

# Activities Internal Guidelines

## Motions and Voting Procedures

- A. **Motions:** May be made and seconded only by voting members.
- B. **Voting:** Final selection of a location will be voted on by the Activities Subcommittee. The Chair shall make follow-up calls to locations to maintain goodwill and proper clean up, etc.
  - 1. Members have voting privileges after attending two (2) consecutive meetings.
  - 2. The Chair shall only vote in the event of a tie.
  - 3. A quorum is a simple majority of the voting members, to be established by the Chair.

## Policy for Planning Functions

- A. **Advanced Planning:** Flyers and tickets, as needed, will be printed for each function should read: "Suggested donation \$\_\_\_\_." All flyers shall state at the bottom: **NA is not affiliated with** (the location or place where the activity is being held).
  - 1. Ticket sellers shall have a minimum of ninety (90) days clean time.
  - 2. No addict will be turned away for not providing the suggested donation.
  - 3. If an event is cancelled, the Chair or Vice Chair of the Activities Subcommittee shall inform potential attendees via social media, signage and in person at the venue.
  - 4. No cash prizes will be given away at any Gulf Coast Area Activities function.
  - 5. If perishable foods are purchased for an event, any amount that goes unused shall be anonymously donated to a reputable charity or recovery facility.
- B. **Locations:** Final selection of a location will be voted on by the Activities Subcommittee. The Chair shall make follow-up calls to locations to maintain goodwill and proper cleanup, etc.
- C. **Provisions:** (Food, soda, decorations, etc.) All surplus provisions shall be accounted for and returned to the designated storage place by the Chair and the Vice Chair. The storage location shall be determined by the Activities Subcommittee; the ASC storage unit may be used.
- D. **Entertainment:** All entertainment shall be approved and voted on by members of the Activities Subcommittee for Area-approved event.

## General Member Requirements

- A. One (1) day clean time.
- B. Suggested attendance at the Area Activities subcommittee meetings.
- C. Assist in the planning, coordination, and implementing of area activities.