Welcome to the meeting of the Beach Area T-shirt Subcommittee of Narcotics Anonymous. I am your Chairperson, my name is __________ and I am an addict. Let's open with a moment of silence followed by the Serenity Prayer.

The basket that will be passed around will represent the 7th tradition which states that every N.A. group should be fully self-supporting. The money collected goes for rent and supplies. Please give if you can, if you can't that's okay too. At this time I would like to remind everyone to raise your hand so everyone has an opportunity to speak. I will now turn the meeting over to the Secretary for review of the minutes.

Hi, my name is __________ I'm an addict and your Secretary. **Read the minutes from the previous meeting** Would anyone like to make changes or additions at this time?
Now for the agenda, does anyone have any topics for the agenda? **Make note of topics and hand over to the Chairperson.**

**Open topics for discussion one at a time** I will now turn the meeting back over to the Secretary.

Do we have a Treasures Report?
Are there any NA announcements?
Our next meeting will be on ________.

**Circle up and close the meeting.**
GUIDE LINES OF THE BEACH AREA T-SHIRT SUBCOMMITTEE
OF NARCOTICS ANONYMOUS

ARTICLE 1 - DEFINITIONS

Section 1 - Name. The name of this society shall be the Beach Area T-Shirt Subcommittee.
Section 2 - Responsibility. This subcommittee is responsible to the San Diego/Imperial Region’s
Beach Area Service Committee. This subcommittee has a standing authority to act for the BASC
in the execution of our duties outlined in these guidelines as approved by the ASC.
Section 3 - Purpose. It shall be the duty of this subcommittee to support the BASC by production
and coordination of merchandise (t-shirts) for the fellowship within the area. Such merchandise
may include Narcotics Anonymous approved items intended for resale within the fellowship for the
purpose of generating revenues to help support the area. (See Art. 1-Sec. 3 of the BASC
Guidelines.)
Section 4 - Limitations. The limitations of this society shall be adhered to as set down in the
BASC Guidelines Article 1-Section 4.
Section 5 - Dissolution. On dissolution of this society all properties and assets remaining after
payment or 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 members of this society shall consist of voting and non-voting
members.
Section 2 - Voting Members. The voting members of this society shall consist of Trusted
Servants (See Art. 4-Sec. 1) and other members of Narcotics Anonymous in attendance.
Section 3 - Non-voting Members. The non-voting members of this society shall consist of any
member of Narcotics Anonymous who chooses not to vote, and thereby is counted as an abstention
during any vote (see Article 3-Section 3).
Section 4 - Observers. Any persons in attendance of a T-Shirt Subcommittee meeting who are
not members of Narcotics Anonymous shall be classified as observers, therefore, are not permitted
to vote and are limited to the discussion of topics.

ARTICLE 3 - VOTING PROCEDURE

Section 1 - Voting Procedure. All votes will be decided by majority. The procedure for voting shall
be as follows:
A) Discussion of a topic will take place prior to voting.
B) A motion and a second to the motion will be made for voting on the discussed-
topic to begin.
C) The Chairperson will call for a vote by a show of hands.
D) The Secretary will record all yes & no votes and abstentions. (See attachment #1)
E) The Chairperson will announce results prior to closing the 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 have no influence
on the outcome of any vote.
ARTICLE 4 - ELECTION OF TRUSTED SERVANTS

Section 1 - Definition. Elected Trusted Servant of the T-Shirt Subcommittee shall consist of:
Chairperson (1), Vice-Chairperson (1), Secretary (1), and Treasurer (1).

Section 2 - Candidate Nominations. Nominations for Trusted Servant 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 to during nominations, however, all candidates must be present during elections and shall qualify themselves by stating:
   a) length of clean time
   b) their reason for running for the position
   c) their prior history of completed NA service commitments.

Section 4 - Eligibility Requirement. No Trusted Servant shall hold their position for more than 2 consecutive year terms.

4.1 - Clean Time. Length of clean time required is respective to the position for which the candidate is running. MAT
   A) Chairperson - six (6) months ONE Year Clean Time
   B) Vice Chairperson - six (6) months
   C) Secretary - six (6) months
   D) Treasurer - one (1)

4.2 - Experience. Experience is respective to the position for which the candidate is running. MAT
   A) Chairperson - prior N.A. service
   B) Vice Chairperson - prior N.A. service
   C) Secretary - prior N.A. service
   D) Treasurer - prior N.A. service and have employment

4.3 - Exceptions to Eligibility Requirements. Any of the above requirements can be waived by a majority vote of the members present. 

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 successors are elected. The term of office shall begin after the regular meeting at which they are elected and shall end after elections the following year.

5.1 - Vacancy. An election to fill a vacancy of an office can occur one 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 or special meeting of this subcommittee as provided in Article 6. MAT

6.1 - Relapse. Loss of abstinence by admission shall constitute resignation from any position.

6.2 - Poor Attendance. In the event of 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 meetings 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.

6.2 - Poor Performance. Failure of a Trusted Servant to fulfill the 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.

6.3 - Misappropriating Funds. A Trusted Servant that misappropriates funds has misplaced the trust given to them. This shall be grounds for removal from their position and such 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.

6.5 - 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.
11. To maintain a working knowledge of these guidelines.
12. To attend the BASC meeting every month.
13. To insure this subcommittee’s representation at all respective area meetings.
14. To submit a written quarterly budget to the BASC at the regular meeting in the months of January, April, July and October.
15. 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 records.
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.

Section 2 - Meeting Format. This subcommittee's meeting format will be as follows:
[See attachment #3]
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 IX 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 3 - Production Budget

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:
   b. These current T-Shirt Subcommittee Guidelines, which has priority over:
   c. Standing Rules, which have priority over:
   d. 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.

Submitted: January 6, 2001
Approved:
T-SHIRT SUBCOMMITTEE
VOTE COUNTING LOG

Date:
Trusted Servant:

<table>
<thead>
<tr>
<th>Motion/Issue/Candidate</th>
<th>Yes</th>
<th>No</th>
<th>Abstentions</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#13</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#15</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes: