



Kings/Tulare Service Committee
Merchandise Subcommittee
Of
Narcotics Anonymous

Guidelines
(Approved Spring 2009)

ARTICLE 1: NAME

The name of this subcommittee will be the Kings / Tulare Area Service Committee Merchandise Subcommittee. Herein referred to as “The Subcommittee,” or KTASCMS.

ARTICLE 2: PURPOSE

The Subcommittee’s purpose will be to create fund-raising merchandise to support the Kings / Tulare Area Service Committee (KTASC) in their efforts to carry the message.

ARTICLE 3: MEETINGS

The Subcommittee encourages all NA members to attend any and all of our meetings.

SECTION 1: CONTACTING THE SUBCOMMITTEE

The Subcommittee will publish the Chairperson’s name and phone number in the KTASC MEETING SCHEDULE.

SECTION 2: PARTICIPANTS

Participants of the Subcommittee will consist of voting and non-voting members.

1: VOTING MEMBERS:

Anyone who attends three consecutive KTASC Merchandising meetings.

2: NON-VOTING MEMBERS:

A member who has not made three consecutive meetings, or one who has Missed two consecutive meetings without notification.

Chairperson will only vote to break a tie.

SECTION 3: QUORUM

A quorum of 3 voting members will be required to conduct business at any meeting of The Subcommittee.

SECTION 4: OCCURRENCE OF MEETINGS

1: General meetings will occur every two (2) weeks as determined by The Subcommittee.

2: Project meetings will be scheduled weekly to insure accountability of inventory and funds.

3: Emergency meetings will be scheduled as needed by the Chairperson.

ARTICLE 4: OFFICERS

The Subcommittee will consist of the following officers: Chairperson, Vice-Chairperson, Secretary, Treasurer, and Assistant Treasurer.

SECTION 1: TERMS OF OFFICE

Officers of The Subcommittee will serve one (1) year per term and not hold any office for more than two (2) consecutive terms.

SECTION 2: 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.

SECTION 3: DUTIES

1: Officers will attend all meetings. In the event that any officer is unable to attend a meeting, notification of such an absence must be reported to any attending officer prior to The Subcommittee meeting.

2: SPECIAL DUTIES OF THE OFFICERS

A: CHAIRPERSON

To submit a written report at all The Subcommittee's scheduled and emergency meetings. To report to the KTASC as required by their guidelines, arrange the agenda of the next scheduled Subcommittee meeting and submit it to the secretary. Conduct The Subcommittee meeting in accordance with the 12 Traditions and the 12 Concepts. Implement the projects determined by The Subcommittee.

B: VICE-CHAIRPERSON

Assist the chairperson as needed, the vice-chairperson will follow the 12 Traditions and the 12 Concepts while conducting business relating to The Subcommittee, and conduct the meetings in the absence of the chairperson.

C: SECRETARY

A: Maintain the minutes of each meeting of The Subcommittee, prepare an agenda in concert with the chairperson, maintain a phone list of all officers and participants of The Subcommittee, notify officers and participants of special and emergency meetings and changes to the scheduled meeting times and / or places.

D: TREASURER

A: Maintain and submit the Subcommittee's funds and financial records including ledger, receipts, and signatures, disburse funds as directed by The Subcommittee.

B: Maintain a written inventory of The Subcommittee's merchandise.

E: ASSISTANT TREASURER

Assist the treasurer as needed and assume the treasurer's duties in the event of the treasurer's absence or the vacancy of the treasurer's position. Maintain a written inventory of The Subcommittee's merchandise.

SECTION 4: ELECTIONS

1: The chairperson will be elected by the KTASC and will hold office pursuant to the KTASC Guidelines as well as Article 4, Section 2 of the KTASCMS Guidelines.

2: All other officers will be elected by The Subcommittee pursuant to Article 4 Section 2 of the KTASCMS Guidelines.

SECTION 5: REMOVAL

1: Any officer will be subject to automatic removal due to loss of abstinence.

2: Officers may be subject to removal due to non-compliance when determined by a 2/3 majority vote of the quorum. Non-compliance includes but is not limited to:

A: No fulfillment of the duties of their position.

B: Absent at two (2) consecutive scheduled meetings of The Subcommittee without prior notification.

C: Misuse of Subcommittee funds, merchandise, and / or property.

SECTION 6: RESIGNATION

1: Any officer other than the chairperson may resign by providing the chairperson with written notice prior to any scheduled meeting.

2: The chairperson will follow the KTASC Guidelines when rendering his / her resignation.

ARTICLE 5: SAFEGUARDS

In order to protect its members, funds, and property, The Subcommittee will employ, without being limited to, the following property control measures:

SECTION 1: FUNDS

- 1: Cash on hand will be accounted by treasurer and assistant treasurer, as per Article 4, Section 3, Parts D and E.
- 2: In the event of a vacancy of the treasurer and / or assistant treasurer, cash on hand will be accounted by at least two officers.

SECTION 2: MERCHANDISE

- 1: All finished merchandise will be distributed by members of this subcommittee.
- 2: All merchandise allotted to a Subcommittee member will require a signature in the treasurer's ledger or an individual receipt.
- 3: Checks must be made payable to KTASC and less than \$50.00 each.
- 4: All merchandise will be accounted and inventoried the last week of the month.

SECTION 3: PRUDENT RESERVE

- 1: The prudent reserve will consist of the total of cash, inventory, and accounts payable.
- 2: A prudent reserve of \$600.00 will be maintained (if possible) at all times.
- 3: Any funds in excess of the prudent reserve will be donated to KTASC no later than its next regular meeting.

SECTION 5: PROJECTS

All projects under consideration will be researched and a written report of their projected cost and potential profit will be submitted to the Subcommittee before being initiated.