

Finger Lakes Area Service Committee of Narcotics Anonymous Activities & Events Sub-Committee Guidelines 2011

Article I Name

The name of this sub-committee shall be FINGER LAKES AREA ACTIVITIES & EVENTS SUB-COMMITTEE OF NARCOTICS ANONYMOUS (FLASCNA A&E). The Finger Lakes Area Activities & Events Sub-committee is formed by and directly responsible to the Finger Lakes Service Committee (FLASCNA) for the fellowship of Narcotics Anonymous and is a standing sub-committee of said committee.

Article II Purpose

- A.** To provide and maintain an atmosphere of recovery and unity through A&E within the Finger Lakes Area fellowship of NA.
- B.** To provide the fellowship of NA with celebrations of recovery.
- C.** To coordinate the scheduling of events within the Finger Lakes Area fellowship as to minimize overlapping with other events in the Northern New York Region.
- D.** To work with other sub-committees; both ours and regional for coordination of events.

Article III Officers

- A.** Chairperson shall be elected by FLASCNA in accordance with current FLASCNA Guidelines.
- B.** All other officers shall be elected by voting members of the A&E subcommittee.
- C.** Must have knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.

Article IV Accountability

- A.** The A&E sub-committee shall be financially accountable to FLASCNA and in accordance with the FLASCNA misappropriation of funds policy.
- B.** All members of the A&E sub-committee must sign a misappropriation of funds form.
- C.** Funds and/or merchandise shall be handled or supervised by a subcommittee member with a minimum of 6 months clean time whenever possible.

Article V **Choice of Activities & Events**

This committee must vote on all functions for feasibility.

Article VI **Cost of Admission**

All events fees shall be a requested donation unless it is a specified cost event

Article VII **Requirements for Membership**

- A.* Must be a member of the fellowship of NA.
- B.* Must have a desire to serve.
- C.* General membership of this subcommittee shall be open to individuals who share the stated purpose of this subcommittee.

Article VIII **Requirements and Duties for Officers of this Sub-committee**

A. Chairperson

1. Minimum of three years clean time.
2. Minimum of six months active involvement with the A&E sub-committee.
3. Must be elected by FLASCNA, in accordance with their guidelines.
4. Chairperson is a non-voting member of the subcommittee.
5. Shall be a co-signer of the bank account.
6. To be present at the A&E sub-committee meetings, unless vice-chairperson, or other sub-committee officer in the absence of the vice-chairperson is notified.
7. To facilitate the meetings in every way compatible with the rights of members, in accordance with the A&E Guidelines.
8. To be present at FLASCNA ASC monthly meetings in accordance with current FLASCNA Guidelines, to submit sub-committee report and financial report. To be present at the ASC semi-annual audits with records and inventory pertaining to the audit.

B. Vice-chairperson

1. Minimum of two years clean time.
2. Minimum of six months active involvement with the A&E sub-committee.
3. In the absence of the chairperson, to serve and fulfill the formal duties of the chairperson.
4. Shall be a co-signer of the bank account.
5. To be present at the A&E sub-committee meetings, unless chairperson, or other sub-committee officer in the absence of the chairperson is notified.

C. Treasurer

1. Minimum of five years non-waivable clean time.
2. Minimum of six months active involvement with the A&E sub-committee.
3. Working knowledge of keeping accurate financial records.
4. Shall be a co-signer on the bank account.
5. To be present at A&E sub-committee meetings unless the chairperson or vice-chairperson is notified.
6. To fill out A&E's financial report form and ensure that the chairperson has the report to be submitted to the ASC every month.
7. To be present at ASC semi-annual audit with records and inventory pertaining to the audit.
8. In the absence of the chairperson or vice-chairperson, to fulfill the duties of the chairperson or vice-chairperson.

D. Secretary

1. Minimum of six months clean time.
2. Minimum of three months active involvement in the A&E subcommittee.
3. Has the ability to take minutes and the ability to maintain accurate records.
4. In the absence of the chairperson, vice-chairperson, or treasurer, to fulfill the duties of the chairperson (except financial duties).

E. Activities Coordinator

1. Minimum of one year clean time.
2. Minimum of three months active involvement in the A&E subcommittee.
3. The ability to organize events and to coordinate events with surrounding areas adjacent to FLASCNA.
4. The ability to maintain updated records of all contacts (DJ's, facilities, contacts, etc.) used at all sub-committee functions.

Article IX

Voting

A. Voting members shall be officers of this sub-committee, except chairperson or acting chairperson, and any members who have attended two consecutive meetings. Members will become eligible to vote at the third consecutive meeting.

B. Voting privileges will be extended to all members who have attended one of the first two subcommittee meetings of the new year.

C. To keep voting privileges, a voting member must be in attendance for at least two of the last four scheduled meetings.

D. The following officer positions shall be filled by election from the voting members of this subcommittee; Vice-chairperson, Treasurer, Secretary and Activities Coordinator.

E. This committee may select and present a nominee for the position of Chairperson at the FLASCNA November meeting.

F. At the end of the January FLASCNA ASC, the new chairperson shall take over and the previous chair shall step down, as shall all other officers.

G. At the next scheduled A&E meeting all the elected sub-committee positions are open for nominations.

H. A person must be present to be nominated.

Article X

Handling of Elections

- A.** Nominees shall submit written qualifications and answer questions.
- B.** Any questions that the chairperson deems to be irrelevant or antagonistic may be dismissed by the chairperson or 2/3 majority vote of the sub-committee membership.
- C.** These guidelines may be amended by 2/3 majority vote per ASC Guidelines.

Article XI

Removal of Officers

- A.** Any officers of this sub-committee will lose his/her position:
 - 1. Upon relapse.
 - 2. Misses three consecutive meetings.
 - 3. Does not hold up their duties of his/her office, in accordance with the 12 concepts of service and A&E Guidelines.
 - 4. By 2/3 majority vote of the sub-committee membership after a written grievance is filed with the A&E chairperson.
 - 5. Misappropriation of any NA funds, assets, inventory, etc...