

SOUTHERN CALIFORNIA REGIONAL ACTIVITIES COMMITTEE OF NARCOTICS ANONYMOUS

GUIDELINES

Our primary purpose is to carry the message to the addict and to raise funds for conventions, dances, etc.

1. This Committee will consist of the Committee Officers:

Chairperson

Vice-Chairperson

Secretary

Treasurer

Regional Service Representative

2. Description of duties of each Committee officers.

Chairperson:

- a) Chairs meeting
- b) Notifies area chairpersons of upcoming meetings
- c) Signs checks
- d) Votes in case of a tie

Vice Chairperson:

- a) Fills in when chairperson is absent
- b) Represents Regional Activities Committee at all sub-committee meetings.
- c) Signs checks
- d) Votes

Secretary:

- a) Keeps a record of all the minutes.
- b) Sends out notices of any kind.
- c) Distributes flyers to areas
- d) Signs checks
- e) Votes

Treasurer:

- a) Keeps a record of all cash flow.
- b) Is responsible for bank account
- c) Keeps all receipts
- d) Disburses any funds with approval of committee
- e) Acts as treasurer for Convention Committee
- f) Signs checks
- g) Votes

Regional Representative:

- a) Represents Regional Activities Committee at Regional Service Committee meeting.

3. Regional Activities Committee will hold its meeting on the 1st Wednesday of each month.

4. Each area has two votes.
5. At least one representative from each area must be present at the Regional Activities Committee meetings. If an area is represented by only one representative, that representative may have both of the areas votes.
6. Should a member miss three consecutive meetings, he or she will be considered inactive.
7. Committee officers may succeed themselves for a second term, but cannot hold a third term in that office.
8. After reviewing derilections of duty, any member may be removed from office by a majority vote.
9. Distribution of funds for any upcoming activity must be approved by a 2/3 vote.
10. The amount of \$2000.00 may be kept in the Regional Activities Bank Account. Any money over that will be donated to the Southern California Regional Service Committee.
11. Non-Attendance of two meetings for a specific activity will result in the loss of a vote for that activity.
12. An elected representative from each area shall be present at the time of distribution of funds.
13. The Regional Activities Committee should be autonomous, except in matters affecting other groups, or N.A. as a whole.
14. The Regional Activities Committee meeting should be rotated from area to area, or held at an agreed central location.
15. The Southern California Convention Committee is a sub-committee of the Regional Activities Committee.
 - a) The Regional Activities Committee must approve the dates and location of Southern California Convention.
 - b) The Treasurer of the Regional Activities Committee will serve as Treasurer of Convention Committee.
 - c) \$2000.00 will be kept in the Convention Committee fund. Any money in the excess of \$2000.00 will be donated to Regional Activities Committee.
 - d) An elected representative of the Convention Committee shall attend the regular meeting of the Regional Activities Committee.

These guidelines are suggested only. They can be revised by a majority vote of the Committee as long as the revisions are only an improvement to further carry the message to the addict or a means of operating a smoother Activities Committee.

Revised (3-80)