

# **Northern Counties Area Activities suggested Guidelines**

## **Approved May 2021**

This body shall be known as the Northern Counties Area Activities Sub-Committee, hereinafter referred to as NCAAC. This is a sub-committee of the Northern Counties Area Service Committee hereinafter to as NCASC of Narcotics Anonymous. As such, the NCAAC shall operate within the NCASC guidelines and is accountable to the NCASC.

At the first NCAAC meeting, which is held on the second Sunday of January of each year. The Committee shall elect a Chairperson, Vice-Chairperson, Secretary, Treasurer, Vice-Treasurer, Regional Activities Representative, Alternate Regional Activities Representative, who will assume their duties the following month. The Bank account and Signature card must be updated immediately.

### **Purpose:**

To provide Activities, promote Unity and Celebrate recovery for the Northern Counties Area Fellowship.

### **Suggested Requirements and Duties of the Officers:**

All elected officers shall have a working knowledge of the 12 Steps and the 12 Traditions and a willingness to service.

**A. Chairperson:** Shall have at least 3 years clean time and 1 year of NCAAC experience.

- 1) Preside at all NCAAC meetings.
- 2) Provide an Agenda for the NCAAC meeting.
- 3) Be a co-signer of the NCAAC bank account.
- 4) Vote at the NCAAC meeting only in the event of a tie. Oversees and coordinates all NCAAC activities or functions.
- 5) Represents the NCAAC at the NCASC meeting.
- 6) Distribute fliers of upcoming Regional activities or functions at the NCASC. Will provide a current written report, including a Treasurer report of the monthly sub-committee meeting to the NCASC secretary. Will give an oral report to the Group Service Representatives, hereinafter referred to as GSR, and the executive body as well as post all pertinent information on the board for the GSR's.
- 7) Keep in possession of the NCASC storage key.
- 8) Research venues and/or places for events including but not limited to, sports events, with the purpose of the NCAAC within the Northern Counties fellowship.

**B. Vice-Chairperson:** Shall have at least 2 years clean time and 1 year of NCAAC experience.

- 1) Perform duties of the Chairperson in their absence.
- 2) Assists chairperson in overseeing and coordinating all activities or functions.
- 3) Preside at all ad-hoc meetings.
- 4) Keep in possession a second copy of the NCASC storage key.
- 5) Be a co-signer on the NCACC bank account.

**C. Secretary:** Shall have at least 1 year clean time

- 1) Record and distribute minutes at all NCAAC meetings including ad-hoc meetings.
- 2) Keep an active roll call of members, including phone numbers and emails.
- 3) Compile and be custodian of the previous 2 years of NCAAC minutes, as well as NCAAC guidelines.

**D. Treasurer:** Shall have at least 3 years clean time and 1 year of NCAAC experience.

- 1) Keep record of all cash flow in and out of the bank, (all events deposits shall be made within 72 hours).
- 2) Be custodian of the NCAAC bank account and “DEPOSIT ONLY” card.
- 3) Be co-signer of the NCAAC bank account.
- 4) Disburse funds with approval of the NCAAC.
- 5) Prepare an event report including proof of deposit following each event.
- 6) Properly prepare a monthly treasurer’s report including a copy of the bank statement.
- 7) Prepare a Financial Statement at the end of each calendar year.
- 8) Attend the annual audit with the NCASC Treasurer.

**E. Vice-Treasurer:** Shall have at least 2 years clean time and 1 year of NCAAC experience.

- 1) Performs the duties of the treasurer in their absence.
- 2) Be co-signer of the NCAAC bank account.
- 3) Attend the annual audit with the NCAAC and NCASC Treasurers.

**F. Regional Activities Representative:** Shall have at least 1 year clean time and 6 months of NCAAC experience.

- 1) Attend all the Southern Calif. Regional Activities Committee hereinafter referred as SCRAC meetings (which is held on the 1st Wednesday of each month at the Regional Service Office).
- 2) Act as the Liaison between the NCAAC and the SCRAC.
- 3) Report the NCAAC activities and/or events to the SCRAC and distribute fliers of upcoming activities and events.

- 4) Request Dates from the SCRAC calendar and pickup fliers of upcoming events from the SCRAC.
- 5) Provide a verbal report to the NCAAC and submit a written report to the NCAAC Chairperson and Secretary.

**G. Alternate Regional Activities Representative:** Shall have at least 6 months clean time and 3 months of NCAAC experience.

- 1) Perform the duties of the Regional Activities Representative in their absence.
- 2) Attend all the SCRAC meetings.

### **OPERATIONAL GUIDELINES:**

- 1) Committee officers shall serve for a term of 1 year. All committee officers may succeed themselves in office, but none may serve more than two consecutive terms in office. A relapse is an automatic forfeiture of any elected position and all signing privileges will be revoked immediately.
- 2) Activities officers cannot be an authorized signer for both the NCAAC and NCASC at the same time.
- 3) The NCAAC shall hold regular monthly meetings. Special meetings may be called a majority vote or at the discretion of the Chairperson. Reasonable notice of such special meetings must be given to all committee members.
- 4) In matters pertaining to dates, places and time of Area Activities, all members may make motions and carry one vote. Any committee officer may be removed during their term in office by a  $\frac{2}{3}$  vote. In the event that any officer misses two consecutive NCAAC, they shall be automatically removed from office. However, the officer may be reinstated by a  $\frac{2}{3}$  vote of the voting body.
- 5) A new member attending their second consecutive activities meeting may have an active vote. In the event that any voting member misses two consecutive monthly meetings, they shall become inactive and shall be active again when the second consecutive monthly activities meeting is attended.
- 6) Any transaction involving the use of funds shall be voted on and passed by a  $\frac{2}{3}$  vote of the voting body.
- 7) A maximum of \$1,500.00 dollars will be kept in the NCAAC bank account. Any monies over \$1,500.00 dollars will be donated to the NCASC.
- 8) To avoid duplication of dates, the Regional Activities Representative should clear dates with the SCRAC.
- 9) Any NA member may participate in the NCAAC.
- 10) The NCAAC checking account shall require two signatures on each check.
- 11) The guidelines for selecting speakers, leaders and readers for an activity or event are as follows:

- a) The speaker shall be an active member of NA with a minimum of 5 years of continuous clean time.
  - b) The leader shall be an active member of NA with a minimum of 3 years of continuous clean time.
  - c) The readers shall be clean of all substances.
  - d) No speaker may be a member of the NCAAC.
- 12) The Chairperson of the NCAAC or their delegate shall notify speakers, leaders and readers.
- 13) A quorum shall be required to conduct business. A quorum consists 50% of the active voting members. If at the regular monthly activities meeting, a quorum cannot be gathered, the Chairperson can call an emergency meeting, as per guideline #3.
- 14) The committee shall select a volunteer to design fliers that meet with the approval of the NCAAC.
- 15) Any portion of these guidelines may be waived by a  $\frac{2}{3}$  vote.
- 16) For any activities or events, only the NCAAC voting members are permitted to handle money, tickets, merchandise, or perform transactions only after they have signed a waiver, which will be brought to the attention of the NCAAC and the matter shall be taken to NCASC. Any steps taken in such a situation shall be done only after a  $\frac{2}{3}$  vote. Any form of misappropriation will be handled in the same fashion.
- 17) Any amendment to a guideline must be submitted to the Chairperson in writing two weeks prior to the next scheduled NCAAC meeting. It is important to understand that these guidelines are not stern rules, but rather a suggested guideline for the NCAAC to operate smoothly.