

1 **HEART OF NEW YORK AREA OF NARCOTICS ANONYMOUS**
2 **ACTIVITIES & EVENTS SUBCOMMITTEE GUIDELINES**

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4 **DEFINITION AND PURPOSE:**

5 The Activities & Events Subcommittee of the Heart of New York Area Service Committee is
6 comprised of members of Narcotics Anonymous. Its purpose is: To plan, organize and conduct
7 activities to encourage fellowship and unity within the area.
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9 This committee is a subcommittee of the Heart of New York Area Service Committee of
10 Narcotics Anonymous and is directly responsible to that committee.
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12 **RESPONSIBILITIES OF THE A&E SUBCOMMITTEE:**

- 13 1) Plan, organize, and conduct activities to bring our fellowship together in an
14 atmosphere of recovery.
15 2) Be directly responsible to the Heart of New York Area Service Committee on a
16 monthly basis apprising the ASC of monthly A&E activities.
17 3) Conduct at least one monthly business meeting. It is suggested that the subcommittee
18 meet 1 to 2 hours prior to each event to organize and setup the event.
19 4) No part of net earnings or assets of this subcommittee shall benefit any private
20 person, individuals, or any members of the Heart of New York Area Service
21 Committee or its subcommittees. Upon completion or dissolution of this
22 subcommittee, all assets (i.e. equipment, supplies) of this subcommittee remaining
23 after payments and provisions for all debts and obligations belong to the Heart of
24 New York Area Service Committee.
25 5) The A&E subcommittee is not the funding source for the Heart of New York Area
26 Service Committee. A&E is not established to support special projects or the specific
27 interests of Heart of New York Area Service Committee.
28

29 **OFFICERS:**

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

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47 **CHAIRPERSON:**

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

50 Responsibilities include:

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

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67 **VICE-CHAIRPERSON:**

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

69 Responsibilities include:

- 70 1) Assisting the A&E Chairperson with A&E business.
- 71 2) Assuming the responsibilities of the chairperson in the event of the chairperson's
72 absence.
- 73 3) Helping to coordinate A&E events by acting as event coordinator. As event
74 coordinator, the vice-chairperson shall oversee A&E events and communicate
75 regularly with the A&E chairperson and A&E treasurer.

76
77 **SECRETARY:**

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

79 Responsibilities include:

- 80 1) Taking and keeping minutes of all A&E subcommittee minutes.
- 81 2) Copying and distributing those minutes.
- 82 3) Maintaining a contact list of A&E subcommittee members.
- 83 4) Maintaining a list of all voting members of the A&E subcommittee.

84
85 **TREASURER:**

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

87 Responsibilities include:

- 88 1) To be custodian of the A&E subcommittee funds and to maintain appropriate
89 financial records.
- 90 2) Clean time requirement for Treasurer shall be seven (7) years and employment.

- 91 3) Maintain a written ledger and submit a detailed written treasurer's report to be
92 submitted by the A&E chairperson at each ASC meeting.
93 4) Oversees petty cash and is responsible for collecting receipts from subcommittee
94 members for money paid out.
95

96 **VOTING PROCEDURES:**

- 97 1) To become a voting member of the A&E Subcommittee, a NA member must attend
98 two consecutive A&E Subcommittee meetings. Voting privileges take effect at the
99 third meeting. Voting privileges are lost if the member misses two consecutive A&E
100 Subcommittee meetings unless prior notification has been given to an officer of the
101 subcommittee.
102 2) The A&E Subcommittee chairperson has no vote except in the case of a tie.
103 3) All motions brought to the floor will not be voted on until the next meeting, unless
104 deemed an emergency, in the case of an emergency, the vote will be taken by voting
105 members who are present.
106

107 **GENERAL INFORMATION:**

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