

# Greater London Area Activities Sub-Committee of Narcotics Anonymous



## Policies & Guidelines

Revised

(Approved ?????)

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### ARTICLE 1.0 – NAME

- 1.1 The name of this sub-committee shall be **The Greater London Area** Activities Sub-Committee of Narcotics Anonymous.

### ARTICLE 2.0 – SERVICE AREA

- 2.1 The service area shall be the same as that of **The Greater London Area** Service Committee.

### ARTICLE 3.0 - PURPOSE

- 3.1 **This committee is responsible for the planning and implementation of activities which promote unity within our fellowship, and may raise funds for our area needs.** Revenue generating /fundraising is a secondary function of this committee.
- 3.2 This committee may be asked to assist in the planning and implementation of workshops or other **G.L.A.S.C.** activities.

## ARTICLE 4.0 – PARTICIPANTS

- 4.1 The Activities Sub-Committee will have two classes of participants, that of voting and non-voting. Only voting participants will have voting rights.
- 4.2 **Voting Participants**  
The voting participants of the Activities Sub-Committee shall be all members of the Activities Sub-Committee, with the exception of the Chairperson, who have gained their voting privileges. A member of the Activities Sub-Committee shall gain voting status either by attending a minimum of two (2) consecutive committee meetings or by performing work for the Activities Sub-Committee at a minimum of two (2) consecutive Activities Sub-Committee related events.
- A voting member shall lose his or her voting privileges by missing two (2) consecutive meetings without first notifying an officer of the Activities Sub-Committee of their need to be absent. **A voting participant may also lose their voting privileges by ceasing to perform work at or for Activities related functions.**
- The Chairperson may only vote to resolve a tie.
- 4.3 **Non –Voting Participants**  
The non-voting participants of the Activities Sub-Committee shall be the Chairperson except as provided in section 4.2 and any member of the Activities Sub-Committee who has not gained voting status as outlined in section 4.2.
- Non-voting participants may introduce motions and participate in debates and discussions.

## ARTICLE 5.0 – OBSERVERS

- 5.1 Narcotics Anonymous Members not addressed elsewhere in these guidelines shall be considered observers. All Narcotics Anonymous members have the right to request the floor, the Chairperson has the right to grant or deny such requests. The Chairperson's decision is subject to appeal and may be overturned by a simple (50%+1) majority of the Voting Members. **Refer to Appendix 5 of the G.L.A.N.A. Policies and Procedures.**

## ARTICLE 6.0 - ELECTION OF OFFICERS

- 6.1 The Officers of the Activities Sub-Committee shall be a Chairperson, Alternate Chairperson, Secretary, Alternate Secretary, Treasurer and Alternate Treasurer.
- 6.2 To hold an Officer position a requirement of attending a minimum of two (2) consecutive committee meetings or by performing work for the Activities Sub-Committee at a minimum of two (2) consecutive Activities Sub-Committee related events.
- 6.3 The Chairperson shall be elected by voting members of **The Greater London Area Service Committee**. It is suggested and desired by the **Greater London Area** that standing Sub-Committees submit a Letter of Nomination in support of any candidate. The Chairperson shall be elected in **the month of (refer to Area P&P's 14.1) July.**
- 6.4 Alt. Chairperson, Treasurer, Alt. Treasurer, Secretary and Alt. Secretary shall be elected by the voting members of the Activities Sub-Committee who have served on the Activities Sub-Committee for a minimum of three (3) months. **Add ratification?**
- 6.5 The Activities Sub-Committee encourages that no Officer hold more than one Activities Sub-Committee position at a time. It is suggested that upon election to an Activities Sub-Committee position, the NA Member resign from any other Activities Sub-Committee position as soon as practical.
- 6.6 No Officer will serve more than two consecutive terms in the same position.  
NOTE: A term shall be defined as 12 consecutive months following the date elected.
- 6.7 A nominee may take a period of one month to decide whether or not to accept nomination.
- 6.8 Recognition and Accountability- Names and phone numbers of elected Service Officers shall be accessible at each subcommittee meeting or through the secretary.

## ARTICLE 7.0 - CLEAN TIME REQUIREMENTS

- 7.1 The Chairperson and the Treasurer should have a minimum of two years clean time.
- 7.2 Secretary should have a minimum of one year clean time.
- 7.3 The Alt. Chairperson and the Alt. Secretary should have a minimum of six months clean time.
- 7.4 Alt. Treasurer should have a minimum of nine months clean time.
- 7.5 If a nominee does not meet the clean time requirements, they will require 100% of the vote.

## ARTICLE 8.0 - ELECTION PROCEDURES

- 8.1 A list of all available positions will be read at the Activities Sub-Committee meeting by the Activities Sub-Committee Secretary and will be published in the minutes, one month prior to elections.
- 8.2 Trusted servants who have not served two consecutive terms will be automatically re-nominated to the same position.
- 8.3 A Voting Member of the Activities Sub-Committee must second each nomination.
- 8.4 To be elected a vote of 50% + 1 must be accomplished. In the case when a nominee does not meet the clean time requirement, 100% of the vote in favor is necessary. (refer to Article 7.5)
- 8.5 When more than two Members run for the same position, the one with the least votes will be defeated and a re-vote is then taken.
- 8.6 Each nominee will have the opportunity to state their qualifications, clean time, past service and why they want to serve the fellowship. This must be done in person.
- 8.7 At the close of nominations for each position the Activities Chair conducts the **Nomination Interview**, see **Appendix 2 of the GTASCNA Policies and Guidelines**, after which any Member may ask questions. **Remove? We don't have this in our policies**
- 8.8 Nominees will be provided the opportunity to respond to any discussion pertaining to their qualifications.
- 8.9 Voting will take place by a show of hands.

## ARTICLE 9.0 - DUTIES OF OFFICERS

When taking any service position it is important to carefully consider the responsibilities and accountabilities of that position. It is the duty of all Officers of the Activities Sub-Committee to read the Activities Sub-Committee Policies & Guidelines, the **G.L.A.N.A. Policies & Procedures** and to use them as a working guide, as well as any WSC approved material pertinent to their duties. This committee shall operate in accordance with the 12 Traditions of N.A., the 12 Concepts and with current sub-committee guidelines and is accountable to the G.L.A.S.C. **Added from P&P**

A trusted servant will know which service meetings to attend and will attend them in their entirety. It is the duty of all Officers of this committee to report any discrepancies to the **G.L.A.N.A.** immediately upon discovery of such discrepancies. (i.e., theft of funds, non performance of duties)

Narcotics Anonymous service is a team effort and the full participation of each Member is of great value, no one Member is more important than any other. Selfless service is our spiritual endeavor.

### 9.1 – Chairperson

- a) The Chairperson must be capable of conducting an Activities Sub-Committee meeting with a firm, yet understanding hand. The Chair will know and understand the Twelve Steps, Twelve Traditions and the Twelve Concepts of Narcotics Anonymous, the Policies and Guidelines of **G.L.A.N.A.** and the Activities Sub-Committee Policies and Guidelines.
- b) The Chair is responsible for opening on time, and conducting a meeting with impartiality and fairness,
- c) Providing and following an Agenda, as set with the Secretary,
- d) Will ascertain quorum and whether we have quorum, as defined in Article 10.5
- e) Maintaining the focus of discussion according to the approved format,
- f) The Chair recognizes or rules as out of order any Motion presented to the committee,

- g) Enforces the rules relating to debate,
- h) States and puts to vote all questions legitimately brought forward, and rules on all such votes following the applicable policy, and announce the result of each vote,
- i) To protect the Committee from frivolous or deliberately obstructive motions, or debates,
- j) Responding appropriately to questions concerning procedural rulings or appeals,
- k) In the instance where no clear guideline exists, the Chair will submit the question to the GTASCNA, drawing on the experience and collective wisdom of the Members when making a decision,
- l) The Chair may refer a Motion to the **G.L.A.N.A.** for wisdom,
- m) The Chair has the authority to strike an Ad-Hoc Committee, **subject to Article 13 of the GTASCNA Policies and Guidelines. Remove? We don't have this in policies**
- n) Declares the meeting adjourned when the Committee so votes, or upon completion of the agenda or in an emergency affecting the safety of those present,
- o) Is authorised to conduct the general correspondence of Activities Sub-Committee, including, when necessary, authenticating all acts, orders, and proceedings/events of the Activities Sub-Committee by signature,
- p) To be present and submit a written monthly report to the **G.L.A.N.A.** as per **Article 10.1.9 of the G.L.A.N.A. Policies and Procedures.**
- q) Act as a liaison between the Activities Sub-Committee and the **GTASCNA.**
- r) It is the responsibility of the Chairperson to interview each Nominee for election, **See Appendix 2 of the GTASC Policies and Guidelines Remove? We don't have this in policies**
- s) During the Election Meeting in September, or at any time when a Chairperson resigns, a written Annual Report must be presented to Activities Sub-Committee.
- t) The Chairperson, Alt. Chair, Treasurer and secretary will perform an Annual Audit.
- u) Assist the GTASC Treasurer in the preparation of the Annual Budget of the Activities Sub-Committee when we are requesting a change our annual budget (2) two months before the GTASC Annual Budget. (refer to Article 20.1a) presented in Oct. To vote on in Jan. **Remove, we have no annual budget**
- v) The Chair will include the Alternate Chairperson in all aspects of the Chairperson position.

## 9.2 - Alternate Chairperson:

- a) In the absence of the Chairperson, to serve as Chairperson,
- b) Submit monthly reports to the Activities Sub-Committee in writing, electronically to the secretary or verbally at the meeting
- c) To manage the registration of members (voting and non voting)
- d) To assist the Chairperson in making an Annual Report,
- e) Will keep in regular contact with the Chairpersons of each Ad-Hoc Committee, to stay informed of their projects and problems,

## 9.3 - Secretary

- a) Keep accurate minutes of the Activities Sub-Committee business meetings and distribute as per **Appendix 1,**
- b) To each Activities Sub-Committee meeting the secretary will bring an updated copy of the Activities Sub-Committee Guidelines and Procedures and the minutes from the previous Activities Sub-Committee meetings,
- c) The Chairperson and Secretary will set the agenda for the Activities Sub-Committee meeting,
- d) To keep on file all committee reports, update the Committees Membership and to call the roll as required,
- e) To make the minutes and records available to any NA Member upon request,
- f) To maintain Activities Sub-Committee files and archives,
- g) Will announce at the Activities Sub-Committee meeting, one month prior to, all elections for the next Activities Sub-Committee meeting,
- h) Will attend all Activities Sub-Committee business meetings, and send report when unable to attend,
- i) In the absence of the Chairperson, the Alternate Chairperson, to call the meeting to order and preside until the immediate election of a temporary Chairperson,
- j) To notify the participants of each special meeting, utilizing such method of notification as is agreed upon by the committee,
- k) To aid the Alternate Secretary in learning all aspects of the secretary's position,

## 9.4 - Alternate Secretary

- a) In the absence of the Secretary, to serve as Secretary,
- b) To assist the Secretary in the performance of the duties described in Section 9.3,

- c) Will attend all Activities Sub-Committee business meetings, and send a report when unable to attend.

**9.5 - Treasurer**

- a) To present a monthly report and in the case of there having been an event that month, a Treasurers Report including balance, income and expenses after each event.
- b) To prepare and present at the October meeting, a budget for the following fiscal period if we require a change, as per **Article 20.0 of the GTASCNA Policies and Guidelines. Remove, we don't have an annual budget**
- c) Will attend all Activities Sub-Committee business meetings, and send report when unable to attend,
- d) To be the custodian of the Activities Sub-Committee's funds and distribute funds in accordance with Activities Sub-Committee Policies and Guidelines and the **G.L.A.N.A. Policies &** Procedures.
- e) To perform and present an Audit, as per **Article 9.1.t**
- f) To include the Alternate Treasurer in the preparation of all reports, and in learning all aspects of the Treasurers position.

**9.6 - Alternate Treasurer**

- a) In the absence of the Treasurer, to serve as Treasurer,
- b) To assist the Treasurer in the performance of the duties described in Section 9.5,
- c) Aid in performing the annual audit and reports,
- d) Will attend all Activities Sub-Committee business meetings, and send a report when unable to attend.

**ARTICLE 10.0 - MEETINGS**

**10.1** The regular meeting of the Activities Sub-Committee shall be held on the **4<sup>th</sup> Sunday of each month at 2:00** pm unless otherwise decided by the Sub-Committee.

**10.2** Omitted.

**10.3** The regular meeting in the month of September shall include time for discussion of the Annual Budget to be presented at the October GTASC meeting. **Remove, we don't have an annual budget**

**10.4** Special meetings may be called by the Chairperson or by written request of Members of the Activities Sub-Committee. The purpose of the meeting will be stated. No business other than that which is stated will be conducted.

**10.5** Quorum will consist of all voting members present. If quorum is not achieved then all business conducted during that meeting will be ratified with the acceptance of Secretary's report read at the next Activities Sub-Committee meeting.

**10.6** Meeting format:

Moment of silence followed by the Serenity Prayer  
Reading of the service prayer  
Attendance Sheet (voting member count)  
Regrets  
Check in  
New Business Sheet  
Reports  
Chair  
Alt.Chair  
Treasurer/ Alt  
Secretary/ Alt  
Old Business  
New Business  
Check out  
Closing Prayer

**10.7** The Activities Sub-Committee shall conduct business in accordance to the Twelve Concepts, the Twelve Traditions. **Remove? I added this previously**

- 10.8** The chair person shall ensure all members get to give input and keep in line with the Twelve Concepts, the Twelve Traditions and the spiritual principles.
- 10.9** The Activities Sub-Committee shall adopt all WSC approved handbooks and/or guides in conjunction with the Twelve Traditions and the Twelve Concepts.

### **ARTICLE 11.0 - AD-HOC COMMITTEES**

- 11.1** The Chairperson of the Activities Sub-Committee shall have the authority to appoint AD-HOC Committees for special purposes as may be deemed necessary to fulfill special functions: the purpose and duration shall be designated by the Chairperson at the time of the appointment. All selections are subject to approval by the Activities Sub-Committee.
- 11.2** All Ad-Hoc Chairs are required to attend Activities Sub-Committee business meetings, and send report when unable to attend.

### **ARTICLE 12.0 – OTHER PROCEDURES FOR THE ACTIVITIES SUB-COMMITTEE**

- 12.1** The Activities Sub-Committee will meet monthly.
- 12.2** The Activities Sub-Committee will be financially supported by **G.L.A.S.C.**
- 12.3** The Activities Sub-Committee will adhere to all **G.L.A.N.A.** Policies and Procedures (i.e. motion procedures, amendments to guidelines, removal of officers etc.)
- 12.4** Chairperson’s decision may be subject to appeal. Refer to **Appendix 5 of the GTASCNA Policies and Guidelines, “Point of Appeal”**. **Remove? We don’t have this in policies**

### **ARTICLE 13.0 - NA FUNDS**

- 13.1** The Activities Sub-Committee will adhere to all regulations/policies as stated in **Policy 8.3.3 of the G.L.A.N.A. Policies and Procedures**.
- 13.2** The merchandise/tickets stockpile etc. is to be considered as NA funds and thus treated as such, with all safeguards being used.
- 13.3** **No one handling NA funds is to have in excess of \$100.00 in their possession without depositing the NA funds into the G.L.A.N.A. Activities bank account by the next open banking day. After money has been deposited a copy of the receipt will be stored in archives and another copy of deposit will be given to the Activities Sub-Committee Treasurer.**
- 13.4** Receipts must be obtained from all monetary transactions. These must be given to the Treasurer ASAP but no later than the next Activities Sub-Committee meeting. Once the Treasurer is completed reconciling the receipts they will be given to the Secretary for archiving on a monthly basis along with the Treasurer’s Report.
- 13.5** All funds must be counted by at least two members. One member must be an Officer of the Activities Sub-Committee. No one person shall count funds alone. All funds are to be counted immediately. Funds are to be placed in a sealed envelope dated and signed by both members. The envelope will also state the nature of the funds. (i.e. 50/50, ticket sales, t-shirt sales, refreshment sales etc.) This envelope should be given to the Chair or designate for deposit immediately. As per Article 13.3
- 13.6** Tickets and/or merchandise will only be handed out only after tickets are numbered and recorded. Upon receipt of NA funds/tickets or merchandise the Chair or Treasure will maintain an inventory of NA funds in accordance to 13.2. All tracking sales sheets and NA funds must be handed in at every Activities Sub-Committee meeting without exception.

### **APPENDIX 1 TAKING THE ACTIVITIES SUB-COMMITTEE MINUTES**

#### **Section 1 - Minutes**

It is the responsibility of the Secretary and the Alternate Secretary to take notes on the discussion at the Activities Sub-Committee meeting. These notes are used to produce the “minutes” document. The minutes are the official record of proceedings of each Activities Sub-Committee meeting. The purpose of this record is to provide a detailed summary of the discussion as accurately as possible.

## Section 2 – Distribution

The “minutes” must be legible, and distributed to voting members of the Activities Sub-Committee ten days after the meeting.

## Section 3 – What is Included in the Activities Sub-Committee Minutes

All of the following items should be included in the Activities Sub-Committee Minutes every month.

### Section 3.1 - Introduction

- a) The title “Greater London Area Activities Sub-Committee of Narcotics Anonymous Meeting Minutes”, and the “Date”
- b) Establishing Quorum and Voting Member count,
- c) The Secretaries Report,
- d) The Treasurer’s Report, (This report must be attached),
- e) Chairperson’s Report, (This report must be attached),
- f) Group member reports (This report must be attached),
- g) Old Business,
- h) New Business,

### Section 3.2 - Motions

- a) The exact wording of each motion presented, along with the maker’s intent.
- b) The name and Group, committee or individual of the maker of the motion.
- c) The name of Voting Member that seconds, if required
- d) Discussion for and/or against the motion
- e) The current status of a motion will appear beside it, as one of: Carried, Defeated, Tabled, or Referred (identify committee), with the vote tally.

### Section 3.3 – Vote Results

- a) All vote counts on all motions are to be reproduced in this manner: **For** (number of votes), **against** (number), **abstentions** (number), Carried/Defeated.
- b) Election votes are not reproduced in the minutes, apart from “elected/ not elected.”

### Section 3.4

- a) The date of the Next Activities Sub-Committee meeting.
- b) Positions up for elections and their clean time requirement.
- c) The names and phone numbers of all elected Activities Sub-Committee trusted servants are to appear in each edition of the minutes.
- d) Upcoming Events