

Ocean Gateway Area
Special Events Sub-Committee Policy

Updated February 2011

The function of special events committee is to provide entertainment and fellowship for the Ocean Gateway Area of NA. This committee is to be fully self-supporting in order to carry this out.

1) Officer Guidelines

- a) The special events sub- committee will have an auditing board consisting of the sub-committee chair , vice chair, and treasurer .The treasurer will submit a report at every sub-committee and ASC meeting (08.02.32)
- b) The chair persons primary purpose is to keep the meeting in order
- c) The chair person is responsible for submitting a monthly report to the area of all planned events and progress.
- d) One year clean time is suggested for the position of vice chair.
- e) The treasurer must have at least three years clean and working knowledge of a checking account
- f) Other positions are filled and changed, annually in August by a vote of the current members in good standing of the special events sub-committee
- g) Active participation in area NA groups
- h) A willingness to serve
- i) Working knowledge of the twelve steps and twelve traditions

2) Attendance

- a) If absence is unavoidable at a sub-committee meeting, then the member should notify the chairperson or another committee member of their absence
- b) Meetings will be held bi-weekly, additional meetings will be scheduled as needed
- c) Any sub-committee officer who misses 2 meetings in any quarter (3mths) will be required to explain their absence. No communication will not be tolerated (no show -no call)
- d) Members should be willing to help at as many arranged functions as possible

3) Voting Eligibility

- a) The chairperson can only vote to break a tie on any voted issue
- b) A person must attend 2 consecutive special events sub-committee meetings to gain voting privileges at the 3rd meeting
- c) Missing 2 consecutive meetings will result in a loss of voting privileges. After a member has attended 2 more consecutive meetings they will be able to vote at the 3rd meeting

4) Activity Assignments

- a) All activities and the actions of the committee members are to stay within the guidelines of the twelve traditions, twelve steps and area *policy?*
- b) Any problems with the interpretations of the traditions are to be taken to the area policy sub-committee for resolution
- c) Submit all ideas for events to the committee at the sub-committee meeting to be voted on
- d) If a member is unable to fulfill an obligation for an event, that member must notify the chairperson or vice chairperson as soon as possible

5) Financial policy

- a) All monies collected from events must be managed by the executive body with the exception of raffle and 50\50 tickets
- b) All monies collected from events will be counted by at least two members of the executive body before given to the treasurer to be deposited within 24 hours.
- c) There must be 3 signatures on the checking account at all times (chair/vice chair, treasurer and one member of the ASC executive body)
- d) There must be 2 signatures on all checks including electronic checking(example: Wal-Mart, Giant where they give the check back after running it through the register)
- e) Have an online banking account and password available for authorized persons.
- f) The business address must be on the account and cannot be changed to a personal address.
- g) NO ATM card
- h) Every check must be written to an individual for reimbursement or a business and never made out to cash
- i) Accurate records of all financial transactions shall be kept by the treasurer; these records are to be available at all sub-committee meetings and ASC. If treasurer is unable to attend a sub-committee meeting or ASC then all books, receipts and check book needs to be given to the chair person so all materials are present for the committee meeting.
- j) There will be a monthly auditing of the checking account.
- k) All money is to be kept in special events checking account and is only to be used for special events or expenses for special events voted on by the special events sub-committee.
- l) Receipts for all the monies spent are to be given to the treasurer for accountability purposes
- m) Committee funds are never to be used for personal use by its members
- n) The committee will attempt to maintain a prudent reserve of \$800.00 as approved by area (increased to 800.00 from 500.00 at ASC on September 2010)
- o) The funds from all raffles and 50-50 drawing held by the special events sub- committee will be used to support further special events activities (09.02.25)
- p) Every event does not offer indigence
 - 1) Indigence does not equal mismanagement of funds
 - 2) The indigent will be decided on a case by case basis with the executive body of special events

q) **#30 theft of na funds**

WHEN SAFEGUARDS FAIL

Para 5

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?

Para 6

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.

Para 11

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

Para 1

Even if a successful resolution is reached, many of us will still be angry and hurt and may want to shun the person involved. Although this is understandable, we have to remind ourselves that NA's primary purpose is to carry the message to the addict who still suffers. We also need to remember that our disease will surface if we are not diligently working a program of recovery. As NA members practicing spiritual principles, we should all support the individual in continuing his or her recovery, utilizing meetings, a sponsor, and the Twelve Steps. We should offer the same love and support we would to someone who has relapsed by using drugs.

Para 2

The misappropriation of NA funds affects groups, service committees, and world services in their efforts to carry the message to the still-suffering addict. The process necessary to deal with such incidents typically has long-term effects--conflict between members, disunity, disillusioned members--on any NA community, directly affecting the newcomer. The safeguards recommended in this bulletin not only protect our funds, but protect us from our disease. We implore NA communities worldwide to develop and follow procedures that protect NA funds; doing so will keep our future secure.

6) Miscellaneous

- a) Special events will keep a storage unit to hold all inventory (size is changeable due to need)
- b) Keep a yearly inventory of items of special events
- c) All NA flyers must have 2 NA logos on them
- d) Have flyers printed at least 60 days in advance
- e) In regards to graphics for flyers or other materials , web and graphics are available