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PRIMARY PURPOSE AREA OF NARCOTICS ANONYMOUS ACTIVITIES SUBCOMMITTEE GUIDELINES

Revised May 2008

Article I. Name

The name of this Subcommittee shall be the Primary Purpose Area Activities Subcommittee of Narcotics Anonymous/PPAACNA. Here after referred to as the Activities Subcommittee.

Article II. Purpose

The purpose of the Activities Subcommittee is to hold activities for the membership of Narcotics Anonymous. These activities have a three-fold purpose, listed in order of priority:

- 1. To promote unity within our area.**
- 2. To provide an atmosphere of fun and recovery.**
- 3. To provide support to the PPANA.**

Article III. Functions and Responsibilities

3.1 The basic functions of the Activities Subcommittee are:

- 3.1.1. To plan, coordinate and execute activities and choose speakers with no less than one-year continuous clean time and to alternate between male and female.
- 3.1.2. To provide support for group hosted activities when that group has requested support from the Activities Subcommittee.
- 3.1.3. The Activities Subcommittee is to be responsible to the P.P.ANA in financial matters as specified in *Article II* of these guidelines.

Article IV. Meetings and Membership

4.1. Meetings:

- 4.1.1 The Activities Subcommittee shall meet regularly at A.S.C., encouraging all N.A. members to attend.
- 4.1.2 The chairperson may call special meetings needed to carry out any functions of the Activities Subcommittee, which cannot be performed in the time available at the monthly meeting, at a place that is well publicized.

4.2. Membership:

- 4.1.2. Membership in the Activities Subcommittee is open to all N.A. Members willing to serve and help.
- 4.2.2. Active membership is considered after attending two consecutive meetings and will remain active if two of the last three meetings are attended.

- 4.2.3. It is generally accepted that all active members shall have the personal time and willingness to serve as an active member, an understanding and practical experience of the 12 Steps and 12 Traditions of Narcotics Anonymous. Maintain and maintain clean time throughout participation as an active member.
- 4.2.4. All active members are responsible for providing the secretary with a current address and phone number and encouraging others to participate.
- 4.2.5. All members in an elected positions shall attend all functions.

Article V. Voting Participants and Procedures

5.1: Voting Rights:

- 5.1.1. Any active member has voting rights.
- 5.1.2. All elected officers have voting rights.

Article VI. Elected Officers

- 6.1. At the inception of the Activities Subcommittee or if the Activities Subcommittee is unable to fill the position of chairperson, then a chairperson will be elected by the voting members of the Area Service Subcommittee in accordance with *Article V, Section 2, Subsection C, of the Primary Purpose Area Service Guidelines of Narcotics Anonymous.*
- 6.2. The positions of vice-chairperson and secretary shall be filled by elections active members. A simple majority is required for election to a position.
- 6.3 The term of elected officers shall be for a period of one year beginning in January and ending in December, with nominations opening in October.
- 6.4. Any elected officer missing two out of three functions shall be removed from their position at the discretion of the activities voting members.

Article VII Requirements and Responsibility of Elected Officers

7. 1. The Activities Subcommittee shall have the following three elected trusted servants positions:

- 7.1.1. Chairperson – Responsibilities
 - a. Suggested clean time of one year.
 - b. Attends all monthly A.S.C. meeting or sends appropriate designee.
 - c. Serves as information source for are activities.
 - d. Issues monthly report to A.S.C. on activities and financial status.
 - e. Chairs monthly Subcommittee meetings.
 - f. Plans an agenda for Subcommittee members.
 - g. Organizes activities with the help of the Subcommittee.
 - h. Encourages others to participate.
 - i. Attends all activities functions.
- 7.1.2. Vice-Chairperson – Responsibilities
 - a. Suggest clean time of six months.

- b. Attends all monthly Activities Subcommittee meetings.
- c. Gives report to A.S.C. meeting when the chairperson cannot do so.
- d. Assist chairperson in carry out and organizing activities.
- e. Is prepared to assume duties of the chairperson upon the resignation of the chairperson.
- f. Encourages others to participate.
- g. Attends all activities functions.

7.1.3. Treasurer- Responsibilities

- a. Suggested clean time of 2 years.
- b. Keeps detailed records of income and disbursements.
- c. Attends all monthly Activities Subcommittee meetings.
- d. Provides accurate account of funds.
- e. Encourages others to participate.
- f. Attends all activities functions.

7.1.4. Secretary – Responsibilities

- a. Suggested clean time six months.
- b. Attends all monthly Activities Subcommittee meetings.
- c. Takes notes at all Activities Subcommittee meetings and provides a copy of the minutes to all active Subcommittee members.
- d. Keeps current address and phone numbers of active members.
- e. Encourage others to participate
- f. Attends all activities functions.

Article VIII. Non-Elected Members

- 8.1 Non-elected members of the Activities Subcommittee must have a suggested clean time of 6 months to handle any monies.
- 8.2. Attend as many activities functions as possible.

Article I X. Miscellaneous

- 9.1 No Primary Purpose Area functions shall be named for or about any religious holiday or event (i.e. St. Valentines Day, St. Patrick’s Day, Christmas and Easter).