

**GUIDELINES OF THE
UNITED WASATCH AREA
ACTIVITIES COMMITTEE OF NARCOTICS ANONYMOUS
Formed (09-15-2017)**

This body shall be known as United Wasatch Area Activities Committee Of Narcotics, Anonymous, or U.W.A.N.A. Activities Committee.

The committee Chairperson shall be elected by Area Service Committee and the Activities Committee shall be comprised of interested members from within the Wasatch Area.

PURPOSE

By providing activities for N.A. Fellowship, the Activities Committee promotes Unity within N.A. as a whole.

OFFICERS AND ELECTIONS OF THE COMMITTEE

- A. Members of the Activities Committee shall be limited to N.A. members.**

- B. At the last activities meeting before the Area Service Committee Elections each year, the committee shall elect a Vice-Chairperson, and Secretary and Treasurer, who will assume their duties immediately.**

- C. All retired officers will assist and aid newly elected officers as needed for a period Of two months, and will be called an advisory committee.**
 - 1. The Chairperson should have a suggested continuous clean time of at least (2) years, working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts, and at least six months of service.**
 - 2. The Vice-Chairperson Chairperson should have a suggested continuous clean time of at least (1) years, working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts, and at least (3) months of service.**
 - 3. The Secretary should have a suggested continuous clean time of at least (6) months, working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts, and ways and means to fulfill the commitment, and a willingness to serve.**
 - 4. The Treasurer should have a suggested continuous clean time of at least (2) years, working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts, and at least six months of service experience on Activities Committee, be a responsible, productive member of society , and ways and means to fulfill the commitment, and a willingness to serve .**

DUTIES OF THE OFFICERS

A. The Chairperson shall:

- 1. Maintain order at Activities Committee meetings using Roberts Rules of Order. Provide agenda for meeting.**
- 2. Preside over all Activities Committee meeting and functions.**
- 3. If Activities gets its own Bank Account, the Chair Would Be a co-signer of the UWANA Activities Bank Account.**
- 4. During the Activities Committee meeting, vote only in the case of a tie.**
- 5. Make certain that the written reports of both secretary and Treasurer are included in the chairpersons Area report.**
- 6. Be responsible for providing all the Area functions information and fliers to the Area Service Committee.**
- 7. In the event that the committee is small and has no Vice Chair, Sectary, Or a Treasurer. The Activities Chair is to keep Records of meetings and Reports to the ASC and maintain records of cash flow.**

B. The Vice-Chairperson shall:

- 1. Perform all duties of Chairperson in his/her absence.**
- 2. If Activities gets its own Bank Account the Vice Chair would be a co-signer on the UWANA Bank account.**
- 3. Provide oral report and written report of the activities discussed and performed by the Activities Committee in that month, to include a statement of account of the Activities Committee for the month.**
- 4. May temporarily assume duties of any vacant position.**

C. The Secretary Shall:

- 1. Record, type, and distribute minutes for each Activities meeting.**
- 2. Be responsible for all incoming and outgoing Correspondence, and for distributing notice of any vacant kind (including notifying, Phonenumber of Activities information).**
- 3. Provide a Written record of the Activities Committee to the Activities Committee Vice-Chairperson for distribution at the Activities Service meeting meeting.**
- 4. Act as custodian of the Activities files.**

D. The Treasurer Shall: (Activities money is in AREA Bank Account.)

1. **Be the custodian of the Activities Committee Money.**
2. **Maintain a record of all cash flow.**
3. **Be a co-signer on the Activities Committee bank account (if get one).**
4. **Disburse any funds available in the Activities Service Committee. Disburse any funds approved by ASC.**
5. **Properly prepare a financial report to the Secretary of the Activities Committee for the inclusion in the Area Service Committee report.**
6. **Comply with financial accountability guidelines.**

OPERATIONAL GUIDELINES

- A. **Committee officers shall serve for a term of one year. All Activities Committee officers may succeed themselves in office, But not for more then two (2) consecutive terms in any particular office.**
- B. **The Chairperson may be removed during his/her term in office by a 2/3 vote by Area Service Committee. Any other officer may be removed during his/her term by a 2/3 vote by the Activities Committee.**
- C. **The Activities Committee shall hold regular monthly meeting in a centrally located place. Special meetings may be called by a majority vote, or by the chairperson or Vice-chairperson upon request.**
- D. **Each Activities member shall have one vote, and each officer shall have one vote, except the Chairperson, who votes only in case of a tie.**
- E. **In the event that any voting member is not present at two (2) consecutive meetings, that person shall be considered inactive (without vote) at the next meeting. New members may vote at their second consecutive meeting.**
- F. **Any monetary transaction other then the usual purchase for any Activities function shall be voted by a 2/3-majority vote of the Activities committee. Activities has a \$300.00 cap in ASC Bank Account. Activities can ask for a check from ASC if Activities has money in ASC Account. If not, they must ask ASC for Money and Why.**
- G. **. As Per UWANA AREA Guidelines All standing sub-committees of the UWASC should create and adopt guidelines that are consistent with the *Guide to Local Service*, the *Twelve Traditions of Narcotics Anonymous* and the best information available from the World Service Conference in the form of WSC approved handbooks and guidelines.**
- I. **The Activities Committee officers shall hold a group inventory meeting annually in the month prior to the election its officers.**

ELECTED OFFICIALS DUTIES

A. Chairperson

- 1. Acquires and secures keys to the facility being used for any Activities Committee Function.**
- 2. Is responsible for opening and closing the facility on time.**
- 3. Co-signs any service/performance contract pertaining to the Function where applicable.**
- 4. Contacts sponsoring home groups liaison.**
- 5. In the case of any last-minute decisions pertaining to the function, the Chairperson will take a group conscience from within the Activities sub-committee making a record of members contacted. If after a reasonable effort has been made to hold a group conscience, in the event one can not be held, an automatic vote of confidence is given in accordance with these guidelines to the chairperson to make any last minute decisions pertaining to the function excluding previously voted on issues.**
- 6. Distributes (to Activities Committee members and willing GSRs only) advance Sales tickets for each function, in conjunction with the Activities Treasurer.**
- 7. Oversees and maintains a supply inventory before and after each function, in conjunction with the Activities Treasurer.**
- 8. Coordinate with the Vice-Chairperson and the treasurer the purchase of all necessary supplies for each Function.**

B. Vice-Chairperson

- 1. Performs any and all duties of the Chairperson pertaining to the Activities Committee in his/ her absence.**
- 2. Coordinates work committee needed during Activities Committee functions.**
- 3. Delegates volunteers within Activities Committee to perform specific duties during and after each function.**
- 4. Coordinate, with Chairperson and treasurer, the purchase of all necessary supplies for each function.**

C. Treasurer

1. **Is responsible for all monetary transactions, which may include collecting monies/ receipts at the door, ect., of any Activities Committee function. (With Vice-Chairperson).**
2. **Counts all monies at the end of any function with another committee member.**
3. **Provides written financial report to Activities committee secretary for each function, for inclusion in the Area Service Meeting report.**
4. **Co-signs any service / performance contracts pertaining to the function.**
5. **Coordinates, with Chairperson and Vice-Chairperson, the purchase of all necessary supplies for each function.**
6. **Complies with fiscal accountability section of Activities guidelines.**

D. Secretary

1. **Responsible for typing up formats for any Activities Committee function.**
2. **Maintains a list of all of commitments by Activities Committee members for duties to be perform.**

E. Activities Committee Members

1. **Choose the format of the Activities Committee hosted meeting, including speakers, leaders, and readers. Participants are to be chosen from active N.A. members. (When sponsoring home group is not available.)**
2. **Design and provide fliers for the function.**
3. **It is strongly suggested that all Activities members commit themselves before, during, and after any function to perform any necessary tasks relating to any Activities Committee hosted function. Each member should make a commitment to stay until the doors close at the end of any function.**
4. **No Activities Committee Member is automatically admitted Free of charge to any function.**

FLYER GUIDELINES

THE FOLLOWING PROCEDURE SHOULD BE USED IN ORDER TO CREATE ANY AREA FLYER, ACCORDING TO OUR GUIDELINES.

The Committee shall select a volunteer to create a flyer which must consist of the hosting Area's name, date, time, address of event, map, amount of donation, two contact names and telephone numbers, nature of the function, (i.e., meeting and dance), and N.A. Logo (with registered trademark symbol). THE N.A. LOGO SHOULD BE A PROMINATE PART OF THE FLIER. The flier should not include: any other logos or mention outside enterprises (i.e., food drives, raffles,

door prizes, name of entertainment, name of speaker, etc.). The flier should be neat and simple with suitable artwork, if any. Flier should be presented to the Activities Committee for approval prior to distribution. The volunteer should be made aware of these guidelines prior to preparing the flier.

FISCAL ACCOUNTABILITY

- A. The UWANA Activities Committee shall maintain a prudent reserve in the ASC Bank Account. Which shall be designated and approved by the ASC. Activities is not to exceed said amount. The Activities Committee shall donate all un-allocated monies over the prudent reserve to the UWANA Area Service Committee on a monthly basis.
- B. Receipts shall be required where applicable, for all income and disbursements.
- C. The Activities Committee financial policies shall include:

Activities Account

- 1. No funds may be maintained in personal bank account.
- 2. All monies collected at Activities events will be deposited no later than three (3)-business days following the event.

AUDITING POLICY:

*The UWANA Chairperson and the ASR shall conduct a random audit comparing bank statements against Treasurer records at least yearly on the Activities bank account.

Activities subcommittee will prepare a quarterly financial report on income and disbursements to available for audit.

The financial reports from other Subcommittee's, when involved, will be incorporated into the Activities Subcommittee's financial report.

AMENDMENTS OF GUIDELINES

- A. Activities committee may propose an amendment to the guidelines at a regular *monthly meeting at the Activities Committee. The proposal must be seconded and submitted in writing. A 2/3 majority of voting members is necessary to make the amendment.
- B. The amendment to The guidelines of Activities are subject to review and approved by the UWASC. Changes or Amendments to Activities guidelines are to be brought to the ASC for vote, and shall go into effect immediately upon its adoption unless Motion to adopt specifies a time otherwise.

