (1) year of service experience as a treasurer
4. The Vice Treasurer 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 activities level, assume duties as Treasurer if needed and have at least one (1) year of service experience as a treasurer:
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 access to a computer with internet access, and be able to provide the committee with electronic notes and with a willingness to serve at any area activities level.

6. The Flyer person shall have 1 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. It is suggested that they 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 year of service experience
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.
9. The recovery house liaison 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 activities level.

#### **Duties of the Officers:**

##### **The Chairperson shall:**

- A. Attend all OCAAC meetings and annual guideline review
- B. Attend ad-hoc meetings.
- C. Attend 75% of all functions.
- D. Be a co-signer on the OCAAC bank account.
- E. Provide an agenda for the OCAAC.
- F. Oversee and coordinate OCAAC functions.
- G. Attend as a voting member of the monthly OCASC meeting and submit a verbal and written report to the ASC secretary.
- H. 30 minutes prior to OCASC attend the monthly Chairs meeting.
- I. Perform all duties of any member of the executive body in their absence.
- J. Can only vote in case of a tie at the monthly OCAAC meeting.
- K. Train successor
- L. Must read and familiarize themselves with OCASC and OCAAC guidelines before the next OCAAC meeting after taking this position.
- ~~M.~~—Verify all count of monies at the end of event(s).

##### **The Vice Chairperson shall:**

- A. Attend all OCAAC meetings and annual guideline review
- B. Attend ad-hoc meetings.
- C. Attend 75% of all functions.

- D. Perform the duties of the Chairperson in their absence.
- E. Be a co-signer on the OCAAC bank account.
- F. Assist the Chairperson in overseeing and coordinating all OCAAC functions.
- G. Chair and plan all ad-hoc committee meetings including guidelines review.
- H. Perform all duties of any member of the executive body in their absence.
- I. Become Chair if needed
- J. Must read and familiarize themselves with OCASC and OCAAC guidelines before the next OCAAC meeting after taking this position.
- K. Assist in counting monies at events.
- L. Can only vote in case of a tie at the OCAAC ad-hoc meeting.

**The Treasurer shall:**

- A. Attend all OCAAC meetings and annual guideline review
- B. Attend ad-hoc meetings.
- C. Attend 75% of all functions.
- D. Be the custodian of the OCAAC bank account and balance the checkbook regularly.
- E. Disburse any funds with the approval of the OCAAC.
- F. Have an up to date reconciled financial statement available at the OCAAC meetings.
- G. Prepare a financial statement of each function broken down detailing various types of income from each point of donation(ex Door Sales, Food Sales, Ticket Sales, etc) for the OCAAC and have a monthly statement available at the next meeting.
- H. Train your successor.
- I. Prepare a donation tax form on all merchandise and submit it to either ASO or RSO on a quarterly basis.
- J. Count all monies at events.
- K. Submit monthly financial report to OCASC Secretary on the 4th Saturday of the month. ***This guideline may not be waived on the same account or amended by the OCAAC.***
- L. Will be responsible for obtaining financial obligation forms from all members in January.
- M. Shall coordinate and attend with the Auditing Committee yearly (generally in August).
- N. Will be acting Ticketmaster for all events enlisting assistance from Vice Treasurer

**The Vice Treasurer shall:**

- A. Attend all OCAAC meetings and annual guideline review
- B. Attend ad-hoc meetings.
- C. Attend 75% of all functions.
- D. Work closely with the Treasurer during the monthly OCAAC meetings sharing in responsibilities of that position, including the preparation of all monthly financial reports.
- E. In the absence of the Treasurer, the Vice Treasurer shall perform the duties of the Treasurer.
- F. To become the Treasurer if needed.

- G. Assist in counting monies at events.
- H. Will assist Treasurer with tickets for all events as directed

**The Secretary shall:**

- A. Attend all OCAAC meetings and annual guideline review
- B. Attend ad-hoc meetings.
- C. Attend 75% of all functions.
- D. Provide an agenda for the OCAAC.
- E. Take minutes at all OCAAC meetings and ad-hoc meetings.
- F. Maintain a phone list and or email list of all committee members.
- G. Provide hard copies of month's minutes to all OCAAC members at current monthly meetings
- H. Assist the Chairperson and Vice Chairperson in overseeing and coordinating all OCAAC functions, meetings and ad-hoc meetings.
- I. Include addendums as needed to last month's meetings
- J. Secretary writes key points for the Chairperson to provide to the ASC meeting.
- K. Add all minutes, fliers, and tickets to shared G drive.

**The Flyer Person shall:**

- A. Attend all OCAAC meetings and annual guideline review
- B. Attend ad-hoc meetings.
- C. Attend 75% of all functions.
- D. Gather information for activities to be held.
- E. Must be able to type, to have a computer with internet access.
- F. Shall email all flyers to the Web coordinator of OCASC 60 days prior to event; submit regional flyers to the regional Web coordinator 90 days prior to event.
- G. Area events-Shall submit all non-regional event flyers to the OCASO or regional flyer for approval 90 days prior to event and make arrangements to have them printed by second Sunday for area.
- H. Regional events-Shall submit all regional event flyers to the OCASO or regional flyer guy for approval 120 days prior to the event and make arrangements to have them printed by second Sunday for area.
- I. Must submit fliers to the web coordinator within 48 hours of flier approval.

**The Hospitality Coordinator shall:**

- A. Attend all OCAAC meetings and annual guideline review
- B. Attend ad-hoc meetings.
- C. Attend 75% of all functions.
- D. Coordinate volunteers at each event to make coffee and greet people.
- E. Oversee inventory and purchase supplies for events.

- F. Sell refreshments at events and recruit volunteers to assist.

**The Hospitality Co-Coordinator shall:**

- A. Attend all OCAAC meetings and annual guideline review
- B. Attend ad-hoc meetings.
- C. Attend 75% of all functions.
- D. Assist Hospitality Coordinator in inventory and purchase supplies for events.
- E. Sell refreshments at events and recruit volunteers to assist.
- F. Assumes the responsibilities of Hospitality Coordinator in their absence.

**Recovery House Liaison shall:**

- A. Attend all OCAAC meetings and annual guideline review
- B. Attend ad-hoc meetings.
- C. Attend 75% of all functions.
- D. Must maintain a current list of recovery houses and recovery programs consistently updating to keep accurate.
- E. To keep said recovery houses, recovery programs informed of OCAAC area activities.
- F. To provide said recovery house, recovery programs up to date information and coordinate to provide them with tickets to events.
- G. To coordinate with said recovery houses, recovery programs at time of event to make sure that they are admitted into events seamlessly
- H. To coordinate with said recovery houses, recovery programs at time of event to make them feel welcome.
- I. Recovery liaison will discuss at area with committee price for group tickets for facilities

**Members at Large:**

- A. January all members who are present to the first OCAAC meeting receive voting rights.
- B. Those who join after January must attend two (2) consecutive meetings of OCAAC to have voting rights and at the meeting they receive voting rights.
- C. Are encouraged to attend all OCAAC meetings, functions and ad-hoc meetings.
- D. If-two-meetings are missed consecutively voting rights will be lost.
- E. Any NA member may participate in the OCAAC with one day clean time.

**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 full consecutive terms in the same position, unless waived by committee vote.

2.  $\frac{2}{3}$  majority vote will consist of  $\frac{2}{3}$  of filled positions of the executive body.
3. Any OCAAC officers may be removed from office by a  $\frac{2}{3}$  majority vote for any of the following reasons:
  - a. Repeated unexcused absence, (two or more consecutive meeting, or without contacting Chair or Vice Chair)
  - b. Any member who loses voting rights forfeits their position in office.
  - c. Inability or failure to carry out the responsibilities and duties of their position.
  - d. Relapse is an automatic forfeiture of any elected service position.
  - e. 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).
4. Any transaction involving the use of the funds shall be approved by a  $\frac{2}{3}$  majority vote.
5. All executive bodies must sign a financial obligation accountability form upon taking position (within a month sign bank cards.)
6. All monies should be accounted for at the end of an event. All events excluding 12 days of NA shall have two officers of OCAAC (Treasurer, Vice Treasurer, Chairperson or Vice Chairperson ) must be present during the accounting with final sign off from Chair. Monies must be deposited in the OCAAC bank account within seven business days of the end of the event.
7. Any activities 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.
8. Any monies above the operational allowance of \$3500.00 will be donated to the OCASC.
9. 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 ensure 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 members. For speaker meetings:
  - a. Speakers shall be an active member of NA with a suggested five years, and minimum of two years continuous clean time and carry a clear NA message of recovery. Speaker will be chosen with a group conscience at the OCAAC meeting for all OCAAC events.
  - b. Leaders shall be active members of NA and are suggested to have one year clean.
  - c. Readers shall be active members of NA.

- d. No speaker, reader, leader shall be a member of OCAAC.
2. All event flyers must contain and adhere to the following guidelines:
  - a. Area name.
  - b. Date, time and address of the event.
  - c. Amount of donation, if any.
  - d. Contact name and two phone numbers, including area code.
  - e. Type of function (i.e. meeting and dance, picnic, etc)
  - f. NA logo will be presented on flyers with trademarks.
  - g. Other logos should not be used.
  - h. All published flyers should be archived by the Secretary . All flyers shall be submitted to OCAAC (2) two weeks prior to being submitted to OCASO.
  - i. All non-regional flyers should be submitted to the area 90 days prior for approval.
  - j. All region flyers submitted to the region 120 days prior for approval.
3. Only the executive body, appointed responsible members of the OCAAC, or people appointed by the executive body of the OCAAC shall be allowed to sell pre-sale tickets and must sign the Statement of Financial Responsibility form and have one year continuous clean time.
4. For every event conducted, activities must have facility and flyer locked in for 3 months in advance of a regional event.
5. Prior to flyer distribution, or the sale of tickets, events must have approved insurance.
6. Must submit the flyer to the Web Coordinator on completion of the approved flyer within 48 hours of approval.
7. OCAAC must submit event flyers to ASC (500) copies two (2) months prior to the event. Each event shall be announced at two OCASC meetings.
8. OCAAC must submit at least three (3) blind bids for D.J. 's, bands or any other entertainment necessary for events to be approved and chosen by OCAAC.
  - a. Past vendors and entertainment can be reused without requiring 3 bids from other vendors and entertainment if the relationship is in good standing. New bids are welcomed if presented to the committee.
9. All OCAAC events and functions shall be coordinated and facilitated by a group conscience of OCAAC voting members.
10. GroupMe will be used by members for needs outside of the monthly meeting.
11. Members will pay pre-sale and cost prices for all events that have outside costs. (ie Angel games, bowling, skate night.)

### **Operations Guidelines:**

1. These guidelines may be amended at any time throughout the year 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) full consecutive terms in a particular office.

3. Members may and will be removed from business meetings, and ad-hoc meetings 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 a meeting early or arriving later than 30 minutes from start time (Without notice) shall be considered absent for that meeting. Roll call shall be taken before and prior to close of the meeting.
5. Any time the area meeting changes this committee will follow that date.
6. It is the primary purpose of this committee to provide activities for the NA fellowship that promotes UNITY and celebration through recovery.
7. Any donations made by members of this committee will not be reimbursed.