

## TLCANA's Activities Guidelines Motions for Change: April 2026

### **Motion 1:**

**I move that:** Activities guidelines update: Article III-Voting and Elections, Section A: Remove “who has been present at 2 of the last three meetings. The voting member shall have one vote per person.”

**Section A will read:** Any member of Narcotics Anonymous who attends an Activities subcommittee meeting is considered a member of the committee.

**Intent:** To encourage ne members to participate in Activities is considered.

**Who will carry this out:** Activities subcommittee

**Why is this motion needed:** To stimulate new support in activities allowing all to take part in voting.

**How much money will this take:** NONE

### **Motion 2:**

**I move that:** Activities guidelines update: Article III-Voting and Elections: Section C #1: Remove “June ASC” and replace with: “May Activities Subcommittee, Attend June for ASC Nominations, and elected at the July ASC”.

**Section D will read:** The chairperson shall be nominated at the May activities Subcommittee, attend June ASC nominations, and be elected at the July ASC.

**Intent:** To provide harmonious transfer of responsibility and support new nominees in the open discussion & qualifications at ASC.

**Who will carry this out:** Activities subcommittee

**Why is this motion needed:** To support interested members who are interested in the chair positions.

**How much money will this take:** NONE

### **Motion 3:**

**I move that:** Activities guideline update: Article III- Voting and Elections, Section C # 2- Remove: “or as the need arises”.

**Section C #2 will read:** All Activities subcommittee officers with the exception of the chairperson shall be nominated and elected at the October subcommittee meeting.

**Intent:** To streamline voting procedures and maintain consistent timelines for elections.

**Who will carry this out:** Activities subcommittee

**Why is this motion needed:** To have clear guidelines for consistent direction

**How much money will this take:** NONE

### **Motion 4:**

**I move that:** Activities Guideline Change, Article III Voting and Elections, Section D; Add “except chair”.

**Section D will read:** Any officer, except chair, may be removed from office for non-compliance after written notifications.

**Intent:** To allow Activities the freedom to act as a functioning subcommittee and not restrict it from completing its purpose.

**Who will carry this out:** Activities subcommittee

**Why is this motion needed:** To bring the authority back to activities to remove non-compliant officers as needed.

**How much money will this take:** NONE

**Motion 5:**

**I move that:** Activities Guidelines update: Article IV- Officers; Section B: Chairperson-under duties: Add: "10. Perform and/or delegate any and all of the duties of the Activities Officers in their absence.

**Intent:** To give the chairperson the freedom needed to perform tasks related to activities

**Who will carry this out:** Activities subcommittee

**Why is this motion needed:** To add clear direction and authority to the chair duties.

**How much money will this take:** None

**Motion 6:**

**I move that:** Activities guidelines Change: Article IV Officers; Section E: Secretary: Remove "one (1) year, replace with "6 months".

**Section E would read:** The secretary is suggested to have 6 months clean time.

**Intent:** To give new members the opportunity to do service work and serve in this position.

**Who will carry this out:** Activities guidelines

**Why is this motion needed:** To better support activities with fewer volunteers.

**How much money will this take:** NONE

**Motion 7:**

**I move that:** Activities guidelines change: Remove Article IV Section F.-Activities IT Coordinator positions.

**Intent:** Remove position due to ASC IT Chair already doing position duties.

**Who will carry this out:** Activities

**Why is this motion needed:** No need for the position as long as we have an ASC IT Chair.

**How much money will this take:** None

**Motion 8:**

**I move that:** Activities guidelines change: Article V: Financial Procedures, Section A #2. Remove "There shall be a minimum of three (3) bids submitted for any contracted service over \$100.00."

**Intent:** Activities has built a good rapport with the current location where events take place.

**Who will carry this out:** Activities Subcommittee

**Why is this motion needed:** To continue to further our primary purpose of carrying the NA message.

**How much money will this take:** None

**Motion 9:**

**I move that:** Activities guidelines Change: Article V: Financial Procedures, Section A # 6. Add: Counting of money to be done in the presence of the Activities Chair, Activities Vice Chair, Activities treasure (if applicable), or any ASC admin body members at the event.

**Intent:** To ensure that there is accountability while counting money and that it is organized and ready to be handed to the ASC Treasurer within 24 hours of the event or before.

**Who will carry this out:** Activities subcommittee

**Why is this motion needed:** To support integrity by creating clear and consistent financial practices.

**How much money will this take:** None

**Motion 10:**

**I move that:** Activities Guidelines Change: Article V: Financial Procedures, Section A: Financial Procedures. **To add** the Month that the event takes places after each of the event names. **Also add** e. Family Re-Unity Day – June (coordinated and funded equally with LCANA). **And add** f. And other functions as the current committee sees a need and interest for. These events are subject to approval by current Activities Subcommittee.

**Section B would read:**

Budgets:

1. Proposed budgets for all scheduled events shall be turned into ASC one month prior to the event. Events include but not limited to:
  - a. Birthday Bash – April
  - b. Freedom Float – July
  - c. Fall Event- October
  - d. Winter Event- January
  - e. Family Re-Unity Day – June (coordinated and funded equally with LCANA)
  - f. And other functions as the current committee sees a need and interest for. These events are subject to approval by current Activities Subcommittee.

**Intent:** To help future Activities Subcommittees know when the events are to be taking place and when to coordinate with LCANA for the Family Re-Unity Day.

**Who will carry this out:** Activities Subcommittee

**Why is this motion needed:** To increase accountability and transparency in how events are planned and executed.

**How much money will this take:** None

**Motion 11:**

**I move that:** Activities Guidelines update: Article VII: Guideline Amendments: Change Article VII to Article VI.

**Intent:** To allow the “Articles” in the guidelines to go in order.

**Who will carry this out:** Activities Guidelines

**Why is this motion needed:** To provide structure and clarity through the guidelines.

**How much money will this take:** None

**Motion 12:**

**I move that:** Activities Guideline Change: Article XI: Activities Suggested Timeline. Change the XI to VIII and allow the Activities subcommittee update and add events to this Article and resubmit for approval.

**Intent:** To allow for a better timeline to be added into the guidelines for future committees.

**Who will carry this out:** Activities Subcommittee

**Why is this motion needed:** To improve our ability to carry the message by strengthening how events are organized and supported.

**How much money will this take:** None

# Blue: To Be Proposed

## Red: To Be Deleted

### Activities

#### TLCANA Subcommittee Guidelines

##### ARTICLE I: NAME AND PURPOSE

- Section A: The name of this subcommittee shall be Activities. This subcommittee is directly responsible to The Lewis County Area Service Committee of Narcotics Anonymous, hereinafter known as the ASC.
- Section B: The purpose of this subcommittee shall be to enhance area unity and promote our primary purpose by providing recovery-oriented activities. To coordinate and cooperate these events within the Lewis County Area of Narcotics Anonymous fellowship and externally, by joint ventures when deemed appropriate by the ASC.

##### ARTICLE II: ACTIVITIES MEETINGS

- Section A: The Activities subcommittee shall meet once a month at a regular date and time. Any changes in the meeting time and/or location must be provided to the current Activities members.
- Section B: Special meetings may be called at any time by the Activities chair, Activities vice chair, ASC chair or ASC vice chair. All members who have attended the past two meetings must be notified prior to the meeting taking place, and to its outcome.

##### ARTICLE III: VOTING AND ELECTIONS

- Section A: Any member of Narcotics Anonymous who attends an Activities subcommittee meeting is considered a member of the committee. Voting membership shall be any member of NA ~~who has been present at 2 of the last 3 meetings. The voting members shall have one vote per person.~~
- ~~Section B:~~ Any member of Activities, excluding the chair, may make a motion. A voting member must second each motion.
- Section C: Any NA member in attendance may nominate a qualified person for an Activities officer position.
1. The chairperson shall be nominated at the ~~June ASC~~ **May Activities Subcommittee, attend June for ASC nominations, and elected at the July ASC.**
  2. All Activities subcommittee officers with the exception of the chairperson shall be nominated and elected at the October Activities subcommittee meeting, ~~or as the need arises.~~
  3. A simple majority vote is required to elect officers.
  4. All officers elected to Activities are to serve a one (1) year term.  
No member shall be eligible to serve more than two (2) consecutive terms in the same office.
- Section D: Any officer, **except chair,** may be removed from office for non-compliance after written notification. A majority vote is necessary for removal from office. Non-compliance includes, but is not limited to:
1. Non-fulfillment of the duties of their position.
  2. Non-attendance at Activities events without prior notification.
  3. Missing two (2) meetings without committee contact, i.e. a written report.

- Section E: Any officer will immediately resign or be removed from office for any or all of the following:
1. Loss of clean time.
  2. Misappropriation of NA property or funds.

#### **ARTICLE IV: OFFICERS**

Section A: The Activities subcommittee officers shall be: chairperson, vice chair, treasurer, secretary. Officers are to have a basic understanding of the Twelve Steps, Twelve Traditions, and Twelve Concepts and shall perform tasks as outlined by these guidelines, PR handbook and ASC guidelines.

Section B: **CHAIRPERSON:**  
The chairperson must have a minimum of two (2) years clean.

##### **DUTIES:**

1. Facilitates all Activities meetings.
2. Is present at all Activities meetings, events, and functions.
3. Required to participate in all Activities events including cleanup after the event has ended.
4. Attend and present reports at the following meetings:
  - a. Activities subcommittee.
  - b. All-Subs day.
5. Provide the ASC with the following information at every ASC meeting:
  - a. Activities reports.
  - b. Financial needs.
  - c. Complete synopsis of all current and planned activities.
6. May sign contracts approved by ASC for events.
7. Responsible for ensuring that all officers are adhering to their duties.
8. Attends and presents reports at regional All Subs Day.
9. Responsible for ensuring that all Activities archives are organized and stored with the ASC archives using the following system:
  - a. Each event's archives including a copy of committee forms and a copy of all reports turned into the ASC.
10. Perform and/or delegate any and all of the duties of the Activities Officers in their absence.

Section C: **VICE-CHAIRPERSON:**  
The vice chairperson must have a minimum of one (1) year clean. It is suggested that the vice chair consider nomination to the chair position at the end of their term.

##### **DUTIES:**

1. In the absence of the chair, the vice chair assumes all responsibilities normally performed by the chair.
2. Perform and/or delegate any and all of the duties of the Activities Officers in their absence.
3. Establishes and maintains the subcommittee's phone list and keeps an open line of communication with all members.
4. Is present at all Activities meetings, events and functions except when excused or an emergency arises.
5. Required to participate in all Activities events including cleanup after the event has ended.
6. Shall contact all current activity members and the ASC vice chair and notify them of any changes in meeting schedules and information on upcoming events, as soon as possible.
7. Recruit and coordinate volunteers to assist with duties.

Section D:

**TREASURER:**

The treasurer must have a minimum of two (2) years clean and must possess competent bookkeeping skills including the ability to reconcile a bank statement.

**DUTIES:**

1. Is responsible for all monetary transactions.
2. Counting of money to be done in the presence of the Activities chair, vice chair or any ACS Admin body member at the event.
3. All funds shall be deposited into the ASC checking account or handed over to the ASC Treasurer within 24 hours following every event.
4. Provides all receipts and records concerning any financial transactions to the Activities chair at the next Activities meeting or prior to the ASC meeting on the first Sunday of every month.
5. Provides a complete financial report for each event.
6. Is present at all Activities meetings, events and functions except when excused or an emergency arises.
7. Required to participate in all Activities events including cleanup after the event has ended.
8. When having an event involving tickets, the treasurer will number all tickets and make a list of which ticket numbers individuals have. A reconciliation of tickets issued will be provided for inclusion in the Activities monthly report to the ASC. This reconciliation is to be given to the Activities chair prior to the monthly ASC meeting.

Section E:

**SECRETARY:**

The secretary is suggested to have ~~one (1) year~~ 6 months clean time.

**DUTIES:**

1. Record proceedings of all Activities meetings and read previous meeting minutes.
2. Is present at all Activities meetings, events and functions except when excused or an emergency arises.
3. Required to participate in all Activities events including cleanup after the event has ended.
4. In the absence of the chair and vice chair calls to order and presides over regularly scheduled Activities meetings.

Section F:

**ACTIVITIES IT COORDINATOR**

~~The Activities IT Coordinator must have a minimum of six (6) months clean time.~~

**DUTIES**

- ~~1. Monitors the Activities Sub-Committee social media pages so that the content adheres to the 12 Concepts and 12 Traditions of Narcotics Anonymous.~~
- ~~2. Is present at all Activities meetings, events and functions except when excused or an emergency arises.~~
- ~~3. Required to participate in all Activities events including cleanup after the event has ended.~~

**ARTICLE V:**

**FINANCIAL PROCEDURES**

Section A:

**FINANCIAL PROCEDURES:**

1. Payments to vendors are to have checks written out of the ASC treasury from the Activities prudent reserve when possible.
- ~~2. There shall be a minimum of three (3) bids submitted for any contracted service over \$100.00.~~
3. Receipts are required for **all** expenditures.
4. Clear financial records are to be kept and reviewed at every Activities subcommittee meeting.
5. No refunds on paid events or merchandise.
6. Counting of money to be done in the presence of the Activities chair, Activities Vice chair, Activities treasurer (if applicable), or any ASC Admin body member at the event.

Section B: **BUDGETS:**

1. Proposed budgets for all scheduled events shall be turned into the ASC one month prior to the event. Events include but not limited to:
  - a. Birthday Bash - April
  - b. Freedom Float - July
  - c. Fall ~~Ball~~ Event - October
  - d. ~~Sno-Ball~~ Winter Event - January
  - e. Family Re-Unity Day - June (coordinated and funded equally with LCANA)
  - f. And other functions as the current committee sees a need and interest for. These events are subject to approval by current Activities Subcommittee.

Section C: **DEPOSITS:**

1. The Activities treasurer or the chairperson shall give all funds to the ASC treasurer within 24 hours after any event.
2. All funds will be accounted for and maintained in the manner prescribed by the ASC Guidelines Article X.
3. Receipts are to be given and received for any fund transfers.

Section D: **MISAPPROPRIATION OF NA FUNDS:**

Any member who has misappropriated NA funds or supplies will automatically resign and/or be removed from office. ASC chair is to be immediately notified of misappropriation and responsible person/persons. Misappropriated funds are to be returned within 24 hours. Any member who has not returned funds within 30 days will be subject to legal action. Misappropriation is defined as but not limited to:

1. Using NA funds for anything other than the intended purpose, as defined in these guidelines.
2. Depositing NA funds into a personal checking account, this does not include expense reimbursement.
3. Borrowing NA property without the consent of ASC.
4. Any Activities member, who has lost or stolen merchandise or suffered any inventory loss within the last five (5) years, will not be able to sell merchandise for TLCANA.

**ARTICLE VI ~~VII~~:**  
**GUIDELINE AMENDMENTS**

Section A: Any proposed amendment to these guidelines will be made at the ASC.

**ARTICLE VII:**  
**COMMITTEE FORMS**

Attachment A: Event allocation form.

Attachment B: Inventory form.

**ATTACHMENT A**

**ACTIVITIES**  
**TLCANA SUBCOMMITTEE**

Event Allocation Form

<u>EXPENSES</u>	<u>COST</u>
FACILITY RENTAL	_____
FACILITY DEPOSIT	_____
DJ	_____

<u>CONSUMABLES</u>		
DRINKS		_____
COFFEE		_____
CONDIMENTS		_____
SNACKS		_____
MEAL		_____
UTENSILS / PAPER PLATES / BOWLS		_____
CUPS		_____
OTHER (LIST BELOW)		_____

_____		
DECORATIONS	(LIST BELOW)	_____
_____		
_____		

**TOTAL COST OF EVENT** \_\_\_\_\_

<u>REVENUE BREAKDOWN</u>			
ADMISSION	_____	DONATION	_____
RAFFLE	_____	DINNER	_____
AUCTION	_____	OTHER	_____

**TOTAL REVENUE** \_\_\_\_\_



**ARTICLE XI: ACTIVITIES SUGGESTED TIMELINE**

	<b>Birthday Bash</b> Dinner provided	<b>Freedom Float</b> BBQ Potluck	<b>Sno-Ball</b> Potluck Dinner
<b>January</b>	Have speakers confirmed, main fliers ready at area, acquire auction items	Pick a theme, establish prize for logo contest	Return any receipts to Area. Give event expense report.
<b>February</b>	Budget ready for approval, verify/walkthrough facility, verify D.J.	Have logo contest fliers ready at Area, work on budget	
<b>March</b>	Week 1: Make budget request at Area, order merchandise	Pick logo, establish main flier, make-up event work schedule, contact logo winner ( <b>Disclaimer</b> ) <b>NA is not responsible. Float at your own risk.</b>	
	Week 3: confirm work schedule, purchase decorations		
	Week 4: purchase food, get needed items from storage		
<b>April</b>	<b>Hold event (1<sup>st</sup> Saturday)</b> , reserve facility and DJ for next year. Return excess funds to Treasurer within 24 hours	Have speakers confirmed, main fliers ready at area, acquire auction items	
	Week 2: Return and inventory items in storage.		
<b>May</b>	Return any receipts to Area. Give event expense report.	Budget ready for approval,	Discuss if you want to have merchandise
<b>June</b>		Week 1: Make budget request at Area, order merchandise	Pick a theme, establish prize for logo contest
		Week 3: confirm work schedule, purchase decorations	
		Week 4: purchase food, get needed items from storage	
<b>July</b>		<b>Hold event (July 4<sup>th</sup>)</b> return excess funds to Treasurer within 24 hours	Have logo contest fliers ready at Area, work on budget
		Week 2: Return and inventory items in storage.	
<b>August</b> Look for and discuss recommend area for next years chairper		Return any receipts to Area. Give event expense report.	Pick logo, establish main flier, discuss speakers, make-up event work schedule, contact logo contest winner
<b>September</b>	Discuss if you want to have merchandise		Have speakers confirmed, main fliers ready at area, acquire auction items
<b>October</b>	Elect Activities administration, Pick a theme, establish prize for logo contest		Budget ready for approval, verify/walkthrough facility, verify D.J.
<b>November</b>	Have logo contest fliers ready at Area, Work on budget		Week 1: Make budget request at Area, order merchandise
			Week 3: confirm work schedule
			Week 4: purchase decorations
<b>December</b>	Pick logo, establish main flier, discuss speakers, make-up event work schedule, contact logo contest winner	Discuss if you want to have merchandise	Week 1: purchase food, get needed items from storage
			<b>Hold event (2nd Saturday)</b> , reserve facility and DJ for next year. Return excess funds to Treasurer within 24 hours.
			Week: 3 Return and inventory items in storage.