



EASTERN COUNTIES AREA ACTIVITIES COMMITTEE of NARCOTICS ANONYMOUS.

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

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 Alternated Activities Representative who will assume their duties and responsibilities the following month.

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 12 Steps, the Twelve Traditions, and the 12 Concepts.
6. The Alternative-Representative shall have at least six months of continuous clean time, a willingness to serve and a working knowledge of the 12 Steps, the 12 Traditions, and the 12 Concepts of Narcotics Anonymous.

Activities Officers elected as an officer to the Area Service Committee shall resign their position, enabling 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 STATEMENT AND YEARLY FINANCIAL STATEMENT.
7. ATTEND ALL E.C.A.S.C 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 ACTIVITIES 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.

G. MERCHANDISE COORDINATOR:

1. ATTEND AND SELL MERCHANDISE AT EVENTS.
2. PROVIDE AN INVENTORY COUNT.

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 Monday of the month. Special meetings may be called by a majority vote, or by the discretion of the Chairperson. Reasonable notice of such special 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 votes only 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 \$7,000 will be donated to the E.C.A.S.C.N.A.
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..
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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 reached monthly Activities meeting, the Chairperson shall call an emergency meeting
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13. 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 be:
 - *The hosting area,
 - *The date and time of the event,
 - *The address to the event,
 - *The amount of the donation, IF REQUIRES.
 - *The contact names and telephone numbers with area code,
 - *The nature of the function (i.e., meeting and dance), and
 - *The N.A. logo with the Registered Trademark.

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14. These guidelines may be amended by a simple majority vote of the activity's members. This will take place in a special meeting of the E.C.A.A.C.N.A. and approved by the E.C.A.S.C.N.A.
 15. A two week notice of such meeting must be given to all committee members prior to any attempted changes in these guidelines.
 16. Any approved N.A. vendors who wish to sell their merchandise at any Activities event must notify chair 1 month prior to event.
 17. 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.

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.