



Kings/Tulare Area Activity Committee

Of

Narcotics Anonymous

(Approved July 2019)

ARTICLE I: NAME

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

ARTICLE II: BOUNDARIES OF SERVICES

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.

SECTION 3. To create fund raising merchandise to support the Kings/Tulare Area Service Committee (KTASC) in their efforts to carry the message.

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 page 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.

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. The guidelines may be amended by a 2/3 majority vote at a regular meeting or special meeting called to amend guidelines as needed and proposed to ASC for GSR approval.

SECTION 6. All active members of the KTAC have the right to make a motion and to second a motion.

SECTION 7. All members present at first meeting after ASC election of Chairperson have a vote for the formation of the new committee.

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, Food and Beverage, Secretary, Treasurer, Assistant Treasurer, Merchandise, 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. As referred to in ARTICLE VII, SECTION 2.

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

SECTION 5. All officers elected through the KTAC are elected to serve one (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 in June.

ARTICLE VIII: REQUIREMENTS TO HOLD OFFICE

All officers of The Subcommittee must be members of Narcotics Anonymous (NA) in addition to meeting the following requirements:

1. Willingness and the desire to serve in the office for at least one year.
2. Working knowledge of the 12 Steps, the 12 Traditions, and the 12 Concepts of NA.
3. A voting member of The Subcommittee.
4. Requirements specific to the individual offices.

These requirements may be waived by a 2/3 majority vote of the quorum.

A: CHAIRPERSON

1. A minimum of three (3) years of clean time.
2. Active for at least two (2) years in the service structure of NA.

B: VICE-CHAIRPERSON

1. A minimum of two (2) years clean time.
2. Active for at least one (1) year in the service structure of NA.

C: SECRETARY

1. A minimum of two (2) years clean time.
2. Active for at least one (1) year in the service structure of NA.

D: TREASURER

1. A minimum of three (3) years clean time.
2. Active for at least two (2) years in the service structure of NA.

E: ASSISTANT TREASURER

1. A minimum of three (3) years clean time.
2. Active for at least two (2) years in the service structure of NA.

F: MERCHANDISE

1. A minimum of three (3) years of clean time.
2. Active for at least two (2) years in the service structure of NA.

G: FOOD AND BEVERAGE

1. A minimum of two (2) years of clean time.
2. Active for at least one (1) year in the service structure of NA.

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 and to submit the KTASC monthly report, including 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 the 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 i.e. 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 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. Assistant Treasurer

- A. Assist the treasurer as needed.
- B. Assume the treasurer's duties in the event of the treasurer's absence or the vacancy of the treasurer's position.

SECTION 6. Merchandise

- A. To be responsible to obtain and submit estimates for printing of items as voted on by the committee.
- B. To pick up and count merchandise from the printer.
- C. To keep and submit current inventory to the committee.

SECTION 7. Food and Beverage

- A. Create a menu for meals to be provided at area events.
- B. Create a shopping list to be provided to KTAC detailing specific items needed to provide meals at the area events.
- C. Procure all the necessary food, beverages, serving utensils, condiments, and paper products necessary for the event.
- D. Recruit and coordinate volunteers to assist with these duties.

ARTICLE X: 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 XI: 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 agreed upon date and time.

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

SECTION 3. All Sub-Committee Chairpersons and officers of that committee are to be subject to the KTAC Guidelines.

ARTICLE XII: GENERAL FUND – (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.
- C. Merchandise prudent will be \$600.00.
- D. 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.
- E. After the function/activity, all money shall be counted and recorded by the Chairperson and Treasurer or two (2) previously designated officers.
- F. A prudent reserve of \$600.00 is to be maintained for the merchandise purchases separate from the activity prudent (this is to be offset by inventory as it is valued). Any funds in excess of the \$600.00 is to be turned into ASC at the regularly scheduled meeting.

ARTICLE XIII: FUNCTIONS

SECTION 1. Chairperson

- A. Responsible for acquiring and securing key(s) to 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 of all leaders, speakers, and readers asked to participate in KTAC hosted meetings 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. Assistant Treasurer

- A. Assist in monetary transactions such as event food sales, merchandise sales, ticket sales, raffle, and 7th tradition.
- B. Assumes the treasurer's duties in the event of the treasurer's absence or the vacancy of the treasurer's position.

SECTION 5. Secretary

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

SECTION 6. Food and Beverage Person

- A. Responsible for grocery list and shopping with Treasurer/Chairperson prior to event.
- B. Recruit and coordinate cooks, servers, and other volunteers to help with food and beverage related tasks.
- C. Maintain the coffee table at events.
- D. Coordinate volunteers to make side dishes, desserts, or bake auction goods if necessary.

SECTION 7. Merchandise

- A. To sell merchandise at events as voted on by committee.
- B. To submit sales to treasurer after event.
- C. Submit inventory count to committee after event.