UNITY SPRINGS AREA OF NARCOTICS ANONYMOUS
ACTIVITIES SUBCOMMITTEE GUIDELINES

Article I
Name

The name of this committee shall be the Unity Springs Area of Narcotics Anonymous Activities Subcommittee (hereafter referred to as U.S.A.A.S).

Article Il
Purpose

Our purpose is to provide and maintain an atmosphere of recovery and unity within the Unity Springs Area of Narcotics Anonymous. We will also carry the message of recovery in the fellowship of N.A. with all celebrations.

Article Ill

Duties
Section 1.
To follow the directions of the Unity Springs Area of Narcotics Anonymous Area Service Committee (hereafter referred to as ASC).
Section 2.
To coordinate functions approved by the Unity Springs Area Service Committee.
Section 3.
To communicate and assist other areas with functions as needed.

Article IV
Members

Section 1.
General membership of this committee shall be open to all individuals in the Unity Springs Area of Narcotics Anonymous.
Section 2.
Any member of the activities subcommittee shall vote providing they have attended two committee meetings within a six-month period, and upon the 2nd committee meeting, they will have voting privileges. (Attendance will be documented).

Article V
Officers: Qualifications & Duties

Section 1. Chairperson
Qualifications: Addict must have 2 years clean time and fulfilled service position at the group level or area level in the Unity Springs Area of Narcotics Anonymous. Addict must have a

working knowledge of the 12 Steps and 12 Traditions and a willingness to serve at least one year. Addict must have served on U.S.A.A.S. for at least 90 days consecutively.

Duties:

a. Preside at all U.S.A.A.S. meetings.
b. Provide an agenda for the U.S.A.A.S. meetings.
c. Vote in case of a tie, on motions in this subcommittee.
d. Coordinate/oversee all U.S.A.A.S. functions.
e. To bring a monthly report of all events of U.S.A.A.S. meetings to the ASC meeting:
    1. Itemized written report of the income/expenses for activities in the previous month.
    2. Motions for proposed future activities, including a budget for the proposed activity.
    3. The upcoming U.S.A.A.S. meeting time, date, and place.
f. Communicate/ coordinate subcommittee activities with the Treasurer and the Vice-Chair of the Unity Springs A.S.C.
g. Remain at all functions and after to account all funds collected at the events.
h. Oversee financial records at all subcommittee meetings.
i. Deliver profits from events to the next Unity Springs A.S.C.

j. Host an Annual Learning Day in order to bring awareness to Area/Service positions.

Section 2. Vice- Chair

Qualifications: Addict must have one year clean time. Addict must have a working knowledge of the 12 Steps/ 12 traditions and a willingness to serve at least one year. Addict has served on the activities subcommittee for at least 90 days consecutively. Duties:

a. Perform the duties of the Chairperson in his/her absence.
b. Assist the Chairperson in the overseeing/ coordinating of all activities.
c. Remain at all functions and after to account all funds collected at the events.

Section 3. Treasurer

Qualifications: Addict must have 2 years clean time. Addict must have a working knowledge of the 12 Steps/ 12 Traditions and a willingness to serve at least one year. Addict has served on the activities subcommittee for at least 90 days consecutively. Duties:

a. Disperse money as necessary in accordance with A.S.C. decisions.
b. Remain at all functions and after to account all funds collected at the events.
c. Pay rent to facilities where U.S.A.A.S. meets.

d. Bring the treasurers report to U.S.A.A.S. meetings.

Section 4. Secretary

Qualifications: Addict must have 6 months clean time. Addict must have a working knowledge of the 12 Steps/ 12 Traditions and a willingness to serve at least one year. Addict has served on the activities subcommittee for at least 90 days consecutively. Duties:

e. Record/ distribute minutes at each U.S.A.A.S meeting.

f. Remain at all functions and after to account all funds collected at the events.

Article VI
Election of Officers

Section 1.

The Chairperson shall be elected by the Unity Springs A.S.C.

Section 2.

The Vice-Chair, Treasurer, and Secretary are elected by the U.S.A.A.S.

Section 3.

Any U.S.A.A.S member may nominate a qualified member for a U.S.A.A.S position. Elections of said officers shall be as stated in Article VI, Sections 1 & 2.

Section 4.

The officers shall be elected to serve one year or until their successors are elected. Their term of office shall begin upon election.

Section 5.

No U.S.A.A.S officer shall be eligible to serve more than two consecutive terms in the same position.

Section 6.

In cases of mid-year resignation or removal of an officer, an interim shall be appointed by the Chair at the time of removal/resignation, with elections to fill the interim position at the next U.S.A.A.S meeting.

Article Vll
Removal of an Officer

An officer shall be removed from his/her position for loss of abstinence and may be removed for non-compliance, after due notification. In case of the Chairperson, the A.S.C may vote to remove addict from the position. In cases of the Vice-Chair, Treasurer, and Secretary; the U.S.A.A.S may vote to remove addict from the position. Non-compliance includes, but is not limited to:

a. Non-fulfillment of duties of the position.

b. Non-attendance at a scheduled function without prior notification to the Chairperson.

c. Non-attendance of two consecutive meetings, without prior notification.

d. Misappropriation of U.S.A.A.S. funds.

Article Vlll
Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall be utilized to conduct the business of this committee for cases in which they are applicable and are not inconsistent with the 12 Traditions of Narcotics Anonymous.

Article IX
Spiritual Guidance

The U.S.A.A.S shall comply in all of its actions with the following:

a. The 12 Traditions of Narcotics Anonymous.

b. The current publication of these guidelines.

c. Current Unity Springs' A.S.C and U.S.A.A.S motions.

d. Current publications of all pertinent N.A. handbooks.

e. Current edition of Robert's Rules of Order.