

# **Bay Cities Area of N.A. Activities Committee Guidelines**

Approved January 2024

## **I. DEFINITION**

This body shall be known as the Bay Cities Area Activities Committee of Narcotics Anonymous (BCAAC). The Committee is made of interested Narcotics Anonymous (NA) members from within the Bay Cities Area (BCA). The Activities Committee is a subcommittee of and ultimately reports to the Bay Cities Area Service Committee (BCASC).

## **II. PURPOSE**

- a. The BCAAC shall fulfill the primary purpose of planning, coordinating and administering Bay Cities Area Events and fundraisers. The BCAAC shall contribute to the growth and unity of the Bay Cities Area of Narcotics Anonymous.
- b. To provide donations over and above the BCAAC prudent reserve to the BCASC in order for it to continue to carry out the functions described in BCASC Guidelines.

## **III. FUNCTIONS**

- a. BCAAC and their Ad Hoc committees shall carry out their functions in accordance with the 12 Traditions and 12 Concepts of Service.
- b. To ensure that the BCAAC purpose is accomplished, Ad Hoc committees are created by the BCAAC and are directly responsible to those they serve through the BCAAC.
- c. BCAAC and their Ad Hoc committees each shall conduct an annual Committee Service Inventory in the June monthly meeting.
- d. BCAAC shall review the Guidelines of the BCAAC annually.
- e. BCAAC shall maintain its own bank account.
- f. BCAAC shall maintain a working budget \$6,000.00

## **IV. MEMBERSHIP**

- a. BCAAC and their Ad Hoc committees are comprised of BCA members and elected trusted servants. Membership to the BCAAC and their Ad Hoc committees shall be limited to NA members. It is suggested that each member have at least thirty (30) days of continuous clean time in NA and the willingness and ability to be of service.
- b. On the second consecutive meeting a member becomes active.
- c. Members interested in a particular event may serve as Ad Hoc committee members only and obtain voting rights by attending two consecutive Ad Hoc committee meetings.

## **V. MEETINGS**

- a. BCAAC shall hold regular monthly meetings. All special meetings may be called by a simple majority vote for the BCAAC or at the discretion of the Chair. Reasonable notice, of at least one (1) week of such special meetings must be given to all BCAAC members.

## **VI. QUORUM**

- a. A quorum at all BCAAC meetings shall consist of 2/3 of all the voting BCAAC members present.

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## **VII. VOTING AND MOTIONS**

- a. Motions may be made by any N.A. member, but can only be seconded by a voting member of the BCAAC.
- b. All BCAAC votes, unless otherwise defined, shall be by simple majority vote of all voting BCAAC members present with the exception of the following:
- c. Disbursement of any funds requires a 2/3 majority vote of all voting members.
- d. Any BCAAC elected officer may be removed during their term or reinstated by a 2/3-majority vote of all voting members.
- e. Any BCAAC Guideline amendments must be approved by a 2/3-majority vote of all voting members. A four (4) week notice must be given to all voting members prior to an attempted change in these Guidelines.
- f. At all BCAAC meetings the BCAAC Chair votes only in case of a tie vote.
- g. All elected BCAAC officers will be voting members of any BCAAC Ad Hoc, except the BCAAC Chair.

## **VIII. COMMITTEE ELECTIONS, OFFICERS AND TERMS**

- a. Elections are held during the July BCAAC meeting and officers that are elected will assume their duties at the next BCAAC meeting. Each shall have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service of NA and the ability and willingness to serve.
- b. All BCAAC officers shall serve for a term of one (1) year. All BCAAC officers may succeed themselves in office, but none may serve more than two (2) consecutive terms.
- c. In the event that any BCAAC officer misses three (3) consecutive committee meetings, they shall be automatically removed from office; however, the officer can be reinstated by 2/3-majority vote.

## **IX. QUALIFICATIONS AND DUTIES OF BCAAC OFFICERS**

### **Chairperson**

#### Qualifications:

The Chair shall have at least three (3) years of continuous clean time, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service of NA, a willingness to serve, and at least one (1) year of service experience on the Activities Committee.

#### Duties:

- a. Preside at and provide an agenda for all BCAAC meetings.
- b. Oversee and coordinate all BCAAC events and functions.
- c. Be the liaison between the BCASC and the BCAAC, attend all BCASC meetings, and submit a written and electronic report, including financial report to the BCASC.
- d. Be a key holder of the BCAAC storage unit.
- e. Coordinate with the Vice Chair all announcements at events and develop the event program literature.
- f. Be co-signor of the BCAAC bank account.

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## **Vice Chairperson**

### Qualifications:

The Vice Chair shall have at least two (2) years of continuous clean time, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service of NA, a willingness to serve, and at least six (6) months of service experience on the Activities Committee.

### Duties:

- a. To assist and be prepared to perform the duties of the Chair in their absence.
- b. Assist the Chair in overseeing and coordinating all BCAAC events and functions.
- c. Be a co-signor of the BCAAC bank account.

## **Secretary**

### Qualifications:

The Secretary shall have at least six (6) months of continuous clean time, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service of NA, and a willingness to serve.

### Duties:

- a. Record, type, and distribute the minutes of each meeting.
- b. Maintain an accurate BCAAC meeting attendance list.
- c. Assist in sending out BCAAC correspondence or notices of any kind.
- d. Maintain the BCAAC archives including the keeping of an updated file of all persons and places contacted in coordinating events.
- e. In the BCAAC Treasurer's absence, the secretary will submit the report prepared by the Treasurer to the BCAAC.

## **Treasurer**

### Qualifications:

The Treasurer shall have at least three (3) years of continuous clean time, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service of NA, a willingness to serve, and at least one (1) year of service experience on the Activities Committee.

### Duties:

- a. Be the custodian and co-signor of the BCAAC bank account.
- b. Disburse any funds with the approval of the BCAAC.
- c. Collect and count all funds from each "point of sale" regularly during the day of the event.
- d. Keep record of all cash flows and submit a monthly financial report at the beginning of each BCAAC meeting.
- e. Keep detailed inventory list of all items purchased by the BCAAC and their Ad Hoc committee (i.e. equipment, supplies and merchandise).
- f. In their absence, the Treasurer will forward the report to the BCAAC Secretary for submission to the BCAAC.
- g. Prepare and submit a financial report at the BCAAC meeting following events.

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- h. Monitor all approved BCAAC and all BCAAC Ad Hoc committee budgets.
- i. Be the custodian, and key holder of the BCAAC storage unit.
- j. Be responsible to the area for the audit of BCAAC treasury.

### **Regional Activities Representative**

#### Qualifications:

The BCAAC Representative to the Regional Activities Committee shall have at least one (1) year of continuous clean time, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service of NA, a willingness to serve, and at least six (6) months of service experience on the Activities Committee.

#### Duties:

- a. Attend all Southern California Regional Activities Committee (SCRAC) and act as a liaison between the BCAAC and SCRAC.
- b. Be responsible for requesting and clearing dates for all functions (so as not to conflict with another Area's functions) through the SCRAC.
- c. Be responsible for providing all Area function information to the SCRAC.

### **Alternate Regional Activities Representative**

#### Qualifications:

The Alternate Area Representative to the Regional Activities Committee shall have at least one (1) year of continuous clean time, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service of NA, and a willingness to serve.

#### Duties:

- a. To assist and be prepared to perform duties of the Regional Activities Representative in his/her absence.

## **X. AD HOC COMMITTEE**

#### Definition:

This subcommittee meets at least once per month. An Ad Hoc committee, unlike a standing committee, is assigned a specific job to do and the committee dissolves when the job is done. Ad Hoc committees do not require a bank account.

#### Purpose:

To assist and expedite the business and goals of the BCAAC, Ad Hoc committees shall be formed in accordance with Page 1, Section II, Sub. A. Each Ad Hoc committee will perform only with the approval of the BCAAC and negotiate the event contract for each year, which is approved by the BCAAC. Each BCAAC Ad Hoc committee will hold its first meeting at least six (6) months prior to the event.

#### Functions:

This committee remains available to negotiate other items at the discretion of the BCAAC. The committee consists of Chair, Vice Chair, Operations Chair, Secretary and a Treasurer.

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- a. BCAAC shall facilitate the first meeting and elections of the Ad Hoc committee six (6) months prior to the event.
- b. Each BCAAC Ad Hoc committee shall give a written report to the BCAAC including a copy of all its meeting minutes, its latest revised budget, its current inventory list (supplies, equipment, etc.) and a current list of all members' names and telephone numbers.
- c. All BCAAC Ad Hoc committees shall abide by the BCAAC Guidelines.
- d. Voting and motions shall be in accordance with page 2, Section VII, Sub. A-D.
- e. Any motion presented to the BCAAC directly affecting the responsibilities or procedures of any BCAAC Ad Hoc committee must be referred to that Ad Hoc before consideration by the BCAAC.
- f. If required by venue, before entering the event, all parents will sign a release form which describes their responsibility for any harm that comes to their child as a result of their failure to supervise them.

### **Duties for each BCAAC Ad Hoc Committee Chair include:**

- a. Provide an agenda for all committee meetings.
- b. Maintaining the subcommittee's inventory list (i.e., supplies, equipment, and merchandise).
- c. Assure that the Ad Hoc committee adheres to the BCAAC approved budget at all times.
- d. Notifying all Ad Hoc committee members of any special Ad Hoc or BCAAC meetings or any sudden changes in meeting date/time/location.
- e. Be liaison between the BCAAC Ad Hoc committee, attend all BCAAC meetings, and submit a written report to BCAAC.

### **Duties for each BCAAC Ad Hoc Committee Vice Chair include:**

- a. To assist and be prepared to perform the duties of the Ad Hoc committee Chair in case of their absence.

### **Duties for each BCAAC Ad Hoc Committee Secretary include:**

- a. Recording, typing, and distributing the minutes of each of their BCAAC Ad Hoc committee meetings.
- b. Maintaining an accurate meeting attendance list for their BCAAC Ad Hoc committee.
- c. Assisting in sending out correspondence or notices of any kind.
- d. Maintaining their BCAAC Ad Hoc committee archives of communication and documentation.

### **Duties for each BCAAC Ad Hoc Committee Treasurer include:**

- a. The Treasurer shall have at least three (3) years of continuous clean time.
- b. Disburse any funds with the approval of the BCAAC Ad Hoc committee.
- c. Collect and count all funds from each "point of sale" regularly during the day of the event.
- d. Keep a record of all cash flows and submit a monthly financial report at the beginning of each Ad Hoc committee meeting and submit a financial report to the BCAAC.

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- e. Keep a detailed inventory list of all items purchased by the Ad Hoc committee (i.e. equipment, supplies and merchandise).
- f. In their absence, the Treasurer will forward the report to the Ad Hoc committee Secretary for submission to the BCAAC.
- g. Prepare and submit a financial report at the BCAAC meeting following events.

### **Duties for each BCAAC Operations Chair and Internal Committees Within Ad Hoc Committee:**

- a. Operations
  - 1. Coordinate the event and facility logistics, first aid, parking, security, stage construction, venue logistics and event supplies.
  - 2. Select, coordinate, orients and hosts (including refreshments for) all performing talent and any necessary equipment and supplies; clean-up of all talent and stage areas; suggest any meeting's leaders, speakers, readers and Master of Ceremonies to the BCAAC.
- b. Ticket Sales
  - 1. Coordinate, distribute, sell, document and collect all event entrance tickets.
- c. Catering
  - 1. Plans, prepares, and serves all food and refreshments for the event.
- d. Merchandise
  - 1. Coordinate the development and design of the logo. Be responsible for the purchase, sale, and administration of merchandise for resale. This includes vendor relations and selling merchandise throughout the year.
- e. Children's Entertainment
  - 1. Coordinate the children's entertainment at the events.
  - 2. Communicate to all parents, prior to the event, the expectations of parental supervision and the child accommodations.
- f. Security (Serenity Keepers)
  - 1. Monitor and patrol event area in accordance with facility rules.

## **XI. FINANCES**

- a. All the terms of any expenditure must be reported to the BCAAC Treasurer prior to any BCAAC approval. Cash payments are to be made only when reported to the BCAAC Treasurer prior to any BCAAC approval. Cash payments are to be made only when a check, money order or cashier's check is not acceptable by the vendor. Cash reimbursements to any BCAAC member are only permissible up to One Hundred Dollars (\$100.00).
- b. The BCAAC bank account shall require on all checks two (2) signatures; the BCAAC Treasurer and the BCAAC Chair or BCAAC Vice Chair. No two (2) signers on the BCAAC bank account may reside in the same household nor shall the payee be a signer on the check.
- c. All "votes of confidence" given to any members of the BCAAC for the expenditure of funds must have a dollar limitation on the face of the check or no expenditure should be made.

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- d. All disbursement of funds of \$300 or more requires a minimum of three (3) written bids.
- e. All expenditures must be completely documented. Each expense must have a receipt with the vendor's name, address, telephone number, the date of purchase, a description of the purchase and its purpose, the amount paid and balance due the vendor, if any. If the purchase is paid in cash, the name of the BCAAC member making the purchase should also be included. No exceptions will be made.
- f. Petty cash will be used for small, minor purchases or reimbursement and will not exceed Two Hundred Dollars (\$200.00).
- g. For each BCAAC event only a check will be issued to set up the "bank." In a case where a check cannot be written, petty cash will be used to set up the "bank". The bank is only used for making cash change. At the end of the event the amount of the bank will be taken out of the gross cash on hand, it will be deposited separately into the BCAAC bank account. The bank is never an expense or revenue resource. The BCAAC Treasurer will be responsible for setting up the bank prior to the event.
- h. For all BCAAC events: a permanent report will be kept by the BCAAC Treasurer.
- i. At all BCAAC events, the BCAAC Treasurer will issue for each cash collection a signed receipt countersigned by the person giving the cash to the BCAAC Treasurer.
- j. At any BCAAC event, all revenues will be administered by the BCAAC Treasurer. A cash count will take place a minimum of three (3) times evenly during the course of the event (i.e. start, middle, and end). A permanent record of the cash count will be maintained with the event report. To assist the BCAAC Treasurer two (2) of the following must be present at each cash count: the BCAAC Chair, BCAAC Vice Chair, and the BCAAC Treasurer.
- k. All BCAAC revenues must be deposited after receipt within seven (7) working days into the BCAAC bank account. A permanent and detailed record of each deposit will be kept by the Treasurer. The revenue from two (2) different venues should not be combined into any BCAAC deposit.
- l. There is no maximum amount of funds that may be kept in the BCAAC bank account. However, any funds over the prudent reserve at the first BCAAC meeting subsequent to the event will be donated to the BCASC.
- m. The BCAAC financial records will be audited quarterly by the BCASC. This audit will be conducted no sooner than forty-five (45) days after the event and concluded no later than one hundred and twenty (120) days after the event. All Activities Ad Hoc committees will be audited no later than ninety (90) days after the event by the BCAAC.

## **XII. PROGRAM**

- a. All BCAAC flyers or notices must adhere to the following guidelines:
  - 1. The Bay Cities Area's name and event name.
  - 2. The date and time of the event.
  - 3. The address of the event.
  - 4. The amount of the entrance ticket.
  - 5. The two (2) contact names and telephone numbers including area codes.
  - 6. The N.A. logo with the registered trademark or the N.A. Service Symbol.
  - 7. The flyer should not include:

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- a. Any other logos.
- b. Narcotics Anonymous: written in full.
- c. The mention of outside enterprises, i.e., food drives, raffles, door prizes, the names of the entertainers, the name of any speakers, leaders, or readers, etc.
8. The flyers should be neat and legible with suitable artwork.
9. The flyers should be presented to the BCAAC for approval prior to distribution.
10. Any volunteer preparing a flyer should be made aware of these Guidelines prior to distribution.
- b. All BCAAC merchandise must adhere to the following guidelines:
  1. The Bay Cities Area's name and event name.
  2. The N.A. logo with the registered trademark or the N.A. Service Symbol.
  3. The merchandise should not include:
    - a. Any other logos.
    - b. Narcotics Anonymous: written in full.
    - c. The mention of outside enterprises, i.e., food drives, raffles, door prizes, the names of the entertainers, the name of any speakers, leaders, or readers, etc.
  4. The merchandise should be neat and legible with suitable artwork.
  5. The merchandise should be presented to the BCAAC for approval prior to distribution.
  6. Any volunteer preparing merchandise should be made aware of these Guidelines prior to doing the setup.
- c. All BCAAC events must include an N.A. speaker meeting. Possible exceptions to be an event where speakers may not be feasible. In that instance, a general N.A. meeting will suffice. Exceptions to a speaker meeting or general meeting would be a baseball game, pool/golf/softball tournament, or other events where a meeting could not be held.
- d. BCAAC Chair shall be responsible for notifying any speaker(s) or leader(s) for any event.
- e. The selection of an event Master of Ceremonies, Meeting Leader, and Speakers for the event shall be as follows:
  1. The Speaker(s) shall be a member(s) of N.A. with a minimum of five (5) years continuous clean time and a clear N.A. message.
  2. The Master of Ceremonies and Leader(s) shall be a member(s) of N.A. with a minimum of three (3) years continuous clean time and a clear N.A. message.
  3. No Speaker shall be a member of the BCAAC nor a repeat Speaker as a Speaker within five (5) years.
  4. The Master of Ceremonies, Leader(s), and Speaker(s) shall be chosen by simple majority vote of all active BCAAC members (except the BCAAC Chair) present at a specified BCAAC meeting.
  5. All performing talent must respect and be informed of the principles and language of the N.A. Fellowship.
- f. For each event, the BCAAC must approve the entertainment sixty (60) days prior to the event and the BCAAC must approve the program three (3) weeks prior to the event.