



Kings/Tulare Activity Committee
Of
Narcotics Anonymous

Guidelines

(Approved 2009)

ARTICLE I: NAME

The name of this committee shall be known as Kings-Tulare Activity Committee of Narcotics Anonymous.

ARTICLE II: BOUNDARIES OF SERVICE

The boundary of service, to serve the Kings-Tulare Area Service Committee within its geographical area.

ARTICLE III: PURPOSE

SECTION 1. To provide activities / functions for the Kings-Tulare Area Service Committee of Narcotics Anonymous.

SECTION 2. To enhance the primary purpose of carrying the message to the addict through promoting unity in the fellowship.

ARTICLE IV: 6TH TRADITION

In keeping with the 6th Tradition we are not affiliated with any outside organizations. Special prices are not given to organizations. However, newcomers unable to pay full donation shall be allowed to participate. (Refer to pg 168 How and Why)

ARTICLE V: MEMBERSHIP

Members of KTAC shall be open to any interested members of Narcotics Anonymous.

ARTICLE VI: VOTING

SECTION 1. Voting participants are to include the KTAC Officers, except the Chairperson, except in case of a tie.

SECTION 2. You become a voting member upon the attendance of the second consecutive meeting. You must re-establish voting rights if you miss two (2) consecutive meetings, not to exclude its officers.

ARTICLE VII: OFFICERS AND ELECTIONS

SECTION 1. It is strongly suggested that all interested members have a willingness to serve.

SECTION 2. The officers of the KTAC shall be the Chairperson, Vice-Chairperson, Secretary, Treasurer, and any appointed Subcommittee Chairperson.

SECTION 3. The officers of the KTAC shall be elected officers of the body of the

KTAC except for the chairperson. The chairperson is elected to the position through the Kings-Tulare ASC as provided for in their guidelines, ARTICLE VII, SECTION 2.

SECTION 4. All officers, except for the Chairperson, as provided for in ARTICLE VI, SECTION 2, shall be elected in the month of June.

SECTION 5. All officers elected through the KTAC are elected to serve on (1) year. These officers may serve no more than two (2) consecutive terms in any particular office.

SECTION 6. No officer shall hold more than one (1) office within the KTAC at one time.

SECTION 7. A Chairperson elected to a Sub-Committee before the month of June in any given year is also subject to the election of officers in the regular meeting of June.

ARTICLE VIII: REMOVALS

SECTION 1. An officer, or voting member may be removed from their position for non-compliance including, but not limited to:

- A) Loss of abstinence
- B) Non-fulfillment of the duties of their position.
- C) Absence at two (2) consecutive meetings of the KTAC without prior notice.

SECTION 2. Any officer of the KTAC may resign at any time.

ARTICLE IX: DUTIES OF OFFICERS

SECTION 1. Chairperson

- A) Preside over all KTAC meetings per Roberts Rule of Order, and over all functions / activities.
- B) Provide agenda for the KTAC meetings.
- C) To attend all Kings / Tulare ASC meetings to submit the KTASC monthly report to include its financial reports.
- D) Responsible for getting appropriate KTAC information to the RSC.
- E) Be responsible for the distribution of all KTAC function flyers.

SECTION 2. Vice-Chairperson

- A) Perform any or all duties of Chairperson in his / her absence.
- B) To be responsible for the housing, and distribution of all inventory on

hand.

- C) Keep an updated inventory of all items owned by the KTAC sodas, coffee pot, ice chest, etc. and the whereabouts of all items at all times.

SECTION 3. Secretary

- A) Record the minutes of each KTAC meeting.
- B) Be responsible for all incoming and outgoing correspondence.
- C) Act as custodian of the KTAC archives.
- D) Be responsible for arranging the printing and to provide the Chairperson with function / activities flyers as needed.

SECTION 4. Treasurer

- A) Maintain a record of cash flow.
- B) Oversees expenditures.
- C) To be the receiver and depositor of all funds of KTAC.
- D) To provide a written monthly financial report.

SECTION 5. Sub-Committee Chairpersons and officers of that committee to be subject to the KTAC Guidelines.

ARTICLE X: OPERATIONAL GUIDELINES

SECTION 1. The KTAC shall hold monthly meetings in a place as geographically centered as possible within our Area's boundaries on the 3rd Tuesday of each month (or regular meeting agreed upon date and time)

SECTION 2. Special meetings may be called by a simple majority vote or by the chairperson request.

SECTION 3. Any monetary transaction or purchase for the KTAC shall be voted upon by a 2/3 majority.

SECTION 4. To establish a quorum there must be a minimum of three (3) voting members present.

SECTION 5. Prudent Reserve

- A) A Prudent Reserve of 650.00 will be maintained at all times if at all possible.
- B) Any funds in excess of 650.00 will be donated to KTASC.

SECTION 6. In the event there is a need to amend the Prudent Reserve, the chairperson, upon a 2/3 majority vote of the KTAC will submit a request to the

KTASC for approval.

SECTION 7. After the function / activity, all money shall be counted and recorded by the Chairperson and Treasurer or two (2) previously designated officers.

SECTION 8. The guidelines may be amended by a 2/3 majority vote at a regular meeting or special meeting called to amend guidelines as needed.

SECTION 9. All active members of the KTAC have the right to make a motion and to second a motion.

ARTICLE XI: FUNCTIONS

SECTION 1. Chairperson

- A) Responsible for acquiring and securing key(s) to the facility being used for any KTAC function.
- B) Delegates volunteers from within and outside the KTAC to perform specific duties before, during, and after any function.
- C) Is responsible for arranging opening and closing of the facility.
- D) Co-signs any service / performance contracts pertaining to the function.
- E) Responsible for coordination all leaders, speakers, and readers asked to participate in KTAC hosted meeting and confirming their participation.
- F) In the case of any last minute decisions pertaining to the function, the Chairperson will take a group conscience from within the KTAC. If a reasonable effort has been made to hold a group conscience in the event that one cannot be held, an automatic vote of confidence is given in accordance with these guidelines to the Chairperson to make any last minute decisions pertaining to the function.
- G) With the Vice-Chairperson oversees and maintains a supply of inventory before and after each function.
- H) Arranges for the purchase of all necessary supplies for each function.

SECTION 2. Vice-Chairperson

- A) Performs any and all duties of the Chairperson pertaining to the KTAC hosted function in his / her absence.
- B) Performs any necessary task pertaining to the function as deemed necessary by the Chairperson.

SECTION 3. Treasurer

- A) Is responsible for all monetary transactions, which include collecting money / receipts at the door of any KTAC function.
- B) Counts all money upon receipt at the end of any function with the Chairperson or other designated officer.
- C) Provides all receipts and reimburses all funds for any expenses incurred in connection with the function.
- D) Co-signs any service / performance contracts pertaining to the function.

SECTION 4. Secretary

- A) Is responsible for typing up formats of any KTAC hosted function.
- B) Maintains a list of commitments by the KTAC members for duties to be performed for any function.
- C) Is responsible for all / any correspondence.

SECTION 5. KTAC Members

- A) Choose the format of the KTAC hosted meeting, including speakers, leaders, and readers. Participants are to be chosen by the KTAC's voting members.
- B) It is strongly suggested that all KTAC members commit themselves before, during, and after any function to perform any necessary tasks relating to any KTAC hosted function. Each member should make a commitment to stay until the doors close at the end of any function.