



EASTERN COUNTIES AREA ACTIVITIES COMMITTEE of NARCOTICS ANONYMOUS



[Revised: 02/27/2022] [Amended: 05/22/2022]

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This body, known as the Eastern Counties Area Activities Committee of Narcotics Anonymous, hereafter shall be referred to as the E.C.A.A.C.N.A

PRIMARY PURPOSE:

To provide and raise funds for the Eastern Counties Area Fellowship of Narcotics Anonymous.

I. OFFICERS AND ELECTIONS TO THE COMMITTEE:

1. The committee is comprised of interested NA Members and Trusted Servants as elected. Representatives to Activities Committee shall be limited to NA Members ONLY.
2. E.C.A.A.C.N.A shall hold elections for one-to-two representatives to the Southern California Regional Activities Committee. They also select dates for their Area Activity functions/events.
3. At the first E.C.A.A.C.N.A meeting in March, the committee shall Elect a Chairperson, Vice-Chairperson, Secretary, Treasurer, Activities Representative, and an Alternate-Activities Representative who will assume their duties and responsibilities the following months.

II. SUGGESTED REQUIREMENTS:

1. The Chairperson shall have at least three years of continuous clean time, a working knowledge of the Twelve Steps, and the Twelve Traditions, and the Twelve Concepts, and a willingness to serve, and one year experience in an Area Activities Level.
2. The Vice Chairperson shall have at least one year of continuous clean time, a working knowledge of the Twelve Steps, and the Twelve Traditions, and the Twelve Concepts, and a willingness to serve, and six months of service experience on the Activities Committee.
3. The Secretary shall have at least six months of continuous clean time, a working knowledge of the Twelve Steps, and the Twelve Traditions, and the Twelve Concepts.
4. The Treasurer shall have at least three years of continuous clean time, a working knowledge of the Twelve Steps, and the Twelve Traditions, and the Twelve Concepts, and one year of service on an area committee, or one year of area service experience.
5. The Activities Representative shall have one year of continuous clean time, a willingness to serve, and a working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.
6. The Alternative Activities Representative shall have at least six months of continuous clean time, a willingness to serve and a working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous.

Activities Officers elected as an Officer, to the Area Service Committee shall resign their position. Being able to enable the Activities Committee to elect a new officer.

III. DUTIES OF OFFICERS:

A. CHAIRPERSON:

1. PRESIDE AT ALL E.C.A.A.C.N.A MEETINGS.
2. PROVIDE AN AGENDA FOR THE E.C.A.A.C.N.A MEETINGS.
3. BE A CO-SIGNER OF THE E.C.A.A.C.N.A BANK ACCOUNT.
4. AT THE E.C.A.A.C.N.A MEETINGS, VOTE ONLY IN CASE OF A TIE.
5. OVERSEES AND COORDINATES ALL E.C.A.A.C.N.A ACTIVITIES AND FUNCTIONS/EVENTS.
6. PROVIDE THE E.C.A.S.C A MONTHLY DETAILED FINANCIAL REPORT AND YEARLY FINANCIAL STATEMENT.
7. ATTEND ALL E.C.A.S.C.N.A BUSINESS MEETINGS AND SUBMIT A WRITTEN REPORT.

B. VICE-CHAIRPERSON:

1. PERFORM THE DUTIES OF THE CHAIRPERSON IN THEIR ABSENCE.
2. BE A CO-SIGNER OF THE E.C.A.A.C.N.A BANK ACCOUNT.
3. ASSIST CHAIRPERSON IN OVERSEEING AND COORDINATION IN ALL ACTIVITIES AND OR FUNCTIONS/EVENTS.

C. SECRETARY:

1. RECORD, TYPE, AND DISTRIBUTE MINUTES AT EACH E.C.A.A.C.N.A MEETING AND KEEP AN ACTIVE ROLL CALL SHEET OF ALL MEMBERS.
2. SEND OUT NOTICES OF ANY KIND AND TAKE CARE OF CORRESPONDENCE.
3. KEEP AN UP-TO-DATE FILE OF ALL PERSONS AND PLACES CONTACTED IN COORDINATION ALL E.C.A.A.C.N.A. ACTIVITIES AND/OR FUNCTIONS/EVENTS.
4. BE A HOLDER WHILE IN OFFICE OF THE E.C.A.A.C.N.A. ARCHIVES.

D. TREASURER:

1. KEEP A WRITTEN RECORD OF ALL CASH FLOW IN AND OUT OF THE E.C.A.A.C.N.A BANK ACCOUNT.
2. BE A CUSTODIAN OF THE E.C.A.A.C.N.A BANK ACCOUNT.
3. DISBURSE ANY FUNDS WITH THE APPROVAL OF THE COMMITTEE
4. BE A CO-SIGNER OF THE E.C.A.A.C.N.A BANK ACCOUNT.
5. PROPERLY PREPARE A MONTHLY TREASURER'S REPORT AND A FINANCIAL AUDIT AT THE END OF THE TREASURER'S COMMITMENT.
6. SHOULD HAVE A VERIFIABLE SOURCE OF INCOME (JOB)

E. ACTIVE ACTIVITIES REPRESENTATIVE:

1. ATTEND ALL SOUTHERN CALIFORNIA REGIONAL ACTIVITIES COMMITTEE MEETINGS WHICH ARE HELD ON THE FIRST WEDNESDAY OF EACH MONTH.
2. BE A LIASION BETWEEN THE E.C.A.A.C.N.A AND THE S.C.R.A.C.N.A.
3. GIVE A WRITTEN REPORT TO THE S.C.R.A.C.N.A., REPORT ANY E.C.A.A.C.N.A., REPORTS THE ACTIVITIES IN THE REGION, AND DISTRIBUTES FLYERS OF THE UPCOMING REGIONAL ACTIVITIES AND OR FUNCTIONS/EVENTS.

IF NO REPRESENTATION, CHAIRPERSON SHALL BE AND PERFORM DUTIES AND RESPONSIBILITIES AS ACTIVE ACTIVITIES REPRESENTATIVE.

F. ALTERNATIVE ACTIVITES REPRESENTATIVE:

1. PERFORM THE DUTIES OF THE REPRESENTATIVE IN THEIR ABSENCE.
2. ATTEND ALL SOUTHERN CALIFORNIA REGIONAL ACTIVITIES COMMITTEE MEETINGS, WHICH ARE HELD ON THE FIRST WEDNESDAY OF THE MONTH.
3. BE A LIASION BETWEEN THE E.C.A.A.C.N.A AND THE S.C.R.A.C.N.A. < underlined added>
4. GIVE A WRITTEN REPORT TO THE S.C.R.A.C.N.A., REPORT ANY E.C.A.A.C.N.A., REPORTS THE ACTIVITIES IN THE REGION, AND DISTRIBUTES FLYERS OF THE UPCOMING REGIONAL ACTIVITIES AND OR FUNCTIONS/EVENTS. < underlined added>

G. MERCHANDISE COORDINATOR:

1. ATTEND AND SELL MERCHANDISE AT EVENTS.
2. PROVIDE AN INVENTORY COUNT BEFORE & AFTER ANY FUNCTIONING EVENT.

IV. OPERATIONAL GUIDELINES:

1. Committee officers shall serve for a term of one to two years. All committee officers may succeed themselves in office, but none may serve more than two-consecutive terms on a particular office unless there are no other applicants and Committee Officer accepts another term.
2. The E.C.A.A.C.N.A. shall hold regular monthly meetings on the second Sunday of the month. Special meetings called Ad-Hoc <underlined added> will be determined by a majority vote, or by the discretion of the Chairperson. Reasonable notice of such Ad-Hoc Meetings must be given to all committee members.
3. In matters pertaining to dates, places, and times of Area Activities, all active members (members attending two consecutive meetings) shall have one vote per person with the exception of the Chairperson, who only votes in case of a tie. Any transaction involving funds shall be voted on by two-thirds of the active members.
4. Motions can be made by active members excluding the Chairperson of the E.C.A.A.C.N.A.
5. Any committee officer may be removed during their term in office by a simple majority vote due to justifiable misconduct. If any officer misses three consecutive meetings of the E.C.A.A.C.N.A., they shall automatically be removed from office. However, the officer can be reinstated by a simple majority vote of the active members.
6. The bank account shall be opened by the E.C.A.A.C.N.A., and the E.C.A.S.C.N.A. a maximum of \$5,000.00 shall be kept in the E.C.A.A.C.N.A. bank account, and a maximum of \$2,500.00 for merchandise. Any monies above the prudent reserve of \$7,500 will be donated to the E.C.A.S.C.N.A. <underlined correction-previously marked \$7K>
7. To avoid duplication of dates, the Activities Representative should clear dates with the S.C.R.A.C.N.A.
8. Any N.A. member may participate in the E.C.A.A.C.N.A.
9. The E.C.A.A.C. checking account shall require two signatures on each check- ***no two signatures shall reside in the same household.***
10. The E.C.A.A.C.N.A. shall notify speakers, leaders and readers for any activities and/or functions/events.
11. Selecting speakers, leaders and readers for an activity or function shall be as follows:
 - a. The speaker shall be an active member of N.A. with a minimum of 10 years of continuous clean time.
 - b. The leader and readers shall be active members of N.A.
 - c. When possible, speakers and leaders shall be chosen from outside areas.
 - d. No speaker, leader nor reader shall be members of the E.C.A.A.C.N.A
12. A quorum shall be required to conduct a meeting. This shall require that one half of the active E.C.A.A.C.N.A members to be present. If quorum can't be reach at the regular monthly E.C.A.A.C.N.A meeting, the Chairperson shall call an emergency Ad-Hoc meeting. [Reg OG-2]
13. Any Eastern Counties Areas Group Meeting that wish to do a fundraising event within our area must first attend activities subcommittee for approval. If approved, the group meeting shall than purchase the event insurance at the RSO. If approved, will need to check that there are no other Eastern Counties Activities events happening on the same date. < underlined added >

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14. Any outside areas that wish to do a fundraising even in our area must first contact activities committee for approval. If approved, that area will need to check that there are no other Eastern Counties events on the same date. [previously #17]
 15. The committee shall select a volunteer to do flyers. These flyers should be neat, simple and clean (Remember that they are on tables at meetings and may, by accident, get into the hands of a non-N.A. member). These flyers reflect N.A. as a whole and should not have pictures or language that give a bad impression or misrepresent our fellowship. Flyers should have: [previously #13]
 - i. *Name of hosting area and/or group meeting name, <underlined added>*
 - ii. *The date and time of the event,*
 - iii. *The name and address of venue,*
 - iv. *The amount of the donation or contribution, IF REQUIRES, <underlined added>*
 - v. *Two contact names and full-telephone numbers,*
 - vi. *Two contact names and group information. **
 - vii. *The nature of the function (i.e., meeting and dance) and etc.,*
 - viii. *The NA Logo with the registered trademark, the Service Symbol with the registered trademark, or "Narcotics Anonymous" with registered trademark.*
 - ix. *Neat and simple with suitable artwork. <underlined section>*
 - x. *No Mention of Outside enterprises, logos or special interest (i.e., food drives, raffles, religious holidays, names of entertainers or speakers, etc.) <underlined section>*
 16. These guidelines may be amended by a simple majority vote of the activity's members. This will take place in an Ad-Hoc Meeting of the E.C.A.A.C.N.A. and approved by the E.C.A.S.C.N.A. [previously #14]
 17. A two week notice of such meeting must be given to all committee members prior to any attempted changes in these guidelines. [previously #15]
 18. Any approved N.A. vendors who wish to sell their merchandise at any Activities event must notify chair 1 month prior to event. [previously #16]
 19. Any NA Members accepting a money-handling, volunteer positions within E.C.A.A.C.N.A shall have a clean-time requirement of 3 months or more. <underlined added>
 20. Any NA Members accepting a money-handling, volunteer positions within E.C.A.A.C.N.A shall sign a Trusted Servants Financial Services Acknowledgement Waiver for every Events within ECANA. <underlined added>

It is important to understand that these guidelines are not stern rules, but rather suggested guidelines for E.C.A.A.C.N.A. to operate smoothly.