

**Orange County Area Activities Committee
(OCAAC)**

2024 Guidelines



***New voting members please review, sign, and return the attached Financial Waiver to the OCAAC Treasurer.**

Orange County Area Activities Sub-Committee of Narcotics Anonymous Guidelines
February 2024

Purpose:

To provide activities for the NA fellowship

Operations Guidelines:

1. In January all members who are present at 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 of the New Year.
4. Setup an ad-hoc meeting for guideline review in January to turn into ASC during March guideline review.
5. 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.
6. 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.
7. Members may and will be removed from business meetings, and ad-hoc meetings if they are found in conflict with the guidelines set by the OCAAC, or if they conflict with the twelve traditions or twelve concepts of service.
8. 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.
9. It is the primary purpose of this committee to provide activities for the NA fellowship that promote UNITY and celebration through recovery.
10. Any reimbursements must be approved by the committee.
11. Must have 1-year clean time and signed financial waver to handle any OCAAC funds.
12. A 2/3 majority vote needed for any motion to pass.

Qualifications

1. **Chairperson**
 - a. Possess a source of income.
 - b. Have at least five (5) years of continuous clean time.
 - c. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.
 - d. Willingness to serve at any activities level
 - e. Have at least one (1) year of service experience on a sub-committee.

2. **Vice Chairperson**
 - a. Possess a source of income.
 - b. Have at least four (4) years of continuous clean time.
 - c. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.
 - d. Willingness to serve at any activities level and assume duties as Chair if needed.
 - e. Have at least one (1) year of service experience on a sub-committee.

3. **Treasurer**
 - a. Possess a source of income.
 - b. Have at least three (3) years of continuous clean time.
 - c. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.
 - d. Willingness to serve at any activities level.
 - e. Have at least two (2) years of service experience as a treasurer.

4. **Vice Treasurer**
 - a. Possess a source of income.
 - b. Have at least two (2) years of continuous clean time.
 - c. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.
 - d. Willingness to serve at any activities level, assume duties as Treasurer if needed.
 - e. Have at least one (1) year of service experience as a treasurer.

5. **Secretary**
 - a. Have at least one (1) year of continuous clean time.
 - b. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.
 - c. Be able to type and have access to a computer with internet access.
 - d. Be able to provide the committee with electronic notes.
 - e. Willingness to serve at any area activities level.
 - f. Have at least one (1) year of service experience.

6. **Flier Person**
 - a. Have at least one (1) year of continuous clean time.
 - b. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.
 - c. Willingness to serve at any area activities level.
 - d. It is suggested that they have knowledge of various graphic design programs.

7. **Hospitality Coordinator**
 - a. Possess a source of income.
 - b. Have at least two (1) year of continuous clean time.
 - c. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.
 - d. Willingness to serve at any area activities level.
 - e. Have at least six (6) months of service experience.

8. **Co-Hospitality Coordinator**
 - a. Possess a source of income.
 - b. Have at least one (1) year of continuous clean time.
 - c. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.
 - d. Willingness to serve at any area activities level.
 - e. Assume duties as Hospitality Coordinator if needed.

9. **Recovery House Liaison**

- a. Possess a source of income.
- b. Have at least one (1) year of continuous clean time.
- c. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.
- d. Willingness to serve at any area 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. Manage Group Me access for all current voting members. (GroupMe is not affiliated with Narcotics Anonymous)
- E. Create new GroupMe thread yearly in January.
- F. Utilize Polls in order to maintain a 24 hour voting period for all motions made within GroupMe.
- G. Maintain quorum for all motions made within GroupMe.
- H. Be a co-signer on the OCAAC bank account.
- I. Provide an agenda for the OCAAC.
- J. Oversee and coordinate OCAAC functions.
- K. Attend the monthly OCASC meeting and provide a verbal report to the ASC body.
- L. Perform all duties of any member of the executive body in their absence.
- M. Can only vote in case of a tie at the monthly OCAAC meeting.
- N. Must read and familiarize themselves with OCASC and OCAAC guidelines before the next OCAAC meeting after taking this position.
- O. Verify all count of monies at the end of event(s).
- P. Be added as a signer on the OCAAC bank account.
- Q. Train Successor.

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. Willing to become Chair if needed until the end of current term.
- 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 if applicable.
- L. Be added as a signer on the OCAAC bank account.
- M. Can only vote in case of a tie at the OCAAC meeting, in the absence of the chair.

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. Disperse 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. Prepare a donation tax form on all merchandise and submit it to either ASO or RSO on a quarterly basis.
- I. Count all monies at events.
- J. Be added as a signer on the OCAAC bank account.
- K. Submit a 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 during guideline review and as new members join.
- M. Shall coordinate and attend with the Auditing Committee yearly (generally in August).
- N. Will be acting Ticketmaster for all events enlisting assistance from the Vice Treasurer.
- O. Will maintain a list of members who have OCAAC current Financial Responsibility Waiver on file.
- P. Train your successor.

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. Willing to become the Treasurer if needed, until the end of current term.
- G. Assist in counting monies at events.
- H. Be added as a signer on the OCAAC bank account.
- I. Will assist the Treasurer with tickets for all events as directed.
- J. Attend the yearly Auditing Committee.

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. Document all motions made within GroupMe.
- G. Maintain a phone list and/ or email list of all committee members and voting members.
- H. Provide electronic copies of month's minutes to all OCAAC members at current monthly meetings
- I. Assist the Chairperson and Vice Chairperson in overseeing and coordinating all OCAAC functions, meetings, and ad-hoc meetings.
- J. Include addendums as needed to last month's meetings and minutes.
- K. Secretary writes key points for the Chairperson to provide a verbal report to the ASC meeting.
- L. Add all minutes, fliers, and tickets to the shared G drive.
- M. Provide monthly report to ASC secretary via email.
- N. Provide voting members with a copy of the guidelines.
- O. Send a copy of all fliers and minutes to the ASC Archive position.
- P. Maintain OCAAC Shared Google Drive access for all current voting members.
- Q. Maintain file organization of the OCAAC shared Google Drive.

The Flier 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, and 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 flier for approval 90 days prior to event and make arrangements to have them printed by the second Sunday for area.
- H. Regional events- Shall submit all regional event fliers to the OCASO or regional flier person for approval 120 days prior to the event and make arrangements to have them printed by the 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 and oversee the cash drawer at events.
- G. Recruit volunteers to assist in matters not handling money.
- H. Maintain documented current inventory.
- I. Take inventory after every event.
- J. Train successor.

The Hospitality Vice-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 and oversee the cash drawer at events.
- F. Recruit volunteers to assist in matters not handling money.
- G. Assumes the responsibilities of Hospitality Coordinator in their absence.
- H. Willingness to become Hospitality Coordinator.

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 treatment programs.
- E. Continuously establish and maintain relations with recovery houses and treatment programs.
- F. To keep said recovery houses and treatment programs informed of OCAAC area activities.
- G. To provide said recovery houses and treatment programs with up to date information and access to event tickets.
- H. To coordinate with said recovery houses and treatment programs at time of event to make sure that they are admitted into events seamlessly and feel welcomed.

Members at Large:

- A. All members who are present at the first OCAAC meeting receive voting rights in January.
- B. Those who join after January must attend two (2) consecutive meetings of OCAAC to have voting rights and at the third meeting they receive voting rights.
- C. Are encouraged to attend all OCAAC meetings, functions, and ad-hoc meetings.
- D. If two unexcused (without contacting chair or vice-chair) meetings are missed consecutively voting rights will be lost.
- E. Any NA member may participate in the OCAAC with one day clean time.
- F. Members at large cannot handle money until they have voting rights.

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. 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 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, financial responsibility, and voting rights.
 - 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).
3. All executive bodies must sign a financial obligation accountability form upon taking Position.
4. All monies should be accounted for at the end of the event. Money should be counted by two (2) position holding members who have signed a financial responsibility waiver. The only exception being the 12 days of NA. This event may allow any members of OCAAC who have signed a financial responsibility waiver to count monies. Each total will be provided to the committee at the end of the event. Monies must be deposited in the OCAAC bank account within seven business days of the end of the event.
5. 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.
6. Any monies above the operational allowance of \$4500.00 will be donated to the OCASC.
7. The OCAAC checking account shall require two signatures on each check from the Treasurer, Vice Treasurer, Chairperson or 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.**
8. If an officer loses/misplaces NA goods, they are responsible for replacing it/them at cost.

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 (5) years, and minimum of (2) 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 fliers 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 fliers with trademarks.
 - g. Other logos shall not be used.
 - h. All published flyers should be archived by the Secretary. All fliers shall be submitted to OCAAC (2) two weeks prior to being submitted to OCASO.
 - i. All non-regional fliers should be submitted to the area 90 days prior for approval.
 - j. All regional fliers submitted to the region 120 days prior for approval.
3. Only voting members shall be allowed to sell pre-sale tickets and must sign the Statement of Financial Responsibility waiver.
4. For every event conducted, activities must have facility and flier locked in for 4 months in advance of a regional event.
5. Prior to flier distribution, or the sale of tickets, events must have approved insurance.
6. OCAAC must submit event flyers to ASC (two hundred fifty (250) copies) two (2) months prior to the event. Each event shall be announced at two OCASC meetings.
7. 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. 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.
8. All OCAAC events and functions shall be coordinated and facilitated by a group conscience of OCAAC voting members.
9. GroupMe will be used by members for needs outside of the monthly meeting.
10. Members will pay pre-sale and cost prices for all events that have outside costs. (i.e. Angel games, bowling, skate night.)
11. All present officers shall intervene in the case of any activity which compromises the integrity of the NA message at any OCAAC event.

12 Days of NA Event Guidelines

- A. Signup Sheet for Homeowners will go out in August.
 - a. Home must have a working bathroom
 - b. Home should be working the boundaries of the Orange County Area of Narcotics Anonymous
 - c. Address of the Host will be displayed on the flier.
- B. Preliminary Host Detail Flier to go out in September

- C. Signup for Groups will open in October.
 - a. Facilities not eligible to host.
 - b. Group must be in the directory and inside the boundaries of Orange County area of Narcotics Anonymous
- D. Draft of Host Details flier to be sent to all hosts to proofread and confirm their information prior to final draft.
- E. Final Host Details Flier will go out in November (maybe revised in December for any last minute sign ups)