

**North Olympic Peninsula Area
Activities subcommittee
Guidelines**

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I. Name

The name of this subcommittee shall be the North Olympic Peninsula Area Activities subcommittee, herein after referred to as the Activities subcommittee. This subcommittee shall be directly responsible to the North Olympic Peninsula Area Service Committee, herein after referred to as the NOPASC or the ASC.

II. Purpose

The purpose of this subcommittee shall be to enhance the primary purpose of Narcotics Anonymous and the unity of this Area by providing recovery oriented activities and/or fundraisers. This subcommittee is to cooperate and coordinate events within the North Olympic Peninsula Area, and externally as may be requested by the NOPASC.

III. Membership

General membership is open to all members of Narcotics Anonymous.

IV. Officers

The officers of the Activities Committee shall be a Chairperson, Vice-Chairperson, Secretary, and Treasurer. These officers shall perform their duties as described by these guidelines and by the order of procession as outlined in “**VIII Spiritual Guidance.**”

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V. Meetings

- i.** The Activities subcommittee shall meet a minimum of once a month. The date, time and location shall be maintained by the NOPASC. Any changes in the meeting must be provided verbally and in writing to the NOPASC chairperson and/or Vice-chairperson and Phonline subcommittee chairperson two (2) weeks prior to the change.
- ii.** Any emergency meetings may be called at any time by the Activities subcommittee chairperson, but must have at least two voting members present and all members must be notified, as well as the NOPASC chairperson, prior to the meeting and as to the outcome of the meeting.

VI. Events And Functions

- i.** The Activities committee shall bring the next year's event calendar to the December ASC for approval, and upon approval, copies will be provided to the local area web servant, local area ASC Secretary for inclusion in the minutes, and the regional web servant for inclusion to the regional website. Updates to this calendar will be forwarded to the above mentioned positions and the region.
- ii.** All Activities functions and events and any flyers must be approved by the ASC in advance of publication.
- iii.** The Activities committee is responsible for putting on the 3 Narathons each year on Thanksgiving, Christmas, and New Years. If the ASC has adequate funds, \$25.⁰⁰ can be requested for each Narathon to purchase breakfast in the morning of each Narathon, for those service members that stayed all night.
- iv.** The Activities committee is responsible for putting on our yearly camping events, Fisher Cove, Salt Creek or other location as may become necessary due to location availability.
- v.** In the event a location change must be made. The committee will, to the best of its ability, notify all ASC members and other members of our area.

VII. Voting And Elections

- i.** The voting membership shall be any member of NA who has attended three (2) consecutive Activities subcommittee meetings with the exception of the NOPASC Vice-Chairperson, who shall always have a vote. The voting members shall have one vote per person, excluding the Activities chairperson, who shall only vote in the case of a tie.
- ii.** Any member of Narcotics Anonymous may make motions and each motion shall have a second by a voting Activities subcommittee member.
- iii.** Any member of Narcotics Anonymous may make a nomination of a qualified person for an Activities subcommittee position as a trusted servant:
 - A.** A simple majority vote is required to elect officers.
 - B.** The Activities chairperson shall be elected at and by the NOPASC.
 - C.** Except for the chairperson all Activities subcommittee Officers, shall be elected in the month of May, or appointed by the chairperson as the need arises.
 - D.** All Officers elected to the Activities subcommittee are expected to serve a one (1) year term and these officers may serve no more than two (2) consecutive terms in any one office.

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- iv.** Any officer may be removed from office for non-compliance after written notification. A majority vote is necessary for removal from office. Non-compliance includes but is not limited to:
 - A.** Loss of abstinence.
 - B.** Non-fulfillment the of duties of their position.
 - C.** Non-attendance at the Activities subcommittee meetings without prior notification.
 - D.** Missing two (2) unexcused meetings in a row.
 - E.** Misappropriation of funds.

VIII. Spiritual Guidance

In all endeavors, the Activities Committee will comply the following:

- i.** The Twelve Traditions of Narcotics Anonymous.
- ii.** The Twelve Concepts of service of Narcotics Anonymous.
- iii.** The current PR Handbook.
- iv.** NOPASC guidelines.
- v.** Any special rules of order adopted by this committee. Incase of conflict, and unresolved grievances, this committee will turn to the ASC for guidelines.

IX. Trusted Servants

The trusted servants of the Activities subcommittee shall be the chairperson, Vice-chairperson, Secretary. These trusted servants will perform tasks as deemed necessary by the subcommittee and in accordance with the Twelve Traditions, The Twelve Concepts, appropriate NA service manuals, The Activities subcommittee Guidelines and the NOPASC Guidelines:

- i.** Only designated members, at the direction of the Activities subcommittee, will be responsible for the collection and disbursement of funds, in accordance with the event or function.
- ii.** No member shall take independent action without the direction of the Activities subcommittee or the Activities subcommittee chairperson.
- iii.** Only the Activities subcommittee as a whole suggest to the NOPASC a nomination for the next Activities subcommittee chairperson.

X. Financial Procedures

- i.** Budgets
 - A.** The Activities subcommittee, as a whole, shall determine and submit requests for funds from the ASC.
 - B.** Funds for upcoming events shall be requested by motion to the NOPASC by the Activities subcommittee chairperson.

- ii.** Deposits

The Activities shall deposit all funds in to the NOPASC bank account 24 hours following each event or the first business day of the bank.

- iii.** Fundraising

- A.** Any group and/or subcommittee wishing to have a fundraiser at an Activities subcommittee event, that group and/or subcommittee should be represented at the

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Activities subcommittee meeting three months prior to the intended event, for requesting the services of the committee.

- B.** Activities events should, whenever possible, never conflict with other N.A. functions or meetings.
- C.** Any group or subcommittee, in addition to the Activities committee is responsible for the set-up and clean up of its respective fundraiser.

XI. Misappropriation Of Funds

Any misappropriation of funds and/or NOPASC property shall not be tolerated. It is the position of the NOPASC to recover all loss of monies by theft or poor management and/or NOPASC property from the responsible party in accordance with Narcotics Anonymous World Services Bulletin #30.

- i.** Misappropriation of funds is defined as taking, stealing or borrowing money or property without the consent of the Literature Committee, or the NOPASC.
- ii.** Members who have been found to have misappropriated funds by a vote of the NOPASC shall be immediately removed from their position.
- iii.** All incidents whereas Literature Committee funds or property have been misappropriated shall immediately be reported to the NOPASC Chairperson and followed up with a written report to the NOPASC Chairperson.
- iv.** The NOPASC Chairperson on behalf of the NOPASC shall be the point of responsibility in the resolution or subsequent actions with regard to the misappropriation of NA funds or property.

XII. Amendment of Guidelines

Any service member may propose an amendment to the guidelines at a regular monthly Literature committee meeting. The proposal must be seconded and submitted in writing. A 2/3 majority of voting members present is necessary to amend. The amendment shall go into effect immediately upon its adoption, unless the motion to adopt specifies a time otherwise or relates to a required modification to the ASC guidelines (i.e. Items relating to officer positions and responsibilities).

XIII. Grievance Procedure

The first item of new business on the agenda at each regularly scheduled PR committee meeting will be any Grievances. This will be a standing item and is provided for anyone having a grievance against the PR committee or its members.

i. Format

To be heard, a grievance must:

- A.** Be submitted in writing.
- B.** Clearly state the problem.
- C.** Propose a resolution.

ii. Discussion

PR committee will discuss and attempt to resolve the grievance.

iii. Review

In the event, that the aggrieved party is not satisfied with the PR committee's actions, they may present the grievance to the ASC.

XIV. Glossary of Terms and Acronyms

GSR	Group Service Representative: Functions as a liaison between the meeting/group & the NOPASC.
H&I	Hospital & Institutions: A committee of the NOPASC, which conducts presentations in Hospitals, jails and other institutions.
LIT	Literature: A committee of the NOPASC that orders and distributes literature to the groups.
NAWS	Narcotics Anonymous World Service committee: The International office of Narcotics Anonymous located in Van Nuys, CA.
PI	Public Information: A committee of the NOPASC, which provides presentations to outside agencies and groups about what NA is and where to find us by doing public outreach.
PNW	Pacific Northwest Convention of Narcotics Anonymous: The oldest convention on the West coast. Held within a 3 region area in the late fall of each year.
PR	Public Relations committee: The NOPASC committee responsible for carrying the message to professionals, facilities and potential new members via H& I Panels, PI Presentations, Phone line, 12 Step activities and Special Projects.
RD	Regional Delegate: Takes our regional conscience to the WSC.
RCM	Regional Committee Member: Takes our Area conscience to the Regional Service Committee.
RSC	Regional Service Committee: A committee that is comprised of different Area Groups that meets quarterly to provide NA service at a regional level.
C&E	Regional Conventions & Events committee: This is a regional committee responsible for organizing and signing contracts for large regional conventions.
NOPASC	North Olympic Peninsula Area Service Committee: Also know as the Area Service Committee (ASC) and described within this guide.
WCNA	World Convention of Narcotics Anonymous: Generally held every other year on the 1st weekend of September.
WNIRCNA	Washington Northern Regional Convention of Narcotics Anonymous: (wi-nurk'-nuh): Our annual regional convention, held in the spring of each year.
WNIR	Washington-Northern Idaho Region: Made up of the North Olympic Peninsula Area, South King County Area, Everett Area, and approximately 14 other Area throughout Washington and Northern Idaho.
WSO	World Service Office: The International office of Narcotics Anonymous responsible for literature orders and other various NA approved publications. Basically the WSO is the headquarters for NA.
WSC	World Service Conference: A week long business meeting of World Service and administrative committees that conduct business for NA at the World Level – not to be confused with the World Service Convention, which is held every two years.

North Olympic Peninsula Area Service Committee

ANTI-THEFT POLICY

Addendum "A"

The Eleventh Concept establishes the sole absolute priority for use of NA funds, which is to carry the message. The Twelve Concepts for NA Service give the NOPASC a mandate from the NA Groups that calls for total financial accountability. With this in mind, any misuse of funds by NOPASC Trusted Servants cannot be tolerated.

Should any NOPASC member or subcommittee member be found to have allegedly misappropriated (stolen), or misused NOPASC funds and/or other assets, and evidence can be presented to demonstrate the alleged theft or misuse, the Chairperson of the NOPASC, immediately upon calling the NOPASC meeting to order, must fully disclose the alleged misuse of funds and/or other assets and the individual(s) involved. Any member accused of misuse of funds and/or other assets may exercise their Tenth Concept right to redress at this time. For the purpose of this document, the 'term misuse of funds' will be defined as "using funds in a manner clearly different than the inherent purpose or function outlined in the motion passed to appropriate them".

A. NOPASC ACTION:

The NOPASC, once informed of the alleged misuse of funds and/or other assets, may suspend the participation of individual(s) involved "with cause" by a two-thirds (2/3) vote, pending investigation and resolution. Having been found to have misappropriated or misused funds and/or other assets, said individual(s) participation is immediately terminated, with cause, by a two-thirds (2/3) vote. Additionally, any member removed by the NOPASC for misappropriation or misuse of funds and/or other assets may not hold an elected seat on the NOPASC or its subcommittees for a period of two (2) years.

B. RESTITUTION:

1. Individuals removed for misappropriation or misuse of funds and/or other assets, are expected to make full restitution of all NOPASC funds. Should a member removed for misuse of funds fail to make full restitution said member may be subject to criminal and/or civil prosecution by the NOPASC.
2. NOPASC Members shall be requested to sign agreements of financial responsibility.
3. Procedure for Resolution:
 - a. A thorough review of all books and financial records shall be performed by the Treasurer, Chairperson, and one voting member of the NOPASC to determine the magnitude of any misappropriation of funds. If the Treasurer is the member responsible for the issue, the Assistant Treasurer will perform the duties of the Treasurer.
 - b. Then a meeting will be scheduled, assuring that the individual(s) who allegedly misappropriated or misused funds and/or other assets, is/are informed of the meeting and given the opportunity to present his or her point of view. After all sides have been heard, a break in the meeting format shall take place to allow all present time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.
 - c. If the individual admits to the theft and agrees to pay back the funds and/or other assets, a restitution agreement can be developed that will outline the repayment amount and timeframe (i.e. \$xx per month for xx months). The individual shall be notified in said agreement that if the restitution agreement is not adhered to, the intent is to take legal action based on the signed and witnessed restitution agreement.
 - d. A report about the situation shall be published in the NOPASC minutes, and regular reports on the status of the restitution agreement shall be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm, is the fellowships primary intent.
 - e. If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be **our last resort, opted for only when everything else has been tried.** We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using the NOPASC open sharing session, the Washington Northern Idaho Region, the NA World Board, and the Narcotics Anonymous World Services Incorporated as resources.
4. If legal action is pursued one or all of the following may occur:
 - a. A civil action may be filed against the individual(s) and a judgment for full restitution may be obtained.
 - b. The NOPASC may pursue a criminal prosecution of the individual(s) through the proper authorities.
 - i. The NOPASC Chairperson will preside over an ADHOC subcommittee formed specifically to deal with issues related to the litigation. That ADHOC subcommittee will have discretion to enlist the assistance of professionals if it is deemed necessary and funds are available.

North Olympic Peninsula Area Service committee
MEMORANDUM OF FINANCIAL RESPONSIBILITY
Addendum "B"

DATE: _____

I, _____, a trusted servant of the fellowship of the ASC agree to use properly and keep safe any money or other asset entrusted to me by the Fellowship of NA.

I agree to avoid mixing Fellowship money with my own money or the money of anyone else.

I agree to use Fellowship money or other assets only as directed by the Fellowship of NA.

I agree that if I misappropriate or misuse Fellowship money or other assets because of my personal negligence or dishonesty that I will accept full responsibility for their replacement.

I agree that as a trusted servant I serve as a volunteer and will not be paid for my work. When I complete my term of service or if I am removed from service I agree to promptly turn over any Fellowship money, assets, records or any other Fellowship property.

I have agreed to follow and adhere to the ASC Anti-Theft Policy.

Signed,

_____ (trusted servant) Date: _____

Print Name: _____

Witnessed by:

_____ (officer, ASC) Date: _____

Print Name: _____ Title: _____

This document was created to implement the ASC Anti-Theft Policy and should be signed by all ASC Service Members (as defined in ASC guidelines) as well as all subcommittee treasurers and any members handling NA funds on behalf of the North Olympic Peninsula Area Service committee. Members who are standing for election to any position that would place them in a position to handle ASC funds should be asked if they are willing to sign this document as a condition of their service.

The North Olympic Peninsula Area Service committee has adopted guidelines and operational policies, which apply to and shall guide the conduct of NA Trusted Servants. Current copies of these documents are available on request.

List all non-consumable items (NA Property) being received (Use back if necessary):

WORLD SERVICE BOARD OF TRUSTEES BULLETIN #30 (Excerpt)

Theft of NA funds

Addendum "C"

Safeguarding funds

- It's our responsibility to prevent theft from happening in the first place.
- The very best safeguard against theft is to remove the opportunity to steal.

Selecting trusted servants

- Honesty, integrity, maturity, and stability, both in recovery and in personal finances, are but a few. Not only is it okay to ask members standing for election about their qualifications in these areas, it is irresponsible not to.
- Substantial clean time and financial stability should be required for positions where money is handled. Many NA communities have found it helpful to develop a list of questions regarding employment, service experience, experience with handling funds, and financial stability. These questions are then asked of all nominees as a matter of course, so that people do not feel singled out based on personalities.

Responsible management

- The guidelines for handling NA funds should include both recognized accounting practices and procedures that ensure the accountability of our trusted servants.
- The Treasurer's Handbook is an excellent resource for groups and service committees to use in instituting accounting procedures.
- All guidelines should include appropriate safeguards, such as monthly reporting, regular audits, two-signature checking accounts, and monthly reconciliation of original bank statements. For groups without checking accounts, many of these practices can still be incorporated into the handling of NA funds.
- It is critically important that all processes be monitored by another person: two people count receipts; two people make the bank deposit (and this should be done immediately, not the following day); two people reconcile the original bank statements; and most importantly, two people are always present when any funds are disbursed.
- Financial records should be readily available to other trusted servants.
- It is important to note that other assets, such as convention merchandise, literature, and office equipment, should be treated as carefully as money.
- Financial procedures need to be written into guidelines that require a review and signature of those responsible for handling funds before they are put into positions of responsibility. Members who know they will be held to standardized accounting and auditing procedures will most likely behave in a responsible manner.
- Include a statement that theft will not be tolerated, and outline the process that will be followed if a theft occurs. If you are unsure about how to write adequate financial guidelines, please contact the World Service Office for assistance.

When safeguards fail

- Our program of recovery provides every member with an opportunity to make amends. We are closest to the spiritual principles of our program when we begin to deal with a theft by encouraging the member who has stolen funds to make amends, which can then provide healing for all involved.
- The disappearance of NA funds should not be taken lightly or a service committee should not sit and passively wait for a member who has stolen funds to be moved to make amends. We instead encourage a process that is both responsible and spiritual, taking steps of increasing severity should they prove necessary.
- First of all, a thorough review of all books and financial records should be conducted to make sure the funds were actually misappropriated. How much? By whom? What failing in the accounting procedures and safeguards allowed this to happen?
- If it becomes clear that money has indeed been taken, the group or service committee should then schedule a meeting, making absolutely sure the individual(s) who took the money is informed of the meeting and given the opportunity to present his or her point of view. At this meeting, there should be a format that allows time for everyone involved to express their feelings and concerns. This allows everyone to give their input and may also allow a "defusing process" to occur. After all sides have been heard, a break in the meeting format is encouraged to allow all present enough time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.
- If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement can be developed. Such an agreement can include regular payments at any interval acceptable to all involved, though it is best not to drag out the process unnecessarily. Most agreements specify regular weekly or monthly payments until the full amount is repaid. We strongly suggest drafting a legally binding document, utilizing legal advice if possible, and having it signed and witnessed. Let the individual know that if the restitution agreement is not adhered to, you intend to take legal action based on the signed and witnessed restitution agreement.
- A report about the situation should be published, and regular reports on the status of the restitution agreement should be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.
- Again balancing spirituality with responsibility, we have found that it is best to remove the individual from his or her service position, and not consider the person for another position until he or she has dealt with the issue through the process of the steps.
- If the individual does not appear at the special meeting, you will need to ensure that every effort to contact the person has been made. Use registered mail and send a letter explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter. Copies of the letter should be put in a safe place for further reference. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution.
- If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using area and regional service committees, and world services as resources.

Resolution and recovery

- The safeguards recommended in this bulletin not only protect our funds, but protect us from our disease.