

1 **ACTIVITIES & EVENTS SUBCOMMITTEE GUIDELINES**

2 **HEART OF NEW YORK AREA OF NARCOTICS ANONYMOUS**

3 **DEFINITION AND PURPOSE**

4 The Activities & Events Subcommittee of the Heart of New York Area Service Committee is comprised
5 of members of Narcotics Anonymous. Its purpose is: To plan, organize and conduct activities to
6 encourage fellowship and unity within the area.

7 This committee is a subcommittee of the Heart of New York Area Service Committee of Narcotics
8 Anonymous and is directly responsible to that committee.

9 **RESPONSIBILITIES OF THE A&E SUBCOMMITTEE**

- 10 1) Plan, organize and conduct activities to bring our fellowship together in an atmosphere of
11 recovery.
- 12 2) Be directly responsible to the Heart of New York Area Service Committee on a monthly basis
13 apprising the ASC of monthly A&E activities.
- 14 3) Conduct at least one monthly business meeting. It is suggested that the subcommittee meet 1 to 2
15 hours prior to each event to organize and setup the event.
- 16 4) No part of net earnings or assets of this subcommittee shall benefit any private person, individuals
17 or any members of the Heart of New York Area Service Committee or its subcommittees. Upon
18 completion or dissolution of this subcommittee, all assets (i.e. equipment, supplies) of this
19 subcommittee remaining after payments and provisions for all debts and obligations belong to the
20 Heart of New York Area Service Committee.
- 21 5) The A&E subcommittee is not the funding source for the Heart of New York Area Service
22 Committee. A&E is not established to support special projects or the specific interests of Heart
23 of New York Area Service Committee.

24 **OFFICERS**

- 25 1) The officers of this subcommittee shall be made up of a chairperson, a vice-chairperson, a
26 secretary and a treasurer.
- 27 2) If the chairperson is not able to fulfill their responsibilities, or resigns, the vice-chairperson, if
28 clean time requirement is met, shall temporarily assume the responsibilities of chairperson until
29 the ASC elects a new chairperson.
- 30 3) Any subcommittee officer who misses two consecutive regularly scheduled A&E subcommittee
31 meetings, unless prior notification has been given to an officer of the subcommittee, or relapses is
32 automatically removed from their position.
- 33 4) The election procedure for officers is as follows: nominations and qualifications taken at the
34 November subcommittee meeting, the vote is taken at the December subcommittee meeting, and
35 the officers begin their term at the January subcommittee meeting. Officer positions are one year
36 in duration. An officer may hold their position for a maximum of two consecutive years. The
37 A&E Subcommittee Chairperson is elected at the ASC level.

39 **QUALIFICATIONS AND DUTIES**

40 **CHAIRPERSON**

41 The chairperson shall be elected by the ASC in accordance with the ASC Bylaws. The clean time
42 requirement for the A&E subcommittee chairperson is 2 years.

43 Responsibilities include:

- 44 1) Directing A&E Subcommittee in accordance with these guidelines and ASC Bylaws.
- 45 2) Facilitating the A&E Subcommittee meetings. This shall include preparing an agenda for each
46 subcommittee meeting.
- 47 3) Maintaining a link of communication between the A&E Subcommittee and the ASC. This shall
48 include attending the regularly scheduled ASC meetings and making a monthly report to the
49 ASC.
- 50 4) Informing the ASC Committee of any events at least 2 months prior to the event, including flyers
51 and a detailed request for disbursement of funds for each event.
- 52 5) Included in each monthly report is a detailed description of funds needed for upcoming events
53 and checks needed and to whom the checks are to be written. After each A&E event has been
54 completed, a treasurer's report showing income and expenses for each activity shall be included
55 in the monthly report at the next ASC meeting after the event.
- 56 6) The A&E chairperson is the single point of accountability of the A&E subcommittee to the Heart
57 of New York Area Service Committee.

58 **VICE-CHAIRPERSON**

59 The clean time requirement for the A&E subcommittee vice-chairperson is 1 year.

60 Responsibilities include:

- 61 1) Assisting the A&E Chairperson with A&E business
- 62 2) Assuming the responsibilities of the chairperson in the event of the chairperson's absence.
- 63 3) Helping to coordinate A&E events by acting as event coordinator. As event coordinator, the vice-
64 chairperson shall oversee A&E events and communicate regularly with the A&E chairperson and
65 A&E treasurer.

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67 **SECRETARY**

68 The clean time requirement for the A&E secretary is 1 year.

69 Responsibilities include:

- 70 1) Taking and keeping minutes of all A&E subcommittee minutes.
- 71 2) Copying and distributing those minutes.
- 72 3) Maintaining a contact list of A&E subcommittee members.
- 73 4) Maintaining a list of all voting members of the A&E subcommittee.

74 **TREASURER**

75 The clean time requirement for the A&E subcommittee treasurer is 7 years and employment.

76 Responsibilities include:

- 77 1) To be custodian of the A&E subcommittee funds and to maintain appropriate financial records.
- 78 2) Clean time requirement for Treasurer shall be seven (7) years and employment.
- 79 3) Maintain a written ledger and submit a detailed written treasurer's report to be submitted by the A&E
- 80 chairperson at each ASC meeting.
- 81 4) Oversees petty cash and is responsible for collecting receipts from subcommittee members for money
- 82 paid out.

83 **VOTING PROCEDURES**

- 84 1) To become a voting member of the A&E Subcommittee, a NA member must attend two consecutive
- 85 A&E Subcommittee meetings. Voting privileges take effect at the third meeting. Voting privileges
- 86 are lost if the member misses two consecutive A&E Subcommittee meetings unless prior notification
- 87 has been given to an officer of the subcommittee.
- 88 2) The A&E Subcommittee chairperson has no vote except in the case of a tie.
- 89 3) All motions brought to the floor will not be voted on until the next meeting, unless deemed an
- 90 emergency, in the case of an emergency, the vote will be taken by voting members who are present.

91 **GENERAL INFORMATION**

- 92 1) Any member of the A&E Subcommittee is automatically disqualified from further A&E activity
- 93 upon relapse, but may again become eligible when he or she conforms to the requirements in these
- 94 guidelines. Being clean for the purposes of this A&E Subcommittee shall be defined as complete
- 95 abstinence from all drugs.
- 96 2) The A&E subcommittee exists to carry NA message -our experience, strength, and hope. To provide
- 97 events that allow members to have an enjoyable experience in a drug-free environment.

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