



Gateway to the Sequoias Blues Fest Subcommittee  
of the  
Kings / Tulare Area Service Committee  
of  
Narcotics Anonymous

**(Approved 2019)**

## **I: BODY**

This is the Gateway to the Sequoias Blues Fest Subcommittee (hereafter referred to as the GSBFS or Blues Fest) of Kings-Tulare Area Service Committee of Narcotics Anonymous (hereafter referred to as KTASCNA).

## **II: PURPOSE**

The purpose of the Blues Fest is to encourage unity and celebration among the members of Narcotics Anonymous. Keeping this in mind, the purpose of the GSBFS is to put on a “kick-ass” blues festival for the fellowship, in accordance with our primary purpose of helping the addict who still suffers, and with the 12 Traditions of Narcotics Anonymous.

## **III: FUNCTIONS**

- A. To hold regular Blues Fest meetings.
- B. To provide a written report to the KTASCNA
- C. To maintain a mailing address.
- D. To maintain a bank account requiring a minimum of two signatures.
- E. To encourage and support all GSBFS subcommittees.
- F. To encourage and support unity in all GSBFS and KTASCNA activities.

## **IV: PARTICIPANTS**

All members of Narcotics Anonymous are encouraged and welcomed to participate in a positive manner with the GSBFS.

## **V: VOTING PARTICIPANTS**

- A. The voting participants of the GSBFS will consist of the GSBFS Executive Committee (the Chairperson only voting in a tie) and all subcommittee chairpersons or their appointed representatives.
- B. Any member in attendance for two (2) consecutive meetings may vote at the second meeting.
- C. At the first meeting after the Chair is elected by ASC, all members in attendance shall have a vote for committee formulation.

## **VI: EXECUTIVE COMMITTEE**

The executive committee executes the conscience of the overall committee. It is the administrative body of the Blues Fest consisting of a Chairperson, Vice-Chairperson, Treasurer, Co-Treasurer (if deemed necessary by the GSBFS), and Secretary. The offices of Vice-Chairperson and Secretary may be combined by the GSBFS. It is the responsibility of the Executive Committee to meet regularly to discuss the progress and performance of GSBFS subcommittees, the Blues Fest budget, and all other matters pertinent to or directly affecting the Blues Fest. The GSBFS works to ensure that the subcommittees work together, assisting

wherever and whenever a subcommittee may need extra help, and must provide a written monthly report via the chairperson or other representative to the KTASCNA.

The qualifications required for all executive committee officers are: A working knowledge of the 12 Traditions of NA, a willingness to serve, and an ability to exercise patience and tolerance. For individual offices, active participation in NA and clean time is required as follows: **Chairperson—4 years, Vice-Chairperson—3 years, Treasurer—5 years, Co-Treasurer—3 years, and Secretary—2 years.**

The duties of the executive committee are as follows:

**A. Chairperson**

Arranges agenda and presides over regular meetings; delegates major tasks; encourages and monitors performance of each subcommittee, giving help when needed; helps resolve personality conflicts; keeps activities focused on the purpose of the Blues Fest and within the 12 Traditions of NA; prevents premature passage of motions to ensure greater understanding of the issues; acts as a liaison to KTASCNA; to stay for the entirety of ASC meeting; and to provide a monthly written report to KTASC.

**B. Vice-Chairperson**

Serves as a liaison between the Blues Fest and KTASCNA and its subcommittees; and acts as chairperson if chairperson is otherwise unavailable.

**C. Treasurer**

Maintains and is responsible for Blues Fest bank account; keeps and makes available upon request an accurate financial ledger; gives financial reports at all Blues Fest meetings; works with the committee to establish and maintain a budget for the Blues Fest and its subcommittees; writes all checks and is responsible for collecting receipts for money paid out by subcommittees; responsible for all monies received, including, but not limited to, revenues from registration, merchandising projects, fund-raising activities, and all other related income; pays all bills; and advises committee and chairperson on cash supply, income flow, and rate of expenditures.

**D. Co-Treasurer**

Acts as treasurer in absence of treasurer; works with treasurer to double-check paperwork for accuracy.

**E. Secretary**

Keeps concise and complete minutes at all regular Blues Fest meetings and keeps minutes of subcommittee reports; distributes copies of minutes at all regular Blues Fest meetings for approval; keeps a complete and up-to-date set of records of all meetings which should be available upon request; provides current minutes of the Chair person for reporting to KTASCNA; maintains a list of names, addresses, and phone numbers of all Blues Fest committee members, business contacts, and other entities related to the Blues Fest; assists subcommittees in mailing and correspondence if and when necessary.

## **VII: SUBCOMMITTEES**

All subcommittees shall maintain accurate records of their activities. This includes, but is not limited to, financial reports, expenditures, duplicate receipts, current avenues of endeavor, subcommittee, goals, and needs. The subcommittees shall work in close contact with the

executive committee in accordance with the Twelve Traditions of Narcotics Anonymous. We must remember that cooperation and consideration are the keys that will make it work.

The recommended qualification for all subcommittee chairpersons is 2 years, with the exception of the merchandising committee, which will be 3 years. Each subcommittee chairperson should be aware of the responsibilities of each member and the tasks they have assumed, making sure that any task assigned them is properly carried out as they bear the primary responsibility of their subcommittee.

The subcommittees are as follows:

- A. EVENT STAFF**—Responsible for security, keeping the peace, promoting safety, and assisting bands and attendees with any problems they might have; supervise transfers of cash where necessary. Is also responsible for ensuring that the porta potties are cleaned and ready for weekend of event and that the water truck is reserved for the weekend from Friday morning until Saturday night at the end of the event (and have a licensed driver available at all times to operate water truck throughout event).
- B. GROUNDS AND SIGNS**—Responsible for keeping the event and camping grounds clean and for cleaning up after the event. Is responsible for keeping restrooms cleaned and stocked throughout the event. Responsible for posting signs and banners for festival. Responsible for sections that need to be roped off for the sounds and stage vendor.
- C. MERCHANDISING**—Responsible for production and distribution of t-shirts, hats, and other merchandise for the Blues Fest. Responsible to contact and contract with any vendor that is to sell merchandise or jewelry at the festival.
- D. ASSISTANT MERCHANDISE** – To assist merchandise chair in duties. To act in place of merchandise chair in their absence
- E. REGISTRATION AND INFORMATION**—Responsible for announcement flyers, tickets, and merchandise receipts; receives, records, and mails tickets and merchandise receipts; coordinates with KTASCNA’s Public Relations committee.
- F. ASSISTANT REGISTRATION AND INFORMATION** – To assist registration and information chair in duties. To act in place of registration and information chair in their absence
- G. SNACK BAR**—Responsible for purchasing and re-selling snacks at the event. Responsible to contract the caterer to prepare and sell meals at the festival. Responsible to contract the vendor to sell coffee drinks at the festival. To insure that food vendors agree to and understand the limits to items they are allowed to sell. Responsible for grocery list and shopping prior to event.
- H. SOUND AND STAGE**—Responsible for locating, contracting all bands for the festival. Responsible for reserving hotel rooms needed for bands, ensuring that the sound vendor is contracted and any other back line equipment needed is reserved and delivered to event. Responsible for meeting and contracting with the event location personnel.
- I. CO-SOUND AND STAGE**—Acts as Sound and Stage in the absence of Sound and Stage person, and assists with sound and stage duties.
- J. RAFFLE TICKET CHAIRPERSON/SELLER:** To be responsible for sales of raffle tickets at event and fundraisers

## **VIII: OPERATIONAL GUIDELINES**

### **VOTING PROCEDURES: Participants outlined in Section V.**

- A. A simple majority will be accepted in all matters of regular Blues Fest business.
- B. A 2/3 majority will be accepted in major financial and policy matters affecting the Blues Fest as a whole. Major financial are defined as involving expenditures over \$100.00 and include our prudent reserve, currently set at \$5000.00. (\$3500). Prudent reserve refers to operating cash for the coming year, and does not include any leftover merchandise.
- C. Any changes in these guidelines will require a 2/3 vote and approval of the KTASCNA.

### **MOTIONS:**

- A. Motion in matters concerning regular Blues Fest business can be made and seconded by any voting participant.
- B. Motions in major matters of finance and policy shall be submitted in writing and seconded by a voting participant during the discussion of new business.
- C. Motions may only be tabled for one regular Blues Fest meeting and must be resubmitted at the next meeting.

### **REMOVAL OF BLUES FEST COMMITTEE MEMBERS:**

- A. Any Blues Fest officer or member may be removed from their services position by a 2/3 majority vote in the event that they fail to:
  - 1. Carry out their duties in a timely and responsible manner.
  - 2. Adhere to the principles of the 12 Traditions.
  - 3. Attend two consecutive regular Blues Fest meetings without prior notice to the chairperson or appointed alternate representative.
  - 4. Maintain their abstinence from drugs.

### **FISCAL PROCEDURES:**

- A. The executive committee and each subcommittee will submit a rough budget of projected expenses to the chairperson in a timely manner, being revised as necessary.
- B. Major funds (over \$100.00) will be appropriated during old/new business by a 2/3 majority vote, and will be based on the treasury's ability to pay.
- C. Separate records will be maintained for the financial activities of all subcommittees.
- D. To pay sales tax to the State Board of Equalization for merchandise sold.