

## KERN COUNTY NARCOTICS ANONYMOUS ACTIVITIES COMMITTEE GUIDELINES

### Article I. NAME

THIS COMMITTEE SHALL BE KNOWN AS THE KERN COUNTY NARCOTICS ANONYMOUS ACTIVITIES COMMITTEE (KCNAAC)

### Article II. PURPOSE

TO ORGANIZE AND COORDINATE ALL ACTIVITIES AND EVENTS OF THE KERN COUNTY NARCOTICS ANONYMOUS AREA SERVICE COMMITTEE (KCNAASC)

- To support any Subcommittee's serving the KCNAASC in the areas of financial holding and reporting and calendar participation

### Article III. ACCOUNTABILITY

THE KCNAAC IS DIRECTLY RESPONSIBLE TO THE GROUPS IT SERVES THROUGH THE KCNAASC

### Article IV. PARTICIPANTS

ANY NA MEMBER MAY PARTICIPATE IN KCNAAC MEETINGS

1. VOTING PARTICIPANTS: ANY NA MEMBER WHO ATTENDS TWO CONSECUTIVE KCNAAC MEETINGS IS CONSIDERED A VOTING MEMBER AT THE SECOND CONSECUTIVE MEETING. ANY MEMBER WHO MISSES TWO OR MORE CONSECUTIVE KCNAAC MEETINGS WILL LOSE THEIR VOTING PRIVILEGES UNTIL THE MEMBER HAS AGAIN ATTENDED TWO CONSECUTIVE MEETINGS.

(INTENT) WHILE ALL NA MEMBERS ARE WELCOMED AND ENCOURAGED TO PARTICIPATE IN THIS SUBCOMMITTEE, MEMBERS SHOULD NOT ATTEND ONLY TO VOTE ON A PARTICULAR ISSUE OR ELECTION

A. THE CHAIRPERSON: MAY VOTE ONLY IN THE EVENT OF A TIE VOTE.

2. LIMITED VOTING PARTICIPANTS: VICE CHAIR, TREASURER AND SECRETARY

A. LIMITED VOTING PRIVILEGES: ALL LIMITED VOTING PARTICIPANTS CAN VOTE ON DATE, TIME, OR LOCATION OF A KCNAAC MEETINGS, ELECTIONS OF OFFICERS, OR WHEN THE CHAIRPERSON CALLS PERSONAL PRIVILEGE ( USUALLY ON MATTERS RELATING TO THE COMMITTEE AS A WHOLE)

3. NON VOTING PARTICIPANTS: ALL OTHER NA MEMBERS, OR NON NA MEMBERS WHO HAVE FIRST BEEN RECOGNIZED BY THE CHAIRPERSON.

4. QUORUM: THE VOTING AND LIMITED PARTICIPANTS PRESENT AT ANY KCNAAC MEETING SHALL CONSTITUTE A QUORUM

Article V. OFFICERS

1. QUALIFICATIONS FOR CHAIRPERSON:

- MINIMUM OF TWO (2) YEARS CONTINUOUS CLEAN TIME.
- DEMONSTRATED A WORKING KNOWLEDGE OF THE TWELVE TRADITIONS AND TWELVE CONCEPTS OF SERVICE OF N.A. AND PRESENT A HISTORY OF COMPLETED NA SERVICE POSITIONS INCLUDING A MINIMUM OF ONE YEAR AREA SERVICE EXPERIENCE.
- HAVE SIX (6) MONTH EXPERIENCE IN THE SUBCOMMITTEE FOR WHICH THEY ARE STANDING.

A. DUTIES OF THE CHAIRPERSON -

- ATTEND AND PROVIDE WRITTEN REPORTS OF ALL MONTHLY ACTIVITIES AT EACH ASC MEETING. ANNOUNCE AND HOLD REGULARLY SCHEDULED SUBCOMMITTEE MEETINGS. SUBMIT ANNUAL BUDGETS FOR APPROVAL TO ASC, ONE YEAR IN ADVANCE.
- HOLD ELECTIONS FOR OTHER SUBCOMMITTEE MEMBERS AS NECESSARY.
- ATTEND ACTIVITIES MEETINGS AND EVENTS.
- PROVIDE FLYERS TO ASC FOR UPCOMING EVENTS.
- PREPARE AND FILE PROPER PAPERWORK NEEDED OR RENTAL OF VETERANS HALLS, CITY AND COUNTY RECREATIONS. 11

2. QUALIFICATIONS FOR VICE-CHAIR:

- MINIMUM OF TWO (2) YEARS CONTINUOUS CLEAN TIME.
- DEMONSTRATED A WORKING KNOWLEDGE OF THE TWELVE TRADITIONS AND TWELVE CONCEPTS OF SERVICE OF N.A.
- PRESENT A HISTORY OF COMPLETED NA SERVICE POSITIONS INCLUDING A MINIMUM OF ONE YEAR SERVICE EXPERIENCE WITH KCNA.
- SIX (6) MONTH EXPERIENCE WITH THE KCNAAC.

A. DUTIES OF THE VICE-CHAIR:

- IN THE ABSENCE OF THE CHAIRPERSON, VICE-CHAIR IS TO ATTEND AND PROVIDE WRITTEN REPORTS OF ALL MONTHLY ACTIVITIES AT EACH ASC MEETING.
- ATTEND ACTIVITIES MEETINGS AND EVENTS.
- PROVIDE FLYERS TO ASC FOR UPCOMING EVENTS.
- GAIN EXPERIENCE FROM WORKING WITH THE CHAIR FOR A YEAR IN PREPARATION OF POSSIBLE ELECTION FOR THE CHAIRPERSON POSITION.

3. QUALIFICATIONS OF TREASURER:

- MINIMUM OF TWO YEARS CLEAN.
- BE A POSITIVE EXAMPLE OF RECOVERY THROUGH APPLICATION OF THE 12 STEPS AND 12 TRADITIONS OF NA.
- WILLINGNESS AND ABILITY TO ADHERE TO THE GUIDELINES CONCERNING FUNDS.
- ONE (1) YEAR PREVIOUS EXPERIENCE AS A TREASURER FOR A GROUP OR SERVICE COMMITTEE.
- ADHERE TO ALL GUIDELINES RELATING TO ACTIVITIES FUNDS..
- SIX (6) MONTH EXPERIENCE WITH THE KCNAAC.
- MUST BE ABLE TO HAVE NAME ON CHECKING ACCOUNT . (CAN NOT BE IN CHECK SYSTEMS)

A. DUTIES OF THE TREASURER:

- ATTEND ALL KCNAAC MEETINGS AND FUNCTIONS.
- BE A PRIMARY COSIGNER OF THE KCNAAC BANK ACCOUNT AND DISBURSE FUNDS AS DIRECTED BY THE KCNAAC . (PROPER FORMS ARE COMPLETED PRIOR TO RELEASE OF CHECK).
- HANDLING OF FUNDS AT ALL EVENTS.
- WORK WITH VICE TREASURER TO INSURE THE VICE TREASURER HAS KNOWLEDGE TO TAKE TREASURER POSITION IF ELECTED INTO POSITION.

4. QUALIFICATIONS OF VICE-TREASURER:

- MINIMUM OF TWO YEARS CLEAN.
- BE A POSITIVE EXAMPLE OF RECOVERY THROUGH APPLICATION OF THE 12 STEPS AND 12 TRADITIONS OF NA.
- WILLINGNESS AND ABILITY TO ADHERE TO GUIDELINES CONCERNING FUNDS.
- SIX (6) MONTH EXPERIENCE WITH THE KCNAAC
- ONE (1) YEAR PREVIOUS EXPERIENCE AS A TREASURER FOR A GROUP OR SERVICE COMMITTEE.

A. DUTIES OF THE VICE-TREASURER

- ATTEND ALL KCNAAC MEETING AND FUNCTIONS
- BE A COSIGNER OF THE KCNAAC BANK ACCOUNT AND DISBURSE FUNDS AS DIRECTED BY THE KCNAAC (PROPER FORMS ARE COMPLETED PRIOR TO RELEASE OF A CHECK.)
- HANDLING OF FUNDS AT EVENTS.
- GAIN EXPERIENCE FROM WORKING WITH THE TREASURER FOR A YEAR IN PREPARATION OF POSSIBLE ELECTION FOR THE TREASURER POSITION.
- MUST BE ABLE TO HAVE NAME ON CHECKING ACCOUNT (CAN NOT BE IN THE CHECK SYSTEMS)

5. QUALIFICATIONS OF SECRETARY

- MINIMUM OF ONE YEAR CLEAN
- BE A POSITIVE EXAMPLE OF RECOVERY THROUGH APPLICATION OF THE 12 STEPS AND 12 TRADITIONS
- ABILITY TO DEVELOP A WRITTEN MATERIAL IN A CLEAR AND CONCISE MANNER
- PREVIOUS SERVICE EXPERIENCE AT THE GROUP OR AREA LEVEL.

A. DUTIES OF THE SECRETARY

- ACCURATELY RECORD MINUTES OF ALL KCNAAC MEETINGS.
- PROVIDE THE CHAIRPERSON WITH TWO COPIES OF THE MINUTES PRIOR TO THE FOLLOWING KCNAASC.
- MAKE COPIES AND/OR EMAIL MINUTES TO ALL KCNAAC OFFICERS AND INTERESTED VOTING PARTICIPANTS PRIOR TO THE BEGINNING OF THE FOLLOWING KCNAASC
- MAINTAIN A FILE IN WHICH KCNAAC GUIDELINES, MINUTES, FORMS AND DOCUMENTS ARE KEPT. HAVE THESE FILES AVAILABLE AT ALL KCNAAC MEETINGS
- KEEP AND UPDATED LIST OF VOTING PARTICIPANTS, AND KCNAAC OFFICERS AND THEIR DATES OF TERMS IN SERVICE.
- MAINTAIN A LIST OF KCNAASC APPROVED AMENDMENTS OF THE KCNAAC GUIDELINES AND THOSE AMENDMENTS TO THE GUIDELINES BY THE END OF THE SECRETARY'S FINAL TERM. THE DATE WILL BE CHANGED TO REFLECT THE MOST RECENT VERSION OF THE GUIDELINES.
- HANDLE ALL NECESSARY CORRESPONDENCE AS DIRECTED BY THE CHAIRPERSON.
- ATTEND FUNCTIONS AND BE WILLING TO ASSIST IN THE EVENT OF ABSENT OFFICERS.
- WORK WITH VICE SECRETARY TO INSURE HE/ SHE HAS KNOWLEDGE TO TAKE SECRETARY POSITION IF ELECTED INTO POSITION.

6. QUALIFICATIONS OF VICE-SECRETARY

- MINIMUM OF ONE YEAR CLEAN
- BE A POSITIVE EXAMPLE OF RECOVERY THROUGH APPLICATION OF THE 12 STEPS AND 12 TRADITIONS
- ABILITY TO DEVELOP A WRITTEN MATERIAL IN A CLEAR AND CONCISE MANNER
- PREVIOUS SERVICE EXPERIENCE AT THE GROUP OR AREA LEVEL.

A. DUTIES OF THE SECRETARY

- ATTEND FUNCTIONS AND BE WILLING TO ASSIST IN THE EVENT OF ABSENT OFFICERS.
- GAIN EXPERIENCE FROM WORKING WITH THE SECRETARY FOR A YEAR IN PREPARATION OF POSSIBLE ELECTION FOR THE SECRETARY POSITION.

Article VI. NOMINATIONS, ELECTIONS AND TERMS OF OFFICERS

1. NOMINATIONS: ALL MEMBERS ACCEPTING NOMINATIONS MUST BE PRESENT AT THE TIME OF ELECTION, NOMINATIONS MUST BE MADE AND SECOND BY VOTING PARTICIPANTS.
2. ELECTIONS: A NOMINEE MUST BE ELECTED BY A MAJORITY VOTE OF THE VOTING AND LIMITED VOTING PARTICIPANTS PRESENT. IF THERE ARE MORE THAN TWO NOMINEES, A RUNOFF ELECTION WILL BE HELD BETWEEN THE TWO NOMINEES WHO RECEIVED THE MOST VOTES.
3. TERMS: ALL OFFICERS HOLD ONE YEAR TERMS IN THE OFFICE AND SHALL SERVE NO MORE THAN TWO CONSECUTIVE TERMS (UNLESS THERE ARE NO WILLING, QUALIFIED MEMBERS TO FILL THE POSITION) A MEMBER MAY BE RE-ELECTED TO A PREVIOUS HELD POSITION AFTER HAVING BEEN OUT OF THAT POSITION FOR AT LEAST ONE YEAR.
4. TERM DATES: TERMS OF OFFICE BEGIN AT THE START OF THE NEXT KCNAAC MEETING FOLLOWING THE ELECTION. (OUTGOING OFFICERS ARE ENCOURAGED TO ATTEND THE NEXT MEETING IN ORDER TO HELP ENSURE A SMOOTH TRANSITION).

#### Article VII. RESIGNATIONS AND REMOVAL OF OFFICERS

1. REMOVAL: ANY OFFICER MAY BE REMOVED FROM THEIR POSITION FOR NONCOMPLIANCE. A 2/3 MAJORITY VOTE OF ALL VOTING AND LIMITED VOTING PARTICIPANTS PRESENT IS REQUIRED, WITH THE EXCEPTION OF THE OFFICER BEING REMOVED. NON-COMPLIANCE INCLUDES BUT NOT LIMITED TO:
  - NO LONGER MEETING THE QUALIFICATIONS FOR THE POSITION
  - NON-FULFILLMENT OF THE DUTIES OF THE POSITION
  - ABSENCE FROM TWO CONSECUTIVE KCNAAC MEETINGS WITHOUT PRIOR NOTIFICATION TO THE CHAIRPERSON OR ACTING CHAIRPERSON
2. RESIGNATION: ANY OFFICER MAY RESIGN HIS/HER POSITION BY SUBMITTING WRITTEN NOTICE AT THE KCNAAC MEETING. THE RESIGNATION WILL GO INTO EFFECT AT THE END OF THE FOLLOWING KCNAAC MEETING.

#### Article VIII. MEETINGS

1. MONTHLY MEETINGS: ALL MONTHLY MEETINGS OF THE KCNAAC ARE SCHEDULED AND LISTED IN THE KERN COUNTY MEETING SCHEDULE AND WILL BE ANNOUNCED AT THE MONTHLY ACS MEETING .
2. EMERGENCY MEETINGS: AN EMERGENCY MEETING MAY BE CALLED BY THE CHAIRPERSON WITH NO LESS THAN 72 HOURS NOTICE GIVEN TO ALL VOTING AND LIMITED VOTING PARTICIPANTS. ONLY THE RELATED BUSINESS STATED IN THE NOTICE FOR THAT EMERGENCY MEETING WILL BE ADDRESSED AT THAT MEETING.

#### Article IX. FUNDS MANAGEMENT & PRUDENT RESERVE

1. PRUDENT RESERVE: THE PRUDENT RESERVE FOR KCNAASC IS \$2,000.00. THIS PRUDENT RESERVE IS TO BE USED FOR FUNDING ACTIVITIES FUNCTIONS AND TO PURCHASE NEW FUNDRAISING MERCHANDISE. ALL PROCEEDS ABOVE THE PRUDENT RESERVE OF \$2,000.00 WILL BE DONATED TO KCNAASC AT THE FOLLOWING KCNAASC MEETING.

- All funds over \$2,000.00 may be promptly spent, or allotted to a current activity in planning, to further activities primary purpose or be donated by next KCNAASC

2. FUNDS: ALL FUNDS OVER \$50.00 MUST BE DEPOSITED IN THE KCNAAC ACCOUNT BY A COSIGNER ON THE ACCOUNT WITHIN 3-5 WORKING DAYS OF RECEIVING THOSE FUNDS. THE PERSON HOLDING THOSE FUNDS WILL BE HELD RESPONSIBLE FOR ANY FUNDS NOT DEPOSITED WITHIN THAT TIME FRAME. ALL FUNDS TO BE DEPOSITED AND TREASURY RECORDS MAY BE REVIEWED BY ANY OF THE ACCOUNT COSIGNERS UPON REQUEST.

- All funds Subcommittee's have from fundraisers or main events, between Activities or ASC meeting, maybe coordinated with Subcommittee's Treasurer and activities treasurer (or other bank signer) to meet to transfer funds from events to Activities (this excludes all other deposits and withdrawals)
- Any said, mid month meetings must be wholly agreed upon by both committee and subcommittee treasurers as to time and place to reflect unity and respect of each treasurer's time.
- Until funds are securely transferred to Area Activities Treasurer activities hold no responsibility to these funds.

3. CHECK POLICY: A VALID CALIFORNIA DRIVER'S LICENSE I. D. WILL BE REQUIRED FROM ANY ONE WRITING A CHECK TO THE KCNAAC. IN THE CASE A CHECK DOES NOT CLEAR, A SECOND CHECK WILL NOT BE ACCEPTED UNTIL ANY BAD CHECKS HAVE BEEN CLEARED AND ALL RELATED CHARGES AND/OR FEES CHARGED TO KCNAAC HAVE BEEN REPAID BACK TO SAID ACCOUNT. NO "TWO PARTY" OR "THIRD PARTY" CHECKS WILL BE ACCEPTED.

4. INDEMNIFICATIONS : THE KCNAAC IS DIRECTLY RESPONSIBLE FOR THE KEEPING OF RECORDS, FILING OF TAX REPORTS, AND PAYMENT OF ALL TAX LIABILITIES THE KCNAAC MAY INCUR. THE KCNAAC HEREBY INDEMNIFIES THE INDIVIDUALS SIGNING THE SS4 FOR SUCH TAX LIABILITIES.

5. ACCOUNTABILITY: A FUND EXPENDITURE FORM WILL BE COMPLETED BY ANY MEMBER PRIOR TO RECEIVING SAID MONEY OR MERCHANDISE USED FOR FUND RAISING PURPOSES FROM KCNAAC.

- This same fund expenditure form will be used by Subcommittee's when turning in funds to activities treasurer

#### Article X. MERCHANDISING

1. PURPOSE: TO RESEARCH, PRODUCE ORDER, AND DISTRIBUTE MERCHANDISE APPROVED BY THE FELLOWSHIP WITHIN THE KERN COUNTY AREA OF NA.

2. APPROVAL: ARTWORK AND MERCHANDISE IDEAS ARE TO BE COLLECTED BY THE ACTIVITIES VICE CHAIRPERSON AND SUBMITTED TO THE ACTIVITIES COMMITTEE FOR APPROVAL BY A GROUP CONSCIENCE PROCESS AT THE MONTHLY MEETING, BEFORE SUBMITTAL TO THE KCNA WEB MASTER.

- Subcommittee's independently produce and submit their own artwork and merchandise ideas (according to their independent guidelines) to KCNA Activities Vice Chairperson for approval of all required presence on art work

3. DISTRIBUTION: APPROVED MERCHANDISE IS TO BE SOLD ONLY DURING AN ACTIVITIES FUNCTION, AND SHALL BE SUPERVISED BY THE A MEMBER OF THE EXECUTIVE BODY OF THE ACTIVITIES COMMITTEE.

- All Subcommittee's supervise their own merchandise sales per their independent guidelines and refer to "Treasurer 2 bullet point 1"

#### Article XI. AMENDMENTS

ANY VOTING OR LIMITED VOTING PARTICIPANTS MAY SUBMIT IN WRITING A PROPOSED AMENDMENT TO THE KCNAAC GUIDELINES AT ANY REGULARLY SCHEDULED KCNAAC MEETING. THE PROPOSED AMENDMENT MUST BE SECONDED BY A VOTING PARTICIPANT OF THIS COMMITTEE AND APPROVED BY A 2/3 MAJORITY VOTE FROM ALL VOTING AND LIMITED VOTING PARTICIPANTS PRESENT. ALL AMENDMENTS MUST THEN BE APPROVED BY KCNAASC. THE SECRETARY WILL ADD ALL ASC APPROVED AMENDMENTS TO THESE GUIDELINES BY THE END OF HIS/HER FINAL TERM AND CORRECT THE DATE WHEN THE GUIDELINES WERE MOST RECENTLY UPDATED.

THIS COPY OF THE GUIDELINES FOR KCNAAC WAS DATED/APPROVED ON 4/4/15  
KERN COUNTY NARCOTICS ANONYMOUS ACTIVITY COMMITTEE (KCNAAC) SUBMITTED  
AMENDMENT OF KCNAAC TO KCNAASC 3/7/15

SUBMITTED AMENDMENTS OF KCNAAC TO COMMITTEE 1/9/2023, CORRECTIONS MADE  
AND RESUBMITTED 2/13/2023

APPROVED AT SCHEDULED MEETING OF KCNAAC ON \_\_\_\_\_ PRESENTED BY  
ACTIVITIES CHAIR \_\_\_\_\_  
ACTIVITIES VICE CHAIR \_\_\_\_\_  
ACTIVITIES TREASURER \_\_\_\_\_  
ACTIVITIES VICE TREASURER \_\_\_\_\_