

**Guidelines & Policies of  
The North Pittsburgh Area Service  
Committee of Narcotics Anonymous  
Activities Subcommittee**

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## **ARTICLE I: Name**

The name of this subcommittee shall be the North Pittsburgh Area Activities Sub Committee.

## **ARTICLE II: Definitions**

### **Section 1**

NPASCNA Activities Subcommittee - The North Pittsburgh Area of Narcotics Anonymous Activities Subcommittee is made up of volunteer members from NPASCNA.

### **Section 2**

To plan activities

## **ARTICLE III: Purpose**

### **Section 1**

The NPASCNA Activities Subcommittee exists to strengthen the sense of community for NPASCNA, and further carry the message of recovery to the still suffering addict.

### **Section 2**

These activities should be designed to enhance NA's primary purpose.

## **ARTICLE IV: Functions and Responsibilities**

### **Section 1**

To coordinate a minimum of three Activities annually including the summer picnic.

### **Section 2**

To plan these activities responsibly – in accordance with the Eleventh Concept of NA Service.

### **Section 3**

To have all funds reimbursed to the activities budget<sup>(08/25/18)</sup> in order to ensure a single point of accountability for all financial matters. (In accordance with the Fifth Concept of NA Service)

### **Section 4**

To provide budgets to be approved in writing by ASC a minimum of two months prior to the planned activity. Budget overruns incurred the day of the event, up to \$100, may be reimbursed with proper documentation by a majority vote of GSR's at the next ASC Meeting.

### **Section 5**

To distribute communications at ASC announcing the activity a minimum of two months prior to the date

### **Section 6**

To coordinate with the NPASCNA RCM and web coordinator to ensure all activities are announced at the Regional Meeting prior to the activity.

**Section 7**

To deliver detailed financial reports and turn in receipts<sup>(08/25/18)</sup> to the ASC upon completion an activity.

**Section 8**

To return for deposit to the ASC Checking account all proceeds from each activity within three days of the event.

**Section 9**

<sup>(08/25/18)</sup> Any cash/funds collected at any event should be counted by 2 committee members

**Section 10**

No 50/50 raffles will be allowed at any area function.

**ARTICLE V: Participants**

A NPASCNA member shall become a voting member of the Activities committee after making a verbal commitment to service on that committee and attending two consecutive sub committee meetings<sup>(08/25/18)</sup>. 24 hours clean time to be a member<sup>(08/25/18)</sup>.

The Chairperson may vote only in the event of a tie.

**ARTICLE VI: Observers**

Narcotics Anonymous members not addressed elsewhere in these guidelines shall be classed as observers. Narcotics Anonymous members shall have the right to request the floor and participate in debate and discussion. The Chairperson has the exclusive right to grant or deny such request. The Chairpersons decision is subject to appeal and may be overturned by the majority of voting participants.

**ARTICLE VII: Election of Trusted Servants**

**Section 1**

The trusted servants of the committee shall be a:

- a. Chairperson
- b. Vice Chairperson
- c. Secretary

**Section 2**

Activities Sub Committee trusted servant positions should be elected in the month of December. The Activities Chair should be elected by the Subcommittee but must be confirmed by a vote of the NPASCNA GSR's. All other members should be elected at the sub committee level.

**Section 3**

The trusted servants shall be elected to serve for one year or until their successors are elected and the term of office shall begin at the start of the next regular meeting following the election.

**Section 4**

No trusted servant shall be eligible to serve more than two terms consecutively in the same office. No trusted servant shall hold more than one trusted servant position at a time.

### **Section 5**

It is required that anyone nominated for a Trusted Servant position have an NA sponsor, a NPASCNA home group, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA and meet the requirements as defined in the duties of that position.

## **ARTICLE VIII: Removal of Trusted Servants**

### **Section 1 – Causes for removal** <sup>(10/27/18)</sup>

A trusted servant may be eligible for removal from their position for non-compliance. This includes:

- a. Absent of two (2) consecutive monthly ASC meetings.
- b. Non-fulfillment of duties of their positions as stated in these guidelines.
- c. Loss of abstinence

### **Section 2-Removal** <sup>(10/27/18)</sup>

- a. Loss of abstinence results in automatic removal.
- b. Any other cause for removal, outside of loss of abstinence, requires 2/3 majority of present voting members.

## **ARTICLE IX: Qualifications and Duties of Trusted Servants**

### **Section 1**

The **Chairperson** of this committee should meet the following qualifications:

- a. Minimum of two years<sup>(08/25/18)</sup> continuous abstinence.
- b. One year<sup>(08/25/18)</sup> of previous involvement in service.
- c. A working knowledge of NPASCNA Guidelines and Policy.
- d. A working knowledge of NPASCNA Activities Guidelines & Policy.
- e. The ability to organize and serve this committee.
- f. Willingness to give the time and resources necessary to conduct the business of the North Pittsburgh Area Activities Subcommittee.

### **Section 1.1**

It is the duty of the **Chairperson** of this committee:

- a. To open the meeting at the appointed time by taking the chair and calling the meeting to order.
- b. To announce in proper sequence the business that comes before the assembly or becomes in order in accordance with the prescribed order or business, agenda or program and with existing orders of the day.
- c. To recognize members or observers who are entitled to the floor.
- d. To state and to put to vote, all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceedings, except questions that relate to the Chairperson, and to announce the results of each vote; or, if a motion that is not in order is made, to rule it out of order.
- e. To protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.

- f. To enforce the rules relating to debate and to order decorum within the assembly when appropriate.
- g. To expedite business in every way compatible with the rights of members and observers.
- h. To decide all questions of order, subject to appeal – unless, when in doubt, the Chairperson prefers to submit such a question to the assembly for decision.
- i. To respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the assembly.
- j. To authenticate by the Chairpersons signature, when necessary, all acts, orders and proceedings of the assembly.
- k. To declare the meeting adjourned when the assembly so votes or, where applicable, at the time prescribed in the program or at any time in the event of a sudden emergency affecting the safety of those present.
- l. To arrange the agenda for each meeting.
- m. To prepare a report of the subcommittee business to be delivered to the ASC each on the status of area activities.
- n. To attend the ASC monthly.
- o. To attend NPASCNA P&A Meetings as per P&A Guidelines
- p. To establish and maintain contact between this Activities Subcommittee and Regional subcommittees - including, but not limited to, the Spiritual Retreat, Convention, H&I and PI committees.
- q. To work with any regional subcommittees wishing to plan an activity within the NPASCNA area to facilitate such activity.
- r. Responsible for all cash at close of event and returning cash to ASC account per Article V, Section 8
- s. To have all funds verified by another member at close of each activity.

## **Section 2**

The **Vice-Chairperson** of this committee should meet the following qualifications:

- a. Minimum of one year continuous abstinence.
- b. Have six months previous service experience.
- c. Willingness to give the time and resources necessary.
- d. A working knowledge of NPASCNA Guidelines & Policy.
- e. A working knowledge of NPASCNA Activities Guidelines & Policy.

### **Section 2.1**

It is the duty of the **Vice-Chairperson** of this committee:

- a. Attendance at all subcommittee meetings
- b. To work closely with the Activities Chairperson and assist the Activities subcommittee in any way possible.
- c. In the absence of the Activities Chairperson, will chair the Activities subcommittee meetings.
- d. In the event of the inability of the Activities Chairperson to perform, or upon the resignation of the Activities Chairperson, the Activities Vice-Chairperson will receive an automatic nomination for the position of Activities Chair, if they meet the rest of the requirements of the Activities Chair's qualifications.
- e. Coordinates and works with all Activities Committee members to assure they are familiar with Activities Policy.

- f. Quarterly attendance at the ASC Meeting.
- g. To fulfill the duties of the secretary in their absence.

### **Section 3**

The **Secretary** of this committee should meet the following qualifications:

- a. Minimum of three months continuous abstinence.
- b. Willingness to give the time and resources necessary.
- c. A working knowledge of NPASCNA Activities Guidelines & Policy.

### **Section 4**

It is the duty of the **Secretary** of the committee:

- a. Attendance at all subcommittee meetings.
- b. In the absence of the Chairperson, and the Vice-Chairperson, to call the meeting to order and preside until the immediate election of a Chairperson Pro-Temp.
- c. To keep a record of all the proceedings of the committee, including attendance sheets.
- d. To keep on file all the subcommittee reports.
- e. To maintain up to date list of all subcommittee members contact information.
- f. To make the minutes and records available to any NA member upon request.
- g. To maintain copies of all approved policies and guidelines both electronically and/or in hard copy form.
- h. To notify the participants of each special meeting, utilizing such method of notification as is agreed upon by the subcommittee.

## **ARTICLE X: Meetings**

### **Section 1**

Regular Activities Subcommittee meetings shall be held a minimum of once a month each month unless otherwise ordered by NPASCNA.

### **Section 2**

The Subcommittee meeting in the month of December shall be known as the election meeting and shall be for the purpose of electing trusted servants as provided in Article VI.

### **Section 3**

Special meetings may be called by the chairperson of the subcommittee and shall be called upon after the written request of any members of NPASCNA. At least seven days' notice shall be given.

### **Section 4**

The exact date and time and location of each regular monthly meeting will appear on the report to ASC to be included in the monthly ASC minutes.

### **Section 5**

Monthly meeting will adhere to the smoking policy of the facility.

### **Section 6**



The monthly meeting must have a majority vote to continue past one hour.

## **ARTICLE XI: Amendment of Guidelines**

### **Section 1**

These guidelines may be amended by a two-thirds majority vote of the NPASCNA GSRs at the regular NPASCNA meeting, providing that the exact wording of the amendment has been submitted in writing, seconded, and announced at a previous regular meeting.

### **Section 2**

These guidelines and policies are superseded by the NPASCNA Guidelines and Policies.

## **ARTICLE XII: Miscellaneous**

Unaddressed Issues: In the event that an issue comes up that is not addressed in our guidelines, we will use the world approved handbook – The NA Guide To Local Services for reference.