GUIDELINES OF THE SAN DIEGO/IMPERIAL REGION’S BEACH AREA T-SHIRT SUBCOMMITTEE OF NARCOTICS ANONYMOUS 2018 to 2019
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Article 1 Definitions
Section 1 Name of Subcommittee: The name shall be Beach Area T-shirt Subcommittee.

Section 2 Responsibility: This subcommittee is responsible to the San Diego Imperial Beach Area Service Committee (BASC). This subcommittee has a standing authority to act for the BASC in execution of their duties outlined in these guidelines as approved by the BASC.

Section 3 Purpose: It shall be the duty of this subcommittee to support the BASC by production and coordination of merchandise like t-shirts for the fellowship within the BASC Boundaries. Merchandise may include Narcotics Anonymous approved items intended for resale within the fellowship for the purpose of generating revenue to help support the BASC.

Section 4 Limitations: The limitations of this subcommittee shall be adhere to as set down in the BASC guidelines. (See BASC Guidelines)

Section 5 Dissolution: On dissolution of this subcommittee, all properties and assets remaining after payment and provision for all debts and obligations shall be turned over to the Beach Area Service Committee of Narcotics Anonymous.

Article 2 Members
Section 1 Classification: The member of this subcommittee shall consist of voting and non-voting members.

Section 2 Voting or Not Voting: The voting members of this sub-committee shall consist of any member of Narcotics Anonymous who chooses attend the T-Shirt subcommittee and become involved and it is up to the individual to vote or not to vote during any motion or project deem necessary by the T-shirt subcommittee. If a member in attendance chooses not to vote but is present at that time of voting, their vote shall be counted as an abstention.

Section 3 Observer: Any person in attendance of a T-Shirt Subcommittee meeting who are not a member of narcotics Anonymous shall be classified as an observer, therefore are not permitted to vote and are limited to the discussion of topics.

Article 3 Voting Procedure
Section 1: Voting procedures: All votes will be decided by majority. The procedure for voting shall be as follows:

1. Discussion of topic will take place prior to voting
2. A Motion and second to Motion will be made for voting on the discussed topic to begin
3. The Chairperson will call for a vote by a show of hands
4. The Secretary will record all Yes, No and Abstentions and document it on the Motion document
5. The Chairperson will announce the results prior to closing the T-Shirt Subcommittee meeting

Section 2 Majority Vote: Majority vote is defined as a vote decided by 50% plus one of all votes cast.

Section 3 Abstention: An abstention is considered to be a non-vote and will not have no influence on the outcome of any vote

Article 4 Election of Trusted Servants
Section 1 Definition: Elected Trusted Servants of the T-Shirt Subcommittee shall consist of a Chairperson, Vice-Chairperson, Secretary, Treasurer, and subcommittee members.

Section 2 Candidate Nominations: Nominations for trusted Servants candidates shall take place yearly at the second meeting during the month of October.

Section 3 Candidate Qualifications: A member is not required to be present during nominations, however all candidates must be present during elections and shall qualify themselves by stating:

1. Length of clean time
2. Their reason for running for the position
3. Their prior history of completed NA Service commitments

Section 4 Eligibility Requirements: No trusted Servant shall hold their position for more than 2 consecutive year terms.
4.1 Clean Time
Chairperson One Year
Vice Chair Six Months
Secretary Six Months
Treasurer One Year

4.2 Experience: Experience is respective to the position for which the candidate is running.
Chairperson Prior N.A. Service
Vice Chair Prior N.A. Service
Secretary Prior N.A. Service
Treasurer Prior N.A. Service and employment

4.3 Exception to Eligibility Requirement: Any of the above requirements can be waived by a majority vote of the members present, except Chairperson Position.

Section 5 Elections: The Trusted Servants shall be elected by the procedure stated in Article 3 and will serve for a term of one year or until their successor are elected. The term of the office shall begin after the regular meeting at which they are elected and shall end after election the following year.

5.1 Vacancy: An election to fill a vacancy of an off can occur on month after notice of intent to fill the vacancy has been given to the T-Shirt Subcommittee.

Section 6 Cause for Dismissal: Cause for dismissal must be voted on at a regular of special meeting of this subcommittee as provided in Article 6

6.1 Relapse: Loss of abstinence by admission shall constitute resignation from any position.
6.2 Poor Attendance: In the event of a Trusted Servant’s absence every attempt shall be made to inform another Trusted Servant of the group, prior to the meeting. Failure of a Trusted Servant to attend two (2) consecutive meetings or four (4) non-consecutive meeting without prior notice requires a vote of confidence during new business of the next regular scheduled meeting or a special meeting. If the majority of the votes are “Nay” the person is considered removed from their position.

6.3 Poor Performance: failure of a trusted Servant to fulfill their duties of their position as stated in these guidelines shall require a vote of confidence during new business of the next regular scheduled meeting or a special meeting. If the majority of the votes are “Nay” the person is considered removed from their position.

6.4 Misappropriation of Funds: A Trusted Servants that’s misappropriates funds has misplaced the trust given to them. This will be grounds for removal from their position.

6.5 Resignation: A Trusted Servant of this subcommittee may resign by giving verbal notice to the group.

ARTICLE 5 - DUTIES OF TRUSTED SERVANTS

Section 1 - Chairperson. The duties of the Chairperson of this subcommittee are as follows:

1. To open and call the meetings to order at the appointed time.
2. To announce the business to come before the subcommittee.
3. To recognize members or observers who are entitled to the floor.
4. To state and put to vote motions that come before this committee.
5. To announce the result of each vote prior to the closing of the meeting.
6. To enforce the rules relating to debate, order and decorum within the group.
7. To expedite business in every way compatible within the rights of members and observers.
8. To respond to inquiries of members relating to parliamentary procedure or factual information bearing on business of the assembly.
9. To conduct general correspondence of the committee.
10. To submit reports of this subcommittee's work at BASC meetings. II. To maintain a working knowledge of these guidelines.
11. To attend the BASC meeting every month.
12. To insure this subcommittee's representation at all respective area meetings.
13. To submit a written quarterly budget to the BASC at the regular meeting in the months of January, April, July and October.
14. To submit a written annual report with a projected annual budget to the BASC at the annual meeting held in October.

Section 2 - Vice-Chairperson. The duties of the Chairperson of this subcommittee are as follows:

1. In the absence of the Chairperson, to serve as the Chairperson.
2. To make reports of this subcommittee's work for BASC meetings.
3. To serve as a parliamentarian unless someone else is specifically designated by the Chairperson.
4. To maintain a binder of current T-Shirt Subcommittee guidelines and a log of previously passed motions. (See Attachment #2)
5. Intend to accept a nomination for T-Shirt Subcommittee Chairperson at the end of their term as Vice-Chairperson.

Section 3 - Secretary. The duties of the Secretary of this subcommittee are as follows:

1. In the absence of the Chairperson and the Vice-Chairperson to call the meeting to order and preside over the proceedings until the return or election of either position.
2. To keep records of all the proceedings of this subcommittee.
3. To make minutes and records available to members upon request.
4. To maintain a complete set of files and archives.
5. To maintain and reproduce these guidelines.

Section 4 - Treasurer. The duties of the Secretary of this subcommittee are as follows:
1. To be the custodian of this subcommittee's funds by collecting and disbursement.
2. To make a written financial report of receipts and disbursements at regular meeting.
3. To follow the Narcotics Anonymous Treasurer's Handbook.
4. To assist the Chairperson in preparation of the written quarterly budget for submission to the BASC at the meetings in January, April, July and October.
5. To assist the Chairperson in preparation of the written projected annual budget for submission to the BASC at the annual meeting in October.

ARTICLE 6 - MEETINGS
Section 1 - Regular Meetings. The regular meetings of this subcommittee shall be held the second and fourth Saturday of each month and will start promptly at 11:00 a.m. and end at 12:00 p.m., unless otherwise ordered by this subcommittee. When?

Section 2 - Meeting Format. This subcommittee's meeting format will be as follows:

1. Open meeting with the Serenity Prayer.
2. Collection of the Seventh Tradition.
3. Reminder to every to raise hands.
4. Review meeting minutes and old business.
5. New business and take requests for the agenda.
6. Open floor for topic discussion and voting.
7. Announcement of voting results (if any).
8. Treasurer's report.
9. N.A. Announcements.
10. Announce date of next meeting.
11. Circle up and close meeting.

Section 3 - Special Meetings. Special meetings conducted at the request of any member of the T-Shirt Subcommittee. Reason must be stated to a Trusted Servant and they will make the announcement.

Section 4 - Reports. All reports made to the group or to BASC will be done by the respective positions as provided in Article 5.
Section 5 - Donations. Seventh Tradition donations will be collected during the meeting when called for by the Chairperson. The Treasurer will count and make a report before the close of the meeting.

ARTICLE 7 - MONEY MATTERS
Section 1 — Budgets. Matters concerning budgets are to be carried out as set down in Article IR of the BASC guidelines.

Section 2 - Operating Budget. This subcommittee shall operate by self-support from collecting the Seventh Tradition donations from NA members or within the amount allocated by the BASC.

Section 4 - Capital Reserve. This subcommittee shall have a capital reserve of $650.00 as authorized by the BASC. This reserve should be maintained through the revenues generated by sales.

Section 5 - Records and Receipts. It shall be the responsibility of this subcommittee to keep records and receipts for the occurrence of all transactions for the group and for BASC records.

ARTICLE 8 - PARLIAMENTARY AUTHORITY & PRECEDENCE
Section 1 - General. The rules contained in the current edition of Robert's Rules of Order shall govern this subcommittee in all cases to which they are applicable and in which they are not inconsistent with these guidelines.

Section 2 - Precedence. The precedence of our voted decisions shall be ranked as follows: a The Beach Area Service Committee Guidelines, which has priority over:

These current T-Shirt Subcommittee Guidelines, which has priority over:

Standing Rules, which have priority over:

Previously passed motions.

ARTICLE 9 - AMENDMENT OF GUIDELINES & STANDING RULES
Section 1 - Amendments. These guidelines may be amended and are to be submitted to the BASC in January and July. The exact wording of the amendment must be submitted in writing.
Section 2 - Requirements. Standing Rules may be adopted or amended in any month provided the exact wording of the rule or modification have been submitted to the BASC in writing.

2.2 - Exceptions. Budget motions may be presented and adopted at any BASC meeting.