

MOUNTAIN AREA OF NARCOTICS ANONYMOUS

ACTIVITIES SUB-COMMITTEE GUIDELINES

Article I

Definition: The name of this subcommittee shall be the Mountain Area of Narcotics Anonymous Activities Sub-Committee.

Article II

Purpose:

- A. To provide and maintain an atmosphere of recovery and unity throughout the fellowship of Narcotics Anonymous within the Mountain Area of N.A.**
- B. To financially support the M.A.N.A. with proceeds from any activity going to the M.A.N.A. general fund.**
- C. To provide the fellowship of N.A. with celebrations of recovery.**
- D. To coordinate the timing of activities within the M.A.N.A.**

Article III

Spiritual Guidance:

- A. The M.A.N.A.A.S. shall not make any motion or take any action that conflicts with the Guiding Documents.**
 - 1. The Twelve Traditions of Narcotics Anonymous.**
 - 2. The Guide to Local Service**
 - 3. The Twelve Concepts of Service for Narcotics Anonymous.**
 - 4. Current publications of all N.A. handbooks.**
 - 5. The approved motions of the Mountain Area Narcotics Anonymous Service Committee.**
 - 6. The current publications of these guidelines.**
 - 7. The approved motions of the Activities Sub-committee.**

Article IV

Responsibilities and duties:

- A. To follow the directions of the Mountain Area of Narcotics Anonymous Service Committee.**
- B. To coordinate a fundraiser at least each quarter if funds are available.**

- C. To maintain a close working relationship with other sub-committees within this area, being careful not to interfere with their responsibilities.
- D. The Activities Sub-committee shall meet the third Sunday of each month prior to the A.S.C. meeting.
- E. Special meetings may be called by the chairperson in response to the request of three voting members. All current members with voting privileges shall be notified by phone or e-mail at least 7 days in advance in cases of emergency. If no emergency exists, the purpose, place, and time, of that meeting shall be announced at least 11 days in advance.

Article V

Membership and Voting:

- A. Membership is open to any N.A. member who shares the stated purpose of this sub-committee.
- B. Any member that attends two (2) consecutive meetings may vote at the second meeting, with the exception of the chair, who may vote only in the case of a tie vote.
- C. All Sub-committee officers are eligible to vote, except the Chair as stated in Article V, Section B.
- D. Any member of Narcotics Anonymous may make a motion or participate in meeting discussions. Motions must be seconded by a voting member.
- E. Motions may be amended by any member or withdrawn by the maker any time prior to voting. An amended motion must be seconded by a voting member.
- F. In case of a tie vote on any motion or election, the Chairperson may cast a vote to decide the issue. In the case of the Chairperson's absence, the Vice Chairperson may cast a vote. Tie vote privileges do not apply in actions requiring a two-thirds majority.
- G. All motions will be voted on a simple majority vote of eligible voting members except for Article V Section H below.
- H. Actions Requiring a two-thirds majority are:
 - 1. Changing prudent reserve, which will also require a two-thirds majority by the A.S.C.
 - 2. Removal of office of any sub-committee officer for non-compliance, which includes, but is not limited to:
 - a. Loss of abstinence.
 - b. Mis-appropriation of any M.A.N.A. or Activities sub-committee funds.
 - c. Non-fulfillment of the duties of their position.

- d. **Non-attendance of two (2) or more sub-committee meetings without prior approval by the chairperson.**
- e. **Any changes or additions to these guidelines.**
- I. **This sub-committee shall consist of:**
 - 1. **Chairperson**
 - 2. **Vice-Chairperson**
 - 3. **Secretary**
 - 4. **Members and anyone assigned a particular job as deemed necessary by the sub-committee.**

Article VI

Elections:

- A. **Any member is eligible for nomination to an officer position provided they meet the following minimum qualifications, and have read and understand the duties for the position.**
 - 1. **Chairperson.**
 - a. **Two (2) years abstinence from all drugs.**
 - b. **Previous service experience at group or area level.**
 - c. **A working knowledge of all the guiding documents which apply to their positions.**
 - d. **Willingness to serve, the time and initiative to commit for the length of time involved.**

Duties:

- a. **Arrange times and agendas for sub-committee meetings.**
- b. **Arrange for contacts for building rentals and submit a budget to ASC for approval on all expenses involved in having an activity event.**
- c. **Attend all Activities Sub-committee meetings.**
- d. **Fill out and sign a service resume according to ASC guidelines.**
- e. **Attend all monthly MANAASC meetings from start to finish.**
- f. **Be financially responsible and accountable for all funds and receipts generated from any Activity event.**
- 2. **Vice-Chairperson:**
 - a. **At least one (1) years abstinence from all drugs.**
 - b. **Previous service experience at group or Area level.**
 - c. **A working knowledge of all the guiding documents which apply to their position.**

- d. **Willingness to serve, the time and initiative to commit for the length of time involved.**

Duties:

- a. **To assume responsibility for the subcommittee in the Chairperson's absence.**
 - b. **To work closely with and assist with all duties of the Activities Sub-committee.**
 - c. **Carry out responsibilities delegated by the Chairperson and/or the Subcommittee.**
 - d. **Attend all ASC Activity sub-committee meetings.**
 - e. **Attend all MANAASC meetings from start to finish.**
- 3. Secretary**
- a. **At least six (6) months abstinence from all drugs.**
 - b. **Previous Service experience at group level.**
 - c. **Willingness to serve, the time and initiative to commit for the length of time involved.**

Duties:

- a. **Record minutes of each Activities Sub-committee meeting.**
- b. **Keep an accurate attendance record of all members, including phone numbers or e-mail addresses.**
- c. **Present minutes of previous meeting to the sub-committee at the next scheduled meeting.**
- d. **Attends all ASC Activities meetings.**

Article VII

Elections of officers:

- A. **Any member may nominate a qualified individual for a MANA Activity Subcommittee position.**
- B. **A simple majority is required to elect these officers.**
- C. **Abstentions count as a nil vote. (Of no value)**
- D. **An officer shall be removed from their position for purposes stated in Article V, Section 2.**
- E. **The officers shall be elected to serve for one year term or until successors are elected. Their term in office shall begin at the time of their election.**
- F. **No MANA Activities Subcommittee officer shall be eligible to serve more than two (2) consecutive terms in the same position unless there is no willingness shown to fulfill that position.**

- G. In case of resignation or removal, an interim shall be appointed by the chairperson at the time of removal or resignation unless it's the chairperson who is resigning or being removed. In that case it will be the Vice Chairperson's responsibility. Ultimately, it will be the responsibility of the ASC to elect a new Chair or appoint an interim.

Article VIII

Amendments to guidelines:

- A. Any voting member may propose an amendment to these guidelines at a regular MANAAS meeting. The proposal must be seconded and voted on by members attending the MANAAS meeting. A two-thirds majority of the voting members is necessary to amend.
- B. The amendment shall go into effect upon its approval by the MANA ASC.

Article IX

Funding:

- A. The MANA Activities sub-committee shall establish a general operating fund with a prudent reserve of \$200.00.
- B. A financial report will be provided by the third Sunday of each month and presented to the area with the Chairperson's report, for the purpose of Accountability.

This is the end of the Activities Sub-Committee Guidelines of the Mountain Area of Narcotics Anonymous, revised thru the committee of Policy and Procedure and updated to reflect the current ASC Guidelines and all other Sub-committees of the MANAASC.
Date: 1-20-08 for approval by ASC.