

**Knoxville Area  
Of  
Narcotics Anonymous**

**Area  
Guidelines  
Revised:  
August 2018**

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### **Article I. Name**

The name of the Committee shall be the Knoxville Area of Narcotics Anonymous Area Service Committee (KANA ASC).

### **Article II. Defining KANA**

All groups in the Knoxville Area of Narcotics Anonymous must adhere to the Six Points as outlined in The Guide to Local Service, based on our Traditions which describe an NA group:

1. All members of a group are drug addicts, and all drug addicts are eligible for membership.
2. As a group, they are self-supporting.
3. As a group, their single goal is to help drug addicts recover through application of the Twelve Steps of Narcotics Anonymous.
4. As a group, they have no affiliation outside Narcotics Anonymous.
5. As a group, they express no opinion on outside issues.
6. As a group, their public relations policy is based on attraction rather than promotion.

### **Article III. Purpose of the Area Service Committee**

The purpose of this Committee is to administer and coordinate the activities common to the welfare of NA groups within the boundaries of the Knoxville Area of Narcotics Anonymous, carry the message of recovery through its various Committees, support the needs of the groups and foster unity. Also, the Area Service Committee (ASC) serves as a link between the groups and the Volunteer Region of Narcotics Anonymous.

The Area supports and encourages the one member/one vote participation in group conscience and believes that one of the most important elements for successful personal recovery is the active participation in a home group. The purpose of the ASC is to support the Area, its groups and their primary purpose by associating a group with other groups locally, thereby helping a group deal with its day-to-day situation and needs.

Everything that occurs in the course of NA service must be motivated by the desire to successfully carry the message of recovery to the addict who still suffers.

It was for this reason that we began this work. We must always remember that as individual members, groups and service committees, we are not and should never be in competition with each other. We work together and separately to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our fellowship; it prevents us from providing the services necessary for growth.

**Article IV. Spiritual Guidelines, Order of Guiding Documents**

1. The Twelve Traditions of NA.
2. The Twelve Concepts of NA Service.
3. A Guide to Local Service in NA.
4. The KANA Guidelines.
5. The rules contained in the current edition of “Robert’s Rules of Order, newly revised”.
6. KANA shall not make any action that conflict with the Guiding Documents.

**Article V. The KANA ASC consists of:**

1. Elected Group Service Representatives (GSR’s) from the member groups of KANA.
2. Elected Trusted Servants (i.e. Chairperson, Vice-Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Regional Committee Member (RCM), Alternate RCM, and Subcommittee Chairpersons).

**Article VI. Participants**

This Committee shall have two types of participants: voting and non-voting. Only voting participants have voting rights.

**Section A. Voting Participants**

Voting participants of the ASC, for each group in the Area will be the GSR, or in the absence of the GSR, the Alternate GSR may vote.

1. Only GSR’s may vote.

2. Voting members must be present at the ASC meeting in order to vote.
3. In the event of a tie vote, the ASC Chairperson may vote.

**Section B. Non-voting participants**

Non-voting participants of the ASC are the Administrative Committee members and Subcommittee Chairpersons.

**Section C. Observers**

NA members not addressed elsewhere in these Guidelines shall be classified as observers. Only NA members have the specific right to request the floor.

**Article VII. Voting and Quorum**

*Quorum – The smallest number of people who must be present at a meeting in order for decisions to be made.*

**Section A. Quorum shall be established as follows:**

1. Official quorum must be reached thirty minutes after the scheduled start time of the ASC meeting and is required for approval of any New Business with one more than half of eligible voting participants within the Area present.
2. In the event that quorum is not met, no New Business will be conducted but prior Nomination and Motion votes will be taken and approved by a majority vote. All recurring expenses will be paid. Administrative and group reports will be given as well.
3. Groups not present for two consecutive ASC meetings will not be recognized as part of the quorum at the third consecutive meeting missed. Once they return they may participate in the ASC meeting at that time.
4. New groups wishing to be included in KANA must meet the criteria stated in Article II (Defining KANA) on page 1.

**Section B. Motions**

1. All motions require one more than half majority of eligible voting members present at the ASC meeting to pass.
2. Any Subcommittee Chairperson may make a motion on business pertaining to that Subcommittee.

3. Motions affecting NA as a whole will be sent back to the groups for their conscience before being voted on at the ASC meeting.

4. Motions not affecting the groups are considered “housekeeping” motions and are not sent back to the groups for a vote. They are dealt with on the floor. A housekeeping motion is one that deals with administrative matters and to help expedite ASC business. These motions will be voted on by the GSR’s in attendance at the ASC meeting.

5. All motions that make or change any items in the KANA Guidelines shall be sent back to the groups.

6. All motions must be in written form, signed by the maker and seconded by a GSR. Any motion without clear purpose, intent, and points of accountability may be ruled out of order by the ASC Chairperson.

7. The maker of any motion may withdraw or amend a motion made on the floor.

#### **Article VIII. Elections of KANA Trusted Servants**

**Section A.** Nominations for KANA Administrative Committee Trusted Servants shall be made in August. Voting of these positions will be in September with service beginning in October.

**Section B.** Nominations for KANA Subcommittee Chairpersons, RCM, and Alternate RCM shall be made in February. Voting on these Trusted Servant positions shall be in March with service beginning in April.

**Section C.** Trusted Servant positions, with the following exceptions, are a one-year term.

1. Ad-hoc and temporary Subcommittee Chairpersons.

2. ASC Vice-Chair, Alternate Secretary, Alternate Treasurer, and Alternate RCM are implied two-year commitments. These Trusted Servants would assume the positions of ASC Chairperson, Secretary, Treasurer, and RCM respectively, with a willingness to serve and decided by a majority vote of the GSR’s at the end of the first year’s term. Voting will take place at the ASC meeting.

3. Any Trusted Servant position filled after the beginning of a term of service will still end at the regular end of term date.

**Section D.** A Trusted Servant of KANA may serve a second year in that elected position if nominated and elected.

1. The Vice-Chair of a Subcommittee cannot serve more than one term in that elected position.
2. The ASC Treasurer and any other elected position handling ASC funds cannot serve two consecutive terms.

**Section E.** All nominees of a Trusted Servant position must be present at the time of nomination and state their willingness and qualifications.

**Section F.** to have a yearly area inventory conducted by someone from outside the area. The homegroups will vote on the person who conducts the inventory. This will happen prior to the election of new trusted servants. The RCM is responsible for bringing at least one nomination.

**Article IX. Misappropriation/misuse of NA funds**

The Eleventh Concept of NA Service establishes the sole priority for the use of NA funds to carry the message of recovery to the addict who still suffers. The Twelfth Concept of NA Service gives the KANA ASC a mandate from the NA groups that call for total fiscal accountability. With this in mind, any misappropriation or misuse of funds by any area Trusted Servant(s) or NA member(s) cannot and will not be tolerated. The definition of “misappropriation of funds” includes but is not limited to theft, embezzlement, or use of NA funds for purposes not expressly authorized by an Area Committee, Subcommittee, or Ad-hoc Committee. This includes the theft of cash, check, any financial instruments (i.e. refunds, royalties, or rebates from vendors to the NA fellowship), or asset (i.e. equipment, supplies, or physical inventory).

**Article X. Resignation or removal from office**

Area Trusted Servants may resign at any time during their term. It is suggested that a written letter of resignation be submitted to the KANA ASC Chairperson prior to, or at the time of resignation.

Area Trusted Servants may be removed from their position for any of the following reasons:

1. Relapse.
2. Missing three consecutive ASC meetings unless represented by a Vice- Chair or Alternate.
3. Neglect of duties.

4. Disregard of Area conscience.
5. Misuse of funds.
6. Falsifications of financial reports.
7. Any act of theft or violence in the ASC meeting.

**Article XI. Procedure for removal from office**

1. Request of resignation or notice of impending removal from office must be presented to the KANA ASC in the form of a motion accompanied by an explanation.
2. The Trusted Servant in question will be notified by two KANA Administrative Committee members twenty-one days prior to the impending action.
3. In the event of resignation or removal of Subcommittee Chairperson(s) the KANA ASC Vice-Chairperson shall assume the duties and responsibilities until a new Trusted Servant is elected for that position.
4. ASC Vice-Chairperson and Alternate RCM shall move into Chairperson and RCM positions respectively in case of resignation or removal and decided by a majority vote of the GSR's. Voting will take place at the ASC meeting.

**Article XII. Two-hatting**

1. No member shall hold more than one Administrative Area Trusted Servant position at any time with the exception of Vice-Chairpersons and temporary Committee Chairpersons.
  
2. Subcommittee Chairpersons, Subcommittee Vice-Chairpersons and temporary Subcommittee Chairpersons may serve as a GSR concurrently but  
  
must abstain from voting on any motions pertaining to the business affecting that Subcommittee.
  
3. No member shall serve as KANA ASC Treasurer and KACNA Treasurer concurrently.

**Article XIII. Format of KANA ASC meeting**

- A. Chairperson calls the meeting to order; format may be changed at the Chairperson's discretion.
  
- B. The meeting opens with a moment of silence followed by the Serenity Prayer.
  
- C. Read the Twelve Traditions of NA.
  
- D. Read the Twelve Concepts of NA Service.
  
- E. Roll Call
  1. Groups
  
  2. Administrative Committee
  
  3. Subcommittee Chairpersons
  
- F. Recognition of new groups (if present)
  
- G. Administrative Committee reports
  1. Chairperson
  
  2. Vice-Chairperson
  
  3. Secretary (to include old business and elections of new trusted servant positions) (must have motion to accept)

4. Treasurer (must have motion to accept)

5. RCM

H. Group Reports- Provide a written report to the secretary for the minutes and also provide a verbal report so the area is aware of what is going on in your group.

I. Subcommittee reports

1. Activities

2. H&I (Hospitals and Institutions)

3. Literature

4. KACNA (Knoxville Area Convention of Narcotics Anonymous)

5. ROR (Recovery on the Ridge)

6. PI (Public Information)

7. Guidelines

8. Ad-hoc (if any)

J. New Business (Nominations of new trusted servant positions)

K. Break (optional; 15-minute limit)

L. Sharing Session

M. Final Treasurer report

N. Announcements

O. Motion to close

P. Close meeting with the Serenity Prayer

**Article XIV. Administrative Committee qualifications and responsibilities**

**Section A. Chairperson**

1. One-year commitment.

2. Three years of continuous abstinence from all drugs.
3. Facilitate the ASC meeting.
4. Handle and direct all correspondence of KANA.
5. To be one of the two cosigners on the KANA bank account. If cosigners are married or involved with each other, only one may be a cosigner.
6. Coordinate with the ASC Secretary for maintenance of the KANA archives.
7. Call “special” KANA meetings if necessary.
8. May in times of inclement weather and threatening travel conditions affecting any part or all of the area that encompasses the KANA groups, postpone the KANA ASC meeting and inform members thereof.
9. Appoint all Ad-hoc Subcommittee Chairpersons as needed.
10. Train the Vice-Chairperson in the performance of the Chairperson’s duties.

**Section B. Vice-Chairperson**

1. Suggested a minimum of two years continuous abstinence from all drugs.
2. Assist the Chairperson in duties relating to the business of the ASC.
3. Chairs the ASC meeting in the absence of the Chairperson.
4. Act as Parliamentarian of the ASC.

5. Assumes the responsibilities of all Subcommittees with no elected Trusted Servants (i.e. Chairperson or Vice-Chairperson).

**Section C. Secretary**

1. One-year commitment.
2. Minimum of one year of continuous abstinence from all drugs.
3. Be prepared to assume the duties of the Chairperson in his/her absence, or in the event of no elected Vice-Chairperson, until a Chairperson pro-temp can be elected.
4. Maintain a file of all KANA and Subcommittee reports submitted.
5. Distribute copies of the minutes to each GSR of the KANA ASC, Subcommittee Chairpersons, and Administrative Committee members no later than ten days following each ASC meeting.
6. Maintain an updated list of all Trusted Servants of the ASC Administrative Committee members, Subcommittee Chairpersons, and GSR's contact information including phone numbers and e-mail addresses.
7. Make available all blank forms in regard to motions and group reports at every KANA ASC meeting.
8. Train the Alternate Secretary as to the performance of the Secretary's duties.
9. Helps the Literature Subcommittee Chairperson in constructing a quarterly inventory report.

**Section D. Alternate Secretary**

1. Suggested a minimum of one-year complete abstinence from all drugs.
2. Assume the duties of the Secretary in his/her absence.
3. Assists the Secretary in the performance of his/her duties.

### **Section E. Treasurer**

1. One-year commitment.
2. Have a minimum of three years of continuous abstinence from all drugs.
3. To be the custodian of the ASC funds as received by the groups, Subcommittees, and other NA sources.
4. To be a cosigner on the KANA bank account and always one of the cosigners on any KANA check.
5. To make a report of receipts and disbursements at each ASC meeting from the groups, Subcommittees, or other NA sources, and attach a copy of the KANA ASC bank statement with the account number redacted.
6. Before the end of his/her term conduct an audit with the assistance of an elected GSR and report the results to the ASC.
7. To disburse funds as necessary in accordance with the Committee's decisions when funds are available.
8. Maintain KANA financial record books and have current information on hand at each ASC meeting for verification and review when requested.
9. Train the Alternate Treasurer as to the performance of the Treasurer's duties.
10. Give final Treasurer report at the end of the ASC meeting.

### **Section F. Alternate Treasurer**

1. Two years of continuous abstinence from all drugs.
2. Be prepared to assume the duties of the Treasurer in his/her absence.
3. Assist the Treasurer in the performance of his/her duties.

### **Section G. Regional Committee Member (RCM)**

1. One-year commitment.
2. Suggested three years of continuous abstinence from all drugs.
3. Carries Area's conscience and concerns to the Volunteer Regional Service Committee (VRSC) meeting.
4. Carries business and concerns from the VRSC to the ASC for consideration.
5. Submit report at each ASC meeting.
6. Responsible for bringing at least one nomination to the area for the area inventory

### **Section H. Alternate RCM**

1. Suggested minimum of two years of complete abstinence from all drugs.
2. Assist in RCM duties.
3. Carries out RCM duties in the absence of the RCM.

### **Article XV. Finances**

1. When the Prudent Reserve and Operating Expense budget is met, monthly expenses are paid (i.e. rent, meeting schedules, H&I budget, Literature budget (if provided), storage rental fee, phone line, and if needed, reimbursement to the RCM for hotel fee (maximum \$60.00) for attendance at the VRSC meeting if it is held one hundred or more miles away from the Knoxville Area), remaining funds will be divided between the Literature Subcommittee, PI Subcommittee, and the VRSC. The amount of funds provided will change according to the amount donations received for that

2. If there is no one currently fulfilling the position of Literature Chairperson or PI Chairperson the remaining funds will be donated to the VRSC.
3. A one-time request of funds to purchase items or a reimbursement under the amount of \$250.00 is considered to be a housekeeping motion and will be voted on by the GSR's in attendance at the ASC.
4. KANA shall maintain a bank account requiring two signatures for financial transactions. Eligible cosigners for the account should be the ASC Chairperson, Vice-Chairperson, Secretary, and Treasurer. If cosigners are married or involved with each other, only one may be a cosigner on the account.
5. To ensure monetary security of KANA funds, no two cosigners on the bank account may reside in the same household.

**Article XVI. Subcommittee Chairperson qualifications and responsibilities.**

**Section A. Activities**

1. One-year commitment.
2. Suggested eighteen months of continuous abstinence from all drugs.

The purpose of the Activities Subcommittee is to provide the fellowship with recovery-oriented activities. Funds generated through the Subcommittee belong to the KANA ASC and are to support the Area's needs. Duties of the Activities Subcommittee Chairperson include:

1. Being directly responsible to the ASC.
2. To recruit Trusted Servants for the Subcommittee.
3. Any activity requiring funds should be presented to the ASC with a budget for approval.

4. All proceeds over the amount of the \$200.00 seed money (funds provided by the ASC for a specific purpose or for the Subcommittee's needs) from an activity will be given to the KANA Treasurer at the ASC meeting directly following the activity. In the event being a KACNA fundraiser, any funds generated over the amount of the initial seed money will be turned over to the KACNA Treasurer.

5. To hold a Services Learning Day to inform members about service in the ASC and the Trusted Servant positions it includes.

6. It is suggested to hold one activity every three months to provide funds solely for KANA services (this excludes KACNA fundraisers; those may be held at any other time).

7. To give consideration to Regional and surrounding NA area events when scheduling an activity.

### **Section B. Guidelines**

1. One-year commitment.

2. Suggested two years of continuous abstinence from all drugs.

The purpose of the KANA Guideline Subcommittee is to assist in conducting ASC business in a spiritual manner and encourage member participation in service. Responsibilities of the KANA Guideline Subcommittee Chairperson include:

1. Being directly responsible to the ASC.

2. To recruit Trusted Servants for the Subcommittee.

3. Adds/deletes Guidelines as needed in the form of an addendum and provide the ASC Administrative Committee members, Subcommittee Chairpersons, and each GSR with updated and revised copies of the KANA Guidelines.

4. Submit a report at each ASC meeting.

5. Attend all ASC meetings to resolve Guideline questions and concerns.

6. Have a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service.

**Section C. Hospitals and Institutions (H&I)**

1. One-year commitment.
2. Suggested two years of continuous abstinence from all drugs.

The purpose of the H&I Subcommittee is to carry the message of recovery to those facilities whose clients are unable to regularly attend Narcotics Anonymous meetings in our area. The Subcommittee is directed by the H&I Handbook wherever applicable. Duties of the H&I Chairperson include:

1. Being directly responsible to the ASC.
2. To recruit Trusted Servants for the Subcommittee.
3. Submit a report at each ASC meeting.
4. Is encouraged to attend VRSC meetings.
5. Responsible for upkeep of literature for all H&I facilities.
6. Provide receipts of all funds spent to the KANA Treasur

## **Section D. Public Relations (PR)**

1. One-year commitment.
2. Suggested one year of continuous abstinence from all drugs.

The purpose of the PI Subcommittee is to create an awareness of Narcotics Anonymous to the general public. Responsibilities of the PI Chairperson include:

1. Being directly responsible to the ASC.
2. To recruit Trusted Servants for the Subcommittee.
3. Work with the H&I Subcommittee to successfully carry the message of recovery to families and professionals who deal with addicted people.

## **Section E. Ad-hoc and temporary**

The purpose of an ad-hoc or temporary Subcommittee is to complete a task and reach a specific goal as directed by the ASC. Clean time requirement for these Subcommittee Chairpersons will be left to the discretion of the ASC Chairperson.

## **Article XVII. Knoxville Area Convention of Narcotics Anonymous (KACNA)**

The purpose of the KACNA Subcommittee is to coordinate and conduct the biennial Convention of the KANA. This convention is held by NA members to bring our membership together in a celebration of recovery and to carry the message to the addict who still suffers. Meetings, workshops, and activities are scheduled to encourage unity and fellowship among our members and help newcomers learn and understand our fellowship, the Twelve Steps and the Twelve Traditions of Narcotics Anonymous.

### **Section A. Qualifications and responsibilities of the KACNA Subcommittee**

1. The desire and willingness to serve for approximately twenty-two months until all convention business is completed, generally from July following the previous convention until the ongoing convention has concluded.
2. Time and resources necessary to carry out the functions of their Trusted Servant positions. This includes attendance at all KACNA Subcommittee meetings and availability during the convention.

3. Voting members of the Subcommittee shall be the elected Administrative Committee members and the convention Subcommittee Chairpersons. The Vice-Chair of a Subcommittee may vote in the absence of the Subcommittee Chairperson. Quorum consists of 51% of the Administrative and Subcommittee Chairpersons. If a voting member misses more than two consecutive KACNA Subcommittee meetings with or without notice on the third consecutive meeting missed, that position becomes open and a new member may be selected by the Committee to fill the position.

4. The ability to communicate and organize.

5. Agree to date, sign, and submit to the KACNA Treasurer a copy of the Memorandum of Financial Responsibilities as approved by the Treasurer. This document shall be held in the KANA archives.

6. Any proceeds generated by the convention exceeding the \$5000.00 seed money will be surrendered to the KANA ASC.

7. No member shall serve in any elected Trusted Servant position on more than two consecutive conventions.

**Article XVIII. Administrative Committee member's qualifications and responsibilities**

**Section A. Chairperson**

Qualifications:

8. Three years of continuous abstinence from all drugs.

9. Suggested minimum of one prior Convention Subcommittee service (i.e. KACNA, ROR, VRC, etc.).

Responsibilities:

1. Facilitate the KACNA Subcommittee meetings and establish quorum in order to conduct business.

2. Attend all KANA ASC meetings and provide a report of the progress of the Subcommittee.

3. One of the cosigners on the KACNA bank account. Eligible cosigners to include Vice-Chairperson, Secretary, and Treasurer. When two cosigners are married or involved with each other, only one may be a cosigner.
4. Vote only in the event of a tie.
5. Establish a monthly meeting time and place.
6. Call “special” KACNA emergency meetings if necessary. During these meetings only, emergency matters should be discussed and quorum must still be met for business to proceed.
7. May in times of inclement weather or threatening travel conditions postpone the Subcommittee meeting and inform members thereof.
8. Train the Vice-Chairperson in the performance of the Chairperson’s duties.
9. To state and put to vote all questions that legitimately come before the Subcommittee as motions and protect the assembly from any obviously frivolous or dilatory motions by refusing to recognize them.
10. Sets budgets timelines and communicate the importance of timely budget submissions. All line-item budgets must be approved by the KACNA Subcommittee as a whole. Total convention budget must provide a profit.
11. Contact the KANA Treasurer and request copies of the last two convention’s financial data from the archives.
12. Make a final report of the results of the convention to the KANA ASC no later than three months after the conclusion of the convention.
13. Conduct meetings with impartiality and fairness.
14. In the event of resignation of an Administrative Committee member, the Chairperson shall appoint an interim Administrative Committee member until the proper nomination and election procedure can be followed. The appointee shall be someone other than the members currently holding an elected Trusted Servant position and have qualified experience for the

position needing to be filled and be willing to sign a Memorandum of Financial Responsibility form.

15. Call upon prior year's KACNA Subcommittee members for support and experience.

16. Communicate to all Subcommittee members that there will be no reserved seating during the banquet or free hotel rooms.

17. Attend all KACNA Subcommittee meetings.

### **Section B. Vice-Chairperson**

#### **Qualifications:**

1. Two years of continuous abstinence from all drugs.

#### **Responsibilities:**

1. Be prepared to assume the duties of the Chairperson in his/her absence.

2. Serve as interim Chairperson of any Subcommittee if there is not an elected Trusted Servant in that position.

3. Act as Parliamentarian of the KACNA Subcommittee meetings.

4. Attend all KACNA Subcommittee meetings.

### **Section C. Secretary**

#### **Qualifications:**

1. Suggested two years of continuous abstinence from all drugs.

2. Must have computer experience, defined as word processing for reports and email distribution skills.

#### **Responsibilities:**

1. Be prepared to assume the duties of the Chairperson and Vice-Chairpersons.

2. Keep an accurate record of the proceedings in the KACNA Subcommittee meetings, to include regular and "special" meetings.

3. Maintain a file of all Administrative Committee members and Subcommittee Chairperson's reports submitted and turn over to KANA at the conclusion of the convention to be kept in the archives.
4. Distribute copies of the minutes to each member of the Administrative Committee and Subcommittee Chairpersons. Copies of the minutes shall be sent no later than ten days after each meeting.
5. Maintain a current attendance record.
6. Make available all blank forms in regards to motions and reports at every KACNA Subcommittee meeting.
7. Train the Alternate Secretary as to the performance of his/her duties.
8. Pick up mail from the P.O. box before each meeting.
9. Open all mail at the Subcommittee meeting and forward all funds to the KACNA Treasurer and all convention registrations to the to the Registration Subcommittee Chairperson.
10. Forward all speaker tapes/CDs to the Program Subcommittee Chairperson.
11. Attend all KACNA Subcommittee meetings.

#### **Section D. Alternate Secretary**

##### Qualifications:

1. Suggested one year of continuous abstinence from all drugs.

##### Responsibilities:

1. Assume the duties of the Secretary in his/her absence.
2. Assist the Secretary in the performance of his/her duties.
3. Assist the Vice-Chairperson and record information, as needed, in regard to his/her liaison duties with the Subcommittees.
4. Attend all KACNA subcommittee meetings.

## **Section E. Treasurer**

### **Qualifications:**

1. Three years of continuous abstinence from all drugs.
2. Previous service experience as Treasurer of a home group, Area, or Regional Service Committee.

### **Responsibilities:**

1. To be the custodian of the Subcommittee's funds as received from the Area, home groups, and other NA sources.
2. To be a cosigner on the Subcommittee's bank account and always be one of the signers on any KACNA check.
3. To make a report of all receipts and disbursements at each regular Subcommittee meeting.
4. To make a full financial report at the conclusion of the convention.
5. To disburse funds as necessary in accordance with the Subcommittee's decisions when funds are available.
6. Provide necessary change during the convention.
7. Maintain the financial record book(s) and have the current information on hand at each KACNA Subcommittee meeting for verification and review when requested.
8. Train the Alternate Treasurer as to the performance of the Treasurer's duties.
9. Provide a money pickup form with carbon copies to be used in Registration, Merchandise, Entertainment, or any other Committee involved with handling funds during the convention.
10. Provide a current financial report and copy of the bank statement and make available for every KANA ASC meeting to be delivered by the KACNA Chairperson or Vice-Chairperson.
11. Attend all KACNA Subcommittee meetings.

## **Section F. Alternate Treasurer**

### Qualifications:

1. Two years of continuous abstinence from all drugs.

### Responsibilities:

1. Be prepared to assume the duties of the Treasurer in his/her absence.
2. Assist the Treasurer in the performance of his/her duties as requested.
3. Assist as needed in the collection of funds at all special events and provide accountability for those funds.
4. Attend all KACNA Subcommittee meetings.

## **Section G. Hotel Liaison**

### Qualifications:

1. Two years of continuous abstinence from all drugs.
2. Ability to negotiate contracts and communicate in a professional manner.

### Responsibilities:

1. Obtain proposal bids from three hotels. Use the last two year's final convention report to obtain room block and banquet sales information. Obtain this information from KANA archives.
2. Make a presentation to the KACNA Subcommittee regarding the hotel options available.
3. Sign the hotel contract after approval from the KACNA Subcommittee.
4. Act as general contact between the KACNA Subcommittee and the hotel.
5. Communicate with hotel security regarding any problems that may arise if needed.
6. Ensure the hotel fulfills all duties as outlined in the contract.
7. Provide the hotel staff with a program schedule to include locations of all functions, meetings, Registration, Merchandise, Hospitality, etc. within the hotel.

8. Coordinate with the Registration Chairperson as to how many banquet tickets have been sold and communicate final guarantee to the hotel in a timely manner (usually seventy-two hours prior to function).
9. Track hotel reservations for three months prior to the convention and communicate to the KACNA Subcommittee and hotel to be aware of the “late trend” our fellowship has in making reservations.
10. Communicate to the hotel that the Hotel Liaison is the only person allowed to approve any charges to the master account before, during, or after the convention.
11. Coordinate with all Subcommittee Chairpersons as to their individual needs for the convention. A list should be provided to the Hotel Liaison sixty days prior to the convention.
12. Coordinate all activities, meetings, etc. in the hotel during the convention and ensure that the hotel arranges proper setups.
13. Communicate with the hotel a request that the hotel block all incidental charges from being charged to the master bill, primarily the complimentary rooms, which includes room service, long distance calling, or any other room charge.
14. Review the master bill, sign for all relevant charges, and approve for the Treasurer to make the final payment to the hotel.
15. Attend all KACNA Subcommittee meetings.

#### **Article XIX. Subcommittee Chairperson’s Qualifications and Responsibilities**

##### Qualifications:

1. Two years of continuous abstinence from all drugs.
2. Must be fully available onsite during the convention or have responsible replacement approved by the KACNA Subcommittee Chairperson.
3. Adhere to budget outline.

## **Section A. Hospitality**

### **Responsibilities:**

1. Recruit volunteers to help out in the Hospitality Room during the convention.
2. Hold regular Hospitality Subcommittee meetings to be prepared for successful operation of the Hospitality Room during the convention.
3. Arrange for purchase and deliver all food, coffee, necessary condiments, and supplies to be provided in the Hospitality Room.
4. Submit a proposal of hours of operation to be approved by the KACNA Subcommittee in congruence with the hotel's wants and needs.
5. Keep the Hospitality Room staffed with at least two members to work together in 2-3-hour shifts. There are no clean time requirements for volunteers.
6. Communicate with the Hotel Liaison to determine what services are allowed by the hotel in the Hospitality Room.
7. Provide Hotel Liaison with a list of needs such as tables, chairs, power outlets, etc.
8. Attend all KACNA Subcommittee meetings.

## **Section B. Merchandise**

### **Responsibilities:**

1. Obtain bids from three merchandise suppliers. Make every effort to avoid conflict of interest in the merchandise purchases. Members of NA should be allowed to compete-bid but must have the lowest bid to get the contract/work.
2. Find suppliers willing to extend credit (i.e. 25% - 50% down payment when order is placed and balance due ten days after the convention is over). Make sure to have the original invoices for the KACNA Treasurer and all payments will be made with checks from the KACNA bank account to the vendors.

3. All items selected, as well as total quantities ordered, must be approved by the KACNA Subcommittee as a whole.
4. Use NA World Service licensed vendors to sell NA merchandise.
5. Staff the Merchandise Room with teams to work two-hour shifts. Volunteers must have one year of continuous abstinence from all drugs and have never misappropriated NA funds.
6. The KACNA Subcommittee as a whole must approve hours of operation.
7. The Merchandise Room staff must be in place thirty minutes before the scheduled opening time to be prepared to conduct business.
8. Provide an inventory count at the end of each day to the KACNA Treasurer for accountability. Provide final inventory count before the items are turned over to the KANA ASC.
9. A Merchandise Subcommittee member must count the money at every pick up by the Treasurer and sign a money pick up form provided by the Treasurer and receive a carbon copy for their final report.
10. Work with the Treasurer to have enough change for merchandise sales.
11. Sell merchandise at approximately 100% markup. For example, if the total cost of a t-shirt is \$4.90, sell it for \$10.00. Be sure to include all costs such as artwork and delivery of merchandise when determining selling price.
12. Merchandise budget should be as follows: Assume an average spending per convention attendee to be approximately \$10.00 per person and no greater than \$15.00 per person. The explanation for this rationale is as follows; some people will only spend \$2.00 while others may spend \$100.00. Experience has shown that the average spending per person to be \$10.00 - \$15.00. For example:

Expected Registrations Revenue 100% markup)	Cost of Merchandise	Gross sales
700	\$3,500.00	\$7,000.00
800	\$4,000.00	\$8,000.00
900	\$4,500.00	\$9,000.00
1000	\$5,000.00	\$10,000.00

13. The outgoing Merchandise Chairperson will distribute leftover merchandise to the KANA ASC to be sold at Area functions. Any funds generated by those sales will be turned over to the KANA ASC Treasurer.

14. Attend all KACNA Subcommittee meetings.

### **Section C. Arts & Graphics**

#### **Responsibilities:**

1. Prepare artwork for flyers, program, and all merchandise. Choosing the logo and theme is the responsibility of the KACNA Subcommittee as a whole.
2. Ideas should be turned in by the October KACNA Subcommittee meeting (first October after the Subcommittee has formed); rough draft of pre-registration flyer should be turned in at the November Subcommittee meeting. The pre-convention flyer should be printed prior to the Volunteer Regional Convention (VRC) in November and five hundred copies to be distributed at the VRC. Final logo and theme ideas must be turned in to the Arts & Graphics Subcommittee by January (sixteen months prior to the convention).
3. Bring three bids for preparing the convention banner for approval by the KACNA Subcommittee as a whole and when approved have the banner prepared. Solicit the conscience of the Subcommittee to decide on the size of the banner.
4. Bring three bids for printing of the program for approval by the KACNA Subcommittee. Work closely with the Program Subcommittee to get the information needed as soon as possible. Bring a rough draft of the convention program to the KACNA Subcommittee meeting no later than six months prior to the convention. Proofreading is the key.

5. Attend all KACNA Subcommittee meetings.

## **Section D. Registration**

### Qualifications:

1. Preferably have some experience with computers or be able to keep precise records of registrations.

### Responsibilities:

1. Maintain records of all registrations and banquet tickets sold.
2. Work with the KACNA Secretary to receive registrations from the P.O. box.
3. Make confirmation call or email to the people who have registered for the convention thirty days prior to the event.
4. Provide recommendations nine months prior to the convention as to what items will be included in the registration packets.
5. Prepare registration flyers and include a space for newcomer donations. Bring suggested registration cost proposal along with projected budget to the KACNA Subcommittee for approval.
6. If volume discount can be used, work with the Merchandise Chairperson to order items for the registration packets. These items must be inventoried separately to avoid co-mingling with merchandise items.
7. Staff the registration booth with teams to work 2 – 3 hour shifts. Volunteers must have one-year continuous abstinence from all drugs and never misappropriated NA funds to work in the registration booth. Volunteers must fill out a Memorandum of Responsibility form. Available KACNA Administrative Committee members must be present to assist the team in peak times for registrations.
8. Prepare a mailing list of all registrants to pass on to the KACNA Subcommittee Chairperson for the next convention. Do not insert the banquet tickets into the packets. Write on the outside of the packet the name of the individual and how many tickets have been pre-paid and give them their tickets when they pick up their packets. Keep all tickets secured until they are picked up or sold.

9. Prepare a list for registrants to record their clean time for the clean time countdown.

10. Attend all KACNA Subcommittee meetings.

### **Section E. Entertainment**

#### **Responsibilities:**

1. Provide entertainment for Friday and Saturday nights during the convention. Plan, staff, and supervise entertainment activities. The KACNA Subcommittee as a whole must approve all activities.
2. Schedule entertainment to start after the main speaker meetings are over. Care should be taken not to schedule too many activities at the same time.
3. Sign a contract with all entertainers. Contract must be pre-approved by the KACNA Subcommittee prior to signing the contract. Original signed contract is to be given to the Treasurer and a copy provided to the Secretary.
4. Arrange for all stage lighting and audio. When outside vendors are involved, obtain three bids when necessary. Bid must be approved by the KACNA Subcommittee as a whole.
5. Obtain volunteers to help set up the stage, hang banners, etc. Hanging of banners will generally be done by the hotel staff but must be done with an Entertainment representative present, also with breakdown on Sunday. Banners are to be turned in at the next KANA ASC meeting for storage.
6. Keep the Hotel Liaison aware of any special needs that must be communicated such as room setups.
7. Communicate with the hotel to make sure that the banners and equipment are secured at night.
8. Coordinate with the Hotel Liaison to have non-entrance doors of paid/ticketed functions to be securely locked.
9. Attend all KACNA Subcommittee meetings.

## **Section F. Fundraising**

### **Responsibilities:**

1. Encourage and work with all of the groups within KANA to have fundraising events. Maintain a list of fundraising dates so they do not conflict with one another.
2. Arrange for Treasurer or Alternate Treasurer to be on hand to collect funds at events.
3. Hold an auction (or silent auction) during the convention. Arrange for Treasurer or Alternate Treasurer to be on hand to collect funds.
4. Attend all KACNA Subcommittee meetings.

## **Section G. Convention Information**

### **Responsibilities:**

1. Obtain a mailing list from the VRSC of all Area in the Volunteer Region.
2. Mail twenty-five registration flyers to each Area twelve months before the convention.
3. Provide the KANA RCM with one hundred fifty copies of registration flyers to distribute to the Area RCM's at the VRSC meeting twelve months before the convention.
4. Mail one copy of the registration flyer to each individual that registered for the prior convention nine months before the current convention.
5. Make sure all groups in KANA have a regular supply of registration flyers.
6. Attend all KACNA Subcommittee meetings.

## **Section H. Program**

### **Responsibilities:**

1. Hold regular Subcommittee meetings in order to listen to all tapes/CD's submitted through registrations or to the P.O. box.
2. Select three main speakers no later than nine months prior to the convention in order to give them time to accept and make arrangements to

attend the convention. These speakers will be Friday, Saturday, and Sunday. These main speakers will receive a complimentary room, full registration packet and travel expenses when needed. Travel expenses will be based on availability of funds. Select one backup speaker in the event that one of the main speakers cannot attend at the last minute. Any other speakers chosen will not be compensated other than the pure privilege of sharing the message and should be notified that no accommodations will be provided.

3. Suggested clean time requirements:

(a) Main speakers: six years (main speakers should be from outside the Knoxville Area).

(b) Workshop speakers: three years.

(c) Workshop Chairpersons: nine months.

4. Select topics, speakers, and Chairpersons for workshops. Balance of workshops to be selected topics (minimum two speakers for each workshop).

5. Make sure that speakers and workshop Chairpersons use NA terminology.

6. For workshops, read only two NA readings, the Clarity Statement, and the Press Statement.

7. Determine workshop schedule. Make sure speakers check in one hour before speaking.

8. Workshop speakers and Chairpersons should be in the room fifteen minutes prior to the starting time of the workshop.

9. Select a pool of members to be ready to speak or Chair at workshops in the event the scheduled speaker or Chairperson fails to show up.

10. All workshops, speaker meetings, and marathon meetings are non- smoking. Determine if electronic cigarettes are allowed by the hotel.

11. Determine main speaker meetings and banquet hours.

12. Saturday night meeting:

- (a) Chaired by the KACNA Subcommittee Chairperson.
- (b) Read all NA readings and Press Statement.
- (c) Make any special announcements before the meeting.
- (d) Recognize the KACNA Subcommittee members.
- (e) Introduce speaker. Speaker to speak approximately 60 - 75 minutes.
- (f) Clean time countdown.
- (g) Close with the Serenity Prayer.

13. Contract for all workshops and speaker meetings to be recorded. Bring three bids from recording companies and bring one recommendation for the KACNA Subcommittee to approve as a whole.

14. Submit a working program schedule no later than six months to the KACNA Subcommittee prior to the convention and provide updates as needed.

15. Attend all KACNA Subcommittee meetings.

## Section I. KACNA Budget Outline

### KACNA ADMINISTRATIVE COMMITTEE

**INCLUDES:** Chair, Vice-Chair, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, and Hotel Liaison

#### **ITEMS TO BE INCLUDED BUT NOT LIMITED TO:**

Printing charges, postage, printing supplies, and computer supplies for Treasurer (ink or paper), P.O. Box rental, liability insurance (if required), bank account charges, and hotel charges.

### KACNA SUB-COMMITTEES

**HOSPITALITY:** Kitchen preparation materials, refrigerators, delivery of any food product, all food, condiments, paper products, coffee (if served), and coffee brewing fee (if coffee is served)

**MERCHANDISE:** T-shirts, jackets, cups, mugs, sweat shirts, hats, screen charges, delivery charges, shipping charges, artwork charges, or any other items or charges approved by the KACNA Committee as a whole.

**ARTS & GRAPHICS:** Printing charges for flyers (includes pre-Convention flyers), programs, and all merchandise, all banner preparations and charges for making banner, printing of numbered tickets for banquet and all entertainment function tickets.

**REGISTRATION:** Phone calls, numbered confirmation cards (based upon last 2 Conventions), all items for registration packets.

**ENTERTAINMENT:** Price for contracting any entertainment such as: DJ, Karaoke, and Smiley Faces Show.

**FUNDRAISING:** Cost for fundraising events.

**CONVENTION INFORMATION:** Postage or bulk mailing charges, local meeting lists in Hospitality Suite)

**PROGRAM:** Airline tickets (if funds are available), extra rooms outside of block, Basic Texts, and Readings.

**Article XX.**

**Recovery On The Ridge (ROR)**

The Purpose of the ROR subcommittee is to coordinate and conduct the annual Recovery Campout. This Campout is a fundraiser for the Volunteer Regional Convention (VRC). The Campout is held by NA members to bring our membership together in a celebration of recovery and to carry the message to the addict who still suffers. Meetings, workshops, and activities are scheduled to encourage unity and fellowship among our members and to help newcomers learn and understand our fellowship, the Twelve Steps and the Twelve Traditions of Narcotics Anonymous.

**Section A. Qualifications and responsibilities of the ROR Subcommittee**

1. The desire and willingness to serve for approximately twelve months, generally from one month following the previous Campout until the ongoing Campout business has concluded.
2. Times and resources necessary to carry out their functions of their Trusted Servant positions. This includes attendance at all ROR Subcommittee meetings and availability during the Campout.
3. Voting members of the Subcommittee shall be the elected Administrative Committee members and the Campout Subcommittee Chairpersons. The Vice-Chair of a Subcommittee may vote in the absence of the Subcommittee Chairperson. Quorum consists of 51% of the Administrative and Subcommittee Chairpersons. If a voting member misses more than two consecutive ROR Subcommittee meetings without notice on the third consecutive meeting missed, that position becomes open and a new member may be selected by the Committee to fill the position.
4. The ability to communicate and organize.
5. Agree to date, sign, and submit to the ROR Treasurer a copy of the Memorandum of Financial Responsibility as provided by the Treasurer. This document will be held in the KANA archives.
6. Any proceeds generated by the Campout exceeding the \$5000.00 seed money will be surrendered to the KANA ASC in the form of a written check to the Volunteer Regional Service Committee.

7. No member shall serve in any elected Trusted Servant position on more than two consecutive Campouts.

8. Never misappropriated NA Funds.

## **Article XXI. Administrative Committee member's qualifications and responsibilities**

### **Section A. Chairperson**

#### Qualifications:

1. Two years of continuous abstinence from all drugs.

#### Responsibilities:

1. Facilitate the ROR Subcommittee meetings and establish quorum in order to conduct business.

2. Attend all KANA ASC meetings and provide a report of the progress of the Subcommittee.

3. One of the cosigners on the ROR bank account. Eligible cosigners to include Vice-Chairperson, Secretary, and Treasurer. When two cosigners are married or involved with each other, only one may be a cosigner.

4. Vote only in the event of a tie.

5. Establish a monthly meeting place and time.

6. Call "special" ROR emergency meetings if needed. During these meetings only emergency matters will be discussed and quorum must still be met in order for business to proceed.

7. May in times of inclement weather or threatening travel conditions postpone the Subcommittee meeting and inform members thereof.

8. Train Vice-Chairperson in the performance of the Chairpersons' duties.

9. To state and put to vote all questions that legitimately come before the Subcommittee as motions and protect the assembly from any obviously frivolous or dilatory motions by refusing to recognize them.

10. Sets budget timelines and communicate the importance of timely budget submissions. All line-items must be approved by the ROR Subcommittee as a whole. Total Campout budget should include an estimated amount of profit.

11. Contact the KANA ASC Treasurer and request copies of the last two Campout's financial data from the archives.

12. Make a final report of the results of the Campout to the KANA ASC no later than two months after the conclusion of the Campout.

13. Conduct meetings with impartiality and fairness.

14. In the event of the resignation of an Administrative Committee member, the ROR Subcommittee Chairperson shall appoint an interim Administrative Committee member until the proper nomination and election procedure can be followed. The appointee shall be someone other than the members currently holding an elected Trusted Servant position on the Subcommittee and have qualified experience for the position needing to be filled and be willing to date and sign a Memorandum of Financial Responsibility form.

15. Call upon prior year's Subcommittee members for support and experience.

16. Delegate the responsibility of obtaining location bids and subsequent negotiations.

17. Attend all ROR Subcommittee meetings.

## **Section B. Vice-Chairperson**

### Qualifications:

1. Eighteen months of continuous abstinence from all drugs.

### Responsibilities:

1. Be prepared to assume the duties of the Chairperson in his/her absence.
2. Serve as interim Chairperson of any Subcommittee if there is not an elected Trusted Servant in that position.

3. Attend all ROR Subcommittee meetings.

### **Section C. Secretary**

#### **Qualifications:**

1. Suggested one year of continuous abstinence from all drugs.
2. Must have computer experience, defined as word processing for reports and email distribution skills.

#### **Responsibilities:**

1. Be prepared to assume the duties of the ROR Chairperson in the absence of the Chairperson or Vice-Chairperson.
2. Keep an accurate record of the proceedings in the ROR Subcommittee meetings, to include regular and “special” meetings.
3. Maintain a file of all Administrative Committee members and Subcommittee Chairperson’s reports submitted and turn over to the KANA ASC at the conclusion of the Campout to be kept in the archives.
4. Distribute copies of the minutes to each member of the Administrative Committee and Subcommittee Chairpersons. Copies of the minutes should be sent out no later than ten days after each meeting.
5. Maintain a current attendance record.
6. Make available all blank forms in regards to motions and reports at every ROR Subcommittee meeting.
7. Train the Alternate Secretary as to the performance of the Secretary’s duties.
8. Contact the KANA ASC Secretary to collect any ROR correspondence.
9. Open all mail at the Subcommittee meeting and forward all funds to the ROR Treasurer and all Campout registrations to the Registration Subcommittee Chairperson.
10. Forward all speaker tapes/CD’s to the Program Subcommittee Chairperson.

11. Attend all ROR Subcommittee meetings.

#### **Section D. Alternate Secretary**

##### Qualifications:

1. Suggested nine month of continuous abstinence from all drugs.

##### Responsibilities:

1. Assume the duties of the Secretary in his/her absence.
2. Assist the Secretary in the performance of his/her duties.
3. Assist the Vice-Chairperson and record information, as needed, in regard to his/her liaison duties with the Subcommittees.
4. Attend all ROR Subcommittee meetings.

#### **Section E. Treasurer**

##### Qualifications:

1. Three years of continuous abstinence from all drugs.
2. Previous service experience as Treasurer of a home group, Area Service Committee, or Regional Service Committee.
3. Never misappropriated NA Funds.

##### Responsibilities:

1. To be the custodian of the Subcommittee's funds as received from the ASC, home groups, or other NA sources.
2. To be a cosigner on the Subcommittee's bank account and always be one of the cosigners on any ROR check.
3. To make a report of all receipts and disbursements at each regular Subcommittee meeting and attach a copy of the ROR bank account statement with the account number redacted.
4. To make a full financial report at the conclusion of the Campout.
5. To disburse funds as necessary in accordance with the Subcommittee's decisions when funds are available.

6. Provide necessary change during the Campout.
7. Maintain the financial record book(s) and have the current information on hand at each ROR Subcommittee meeting for verification and review when requested.
8. Train the Alternate Treasurer as to the performance of the Treasurer's duties.
9. Provide a money pickup form with carbon copies to be used in Registration, Merchandise, or any other Subcommittee involved with handling funds during the Campout.
10. Provide a current financial report and copy of the bank statement with the account number redacted and make available for every KANA ASC meeting to be delivered by the ROR Chairperson or Vice-Chairperson.
11. Attend all ROR Subcommittee meetings.

**Section F. Alternate Treasurer**

**Qualifications:**

1. Two years of continuous abstinence from all drugs.
2. Never misappropriated NA funds.

**Responsibilities:**

1. Be prepared to assume the duties of the Treasurer in his/her absence.
2. Assist the Treasurer in the performance in his/her duties as requested.
3. Assist as needed in the collection of funds at all special events and provide accountability for those funds.
4. Attend all ROR Subcommittee meetings.

## **Article XXII. Subcommittee Chairperson's Qualifications and Responsibilities**

### **Qualifications:**

1. Two years of continuous abstinence from all drugs.
2. Must be fully available onsite during the Campout or have responsible replacement approved by the ROR Chairperson.
3. Adhere to budget outline.
4. Never misappropriated NA funds.

### **Section A. Hospitality**

#### **Responsibilities:**

1. Recruit volunteers to help out in the kitchen before, during, and after the Campout.
2. Be prepared for successful operation of the kitchen during the Campout.
3. Arrange for purchase and delivery of all food, coffee, necessary condiments, and supplies to be provided in the kitchen.
4. Attend all ROR Subcommittee meetings.

### **Section B. Merchandise**

#### **Responsibilities:**

1. Obtain bids from three merchandise suppliers. Make every effort to avoid conflict of interest in the merchandise purchases. Members of NA should be allowed to compete-bid, but must have the lowest bid to get the contract/work.
2. Make sure to have the original invoices for the ROR Treasurer and all payments will be made with checks from the ROR bank account to the vendors.
3. All items selected, as well as total quantities ordered, must be approved by the ROR Subcommittee as a whole.

4. Use NA World Service licensed vendors to sell NA merchandise.
5. Staff the Merchandise area. Volunteers must have one year of continuous abstinence from all drugs and have never misappropriated NA funds. Volunteers must sign a Memorandum of Financial Responsibility form to be allowed to work in the Merchandise area.
6. The ROR Subcommittee as a whole must approve hours of operation.
7. The Merchandise Area staff must be in place thirty minutes before the scheduled opening time to be prepared to conduct business.
8. Provide an inventory count at the end of each day to the ROR Treasurer for accountability. Provide final inventory count before the items are returned over to the KANA ASC.
9. A Merchandise Subcommittee member must count the money at every pick up by the Treasurer, sign a money pick up form provided by the Treasurer, and receive a carbon copy for their final report.
10. Work with the Treasurer to have enough change for merchandise sales.
11. Sell merchandise at approximately a 100% markup. For example, if the total cost of a t-shirt is \$4.90, sell it for \$10.00. Be sure to include all costs such as artwork and delivery of merchandise when determining selling price.
12. The outgoing Merchandise Chairperson will distribute leftover merchandise to the KANA ASC to be sold at Area functions. Any funds generated by those sales will be turned over to the KANA ASC Treasurer.
13. Attend all ROR Subcommittee meetings.

### **Section C. Arts & Graphics**

#### **Responsibilities:**

1. Prepare artwork for flyers, program, and all merchandise. Choosing the logo and theme is the responsibility of the ROR Subcommittee as a whole.
2. Ideas should be submitted in a timely manner.

3. Bring three bids for preparing the Campout banner for approval by the ROR Subcommittee as a whole and when approved have the banner prepared. Solicit the conscience of the Subcommittee to decide on the size of the banner.

4. Bring three bids for printing of the program for approval by the ROR Subcommittee. Work closely with the Program Subcommittee to get the information as soon as possible. Bring a rough draft of the Campout program to the ROR Subcommittee meeting no later than two months before the Campout. Proofreading is the key.

5. Attend all ROR Subcommittee meetings.

#### **Section D. Registration**

##### Qualifications:

1. Preferably have some experience with computers or be able to keep precise records of registrations.

##### Responsibilities:

1. Maintain records of all registrations.

2. Work with the KANA ASC Secretary to receive registrations from the P.O. box.

3. Provide recommendations four months prior to the Campout as to what items will be included in the registration packets.

4. Prepare registration flyers and include a space for newcomer donations. Bring suggested registration cost proposal along with projected budget to the ROR Subcommittee for approval.

5. Staff the Registration booth. Volunteers must have one year of continuous abstinence from all drugs and never misappropriated NA funds to work in the Registration booth. Volunteers must fill out a Memorandum of Financial Responsibility form. Available ROR Administrative Committee members must be present to assist the team in peak times for registrations.

6. Prepare a mailing list of all registrants to pass on to the next ROR Subcommittee Chairperson for the next Campout. Do not insert the meal tickets in the packets. Write on the outside of the packet the name of the

individual, how many tickets have been prepaid, and give them their tickets when they pick up their packets. Keep all tickets secured until they are picked up or sold.

7. Prepare a list for registrants to record their clean time for the clean time countdown.

8. Attend all ROR Subcommittee meetings.

### **Section E. Activities**

#### **Responsibilities:**

1. Provide activities for the Campout. Plan, staff, and supervise the activities. The ROR Subcommittee as a whole must approve all activities. Care should be taken not to schedule too many activities at the same time.

2. Obtain volunteers to help hang banners, etc. Banners are to be turned in at the next ROR Subcommittee meeting for storage.

3. Attend all ROR Subcommittee meetings.

### **Section F. Fundraising**

#### **Responsibilities:**

1. Encourage and work with all of the groups within KANA to have fundraising events. Maintain a list of fundraising dates so they do not conflict with one another.

2. Arrange for Treasurer or Alternate Treasurer to be on hand to collect funds at events.

3. Attend all ROR Subcommittee meetings.

### **Section G. Program**

#### **Responsibilities:**

1. Hold regular Subcommittee meetings in order to listen to all tapes/CD's submitted through registration or to the P.O. box.

2. Select speakers.

3. Select topics, speakers, and Chairpersons for workshops.

4. Make sure that speakers and workshop Chairpersons use NA terminology.
5. Determine workshop schedule.
6. Workshop speakers and Chairpersons should be in the room fifteen minutes prior to the starting time of the workshop.
7. Select a pool of members to be ready to speak or Chair at workshops in the event the scheduled speaker or Chairperson fails to show up.
8. Schedule main speaker meetings and mealtime hours.
9. Saturday night meeting:
  - (a) Chaired by the ROR Subcommittee Chairperson.
  - (b) Read all NA readings.
  - (c) Make any special announcements before the meeting.
  - (d) Recognize the ROR Subcommittee members.
  - (e) Introduce speaker.
  - (f) Clean time countdown.
  - (g) Close with the Serenity Prayer.
10. Contract for speaker meetings to be recorded if budget allows. Bring three bids from recording companies and submit one recommendation for the ROR Subcommittee to approve as a whole.
11. Submit a working program schedule no later than thirty days prior to the Campout. Provide updates as needed.
12. Attend all ROR Subcommittee meetings.

## **Section H. RECOVERY ON THE RIDGE BUDGET OUTLINE**

### **ROR ADMINISTRATIVE COMMITTEE**

**INCLUDES:** Chairperson, Vice-Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer.

**ITEMS TO BE INCLUDED BUT NOT LIMITED TO:**

1. Printing supplies (ink and paper for printing of minutes and Treasurer reports).
2. Bank account charges.
3. Campground charges.

### **ROR SUBCOMMITTEES**

**HOSPITALITY:** Kitchen preparation materials, all food, condiments, paper products, and coffee supplies.

**MERCHANDISE:** Items for merchandise sales (i.e. t-shirts, sweatshirts, coffee mugs, etc.), screen charges, shipping charges, artwork charges, or other items as approved by the ROR Subcommittee as a whole.

**ARTS & GRAPHICS:** Printing charges for registration flyers, programs, all charges pertaining to printing of banner, and printing of meal tickets.

**REGISTRATION:** All items for registration packets.

**ACTIVITIES:** Any charges for contracting any type of activity or entertainment such as a DJ, etc.

**FUNDRAISING:** Costs for fundraising events.

**PROGRAM:** Any charges relating to travel for speakers.

**Article XXIII. H&I Guidelines**

- I. Definition and Purpose
- II. Functions of the KANA H&I Subcommittee
- III. Subcommittee Trusted Servant Positions
  - a. Chairperson
  - b. Vice-Chairperson
  - c. Secretary
  - d. Panel Coordinator
  - e. Panel Leader
  - f. Panel Members/ Speakers
- IV. General Information

## **I. Definition and Purpose**

“The purpose of a Hospitals and Institutions Subcommittee is to carry the N.A. message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I panels, except for those in longer term facilities are intended to simply introduce those attending to some of the basics of the N.A. program.” WSO H&I Handbook.

The H&I subcommittee of KANA is a group of men and women from the fellowship of NA who believe in the concept “To assure that no addict seeking recovery need die without having had the chance to find a better way of life, from this day forward may we better provide the necessary services.”

This concept should always be our primary purpose. So that when an addict who is housed in a correctional institution, hospital, or recovery house reaches out for recovery, Narcotics Anonymous will be there.

This subcommittee of KANA shall be directly responsible to KANA and ultimately to the members we serve.

## **II. Functions of the KANA H&I Subcommittee**

- A. To communicate information and to disburse literature to and from all institutional panels through their panel representatives.
- B. To conduct a monthly business meeting
- C. To provide an H&I service representative to the Area and Regional levels.
- D. To conduct H&I orientations as needed.

### **III. Subcommittee Trusted Servant Positions**

A steering committee of officers shall consist of a Chairperson, Vice Chairperson and Secretary. The Vice Chairperson and Secretary are to be elected by a majority vote of eligible voters of the H&I Subcommittee. The Knoxville Area of Narcotics Anonymous will elect the H&I Chairperson. It is suggested that all trusted servants of this subcommittee serve a one year term.

#### **Chairperson**

Suggested two years clean time, plus a minimum of one year activity in H&I work. Responsibilities include:

1. Bring before the general meeting of the subcommittee matters that should be acted upon by the subcommittee.
2. Carry out policies and orders for the subcommittee.
3. Attend area service committee meetings and prepares a monthly report for the ASC.
4. Attend regional H&I subcommittee meetings.
5. Prepares a monthly agenda for subcommittee meetings.

#### **Vice Chairperson**

Suggested one year clean time, plus a minimum of six months activity in H&I work. Responsibilities include:

1. Assuming the responsibilities of the Chairperson in the event of their absence.
2. If the Chairperson position becomes vacant, serves as the chair until confirmed by the ASC or until a new chair is elected.
3. Helps the chairperson keep proceedings orderly.
4. Coordinates new panels.
5. Leads bi-monthly Orientations.
6. Maintains all hospital, institution and recovery house guidelines, rules and regulations.
7. Fills in if any trusted servant positions are vacant.

### **Secretary**

Suggested requirements are nine months clean time plus a minimum of three months activity in H&I Work. Responsibilities include:

1. Takes an accurate set of minutes of each monthly meeting and makes them available at the beginning of the next monthly meeting.
2. Maintains a list of all panel leader and trusted servants along with their contact information.
3. Maintains an ongoing file of all correspondence and minutes.
4. Orders literature for all H&I meetings with the help of the KANA Treasurer.

### **Panel Coordinator**

The Panel Coordinator is elected as needed by the H&I subcommittee. The requirements are one year abstinence from all drugs, a strong message of NA and six months involvement in the area H&I subcommittee. The coordinator should attend all regular H&I subcommittee meetings, and is responsible to maintain a regular and ongoing link of communication with all of the facilities we take H&I meetings into.

### **Panel Leader**

Suggested nine months of clean time and a minimum of three months service commitment at the group level. They should be qualified and assigned by the H&I Subcommittee and also be cleared by the institution whenever necessary. Responsibilities include:

1. Attends and gives a report at regular subcommittee meetings. If they are unable to attend they must notify either the Chair or Panel Coordinator in advance of the meeting.
2. Is familiar with the committee and institutional guidelines and regulations.
3. Accepts responsibility for the conduct of any speakers taken into the institution and instruct said speakers in advance regarding the regulations of the institution being served. Also goes over the do's and don'ts with panel members for the specific institution as written in the WSO H&I Handbook.

### **Panel Members/ Speakers**

Suggested six months clean time in NA. See General Rules of Conduct.

#### **IV. General Rule of Conduct**

- A. Use of vile or profane language is prohibited
- B. Unless previously approved by the institution, nothing will be given to or taken from an inmate or a patient including messages or telephone numbers.
- C. To avoid possible conflicts of interest, a panel leader or member will not serve at an institution at which they are employed.
- D. No Panel Leader will interfere, use influence, or make promises in any institutions, courts, hospitals, nor with any patients, inmates, Judges, Doctors, Probation or Parole officers. We carry only the message of recovery through the practice of the spiritual principles, 12 Steps and 12 Traditions of NA.
- E. Provocative dress or behavior is inappropriate of an NA panel.

#### **V. General Information**

- A. No Narcotics Anonymous panel regularly conducted under the auspices of the Subcommittee shall be held in any institution, except under the direct supervision of the Panel Leader
- B. Length of clean time required by the institution is to be rigidly upheld by all H&I committee members.

These guidelines were written with the sole intention of assisting us in carrying the message to the confined addict who still suffers. We trust that these guidelines will serve to give direction and some clearly defined parameters within which to operate

**KNOXVILLE AREA OF NARCOTICS  
ANONYMOUS MEMORANDUM OF FINANCIAL  
RESPONSIBILITY**

**To include: Knoxville Area Convention of Narcotics  
Anonymous Recovery on the Ridge**

**I, \_\_\_\_\_, a Trusted Servant of the Fellowship for the Knoxville Area of Narcotics Anonymous agree to use properly and keep safe any money or other asset entrusted to me by the Fellowship of NA.**

**I agree to avoid mixing Fellowship money with my own money or the money of anyone else.**

**I agree to use Fellowship money or other assets only as directed by the Fellowship of NA.**

**I agree that if I misappropriate or misuse Fellowship money or other assets because of my personal negligence or dishonesty that I will accept full responsibility for their replacement.**

**I agree that as a Trusted Servant I serve as a volunteer and will not be paid for my work.**

**While in service at any time or if I am removed from service I agree to promptly turn over any Fellowship money, assets, records or any other Fellowship property. I have agreed to follow and adhere to the Knoxville Area Service Committee Anti-Theft Policy.**

**Signed, \_\_\_\_\_ (Trusted  
Servant) Date: \_\_\_\_\_  
Print name: \_\_\_\_\_**

**Received by KANA ASC OFFICER: \_\_\_\_\_  
DATE: \_\_\_\_\_  
TITLE: \_\_\_\_\_**

**This document was created to implement the KANA Anti-Theft Policy.  
This agreement shall be held in the KANA archives.**

## **KANA ASC ANTI-THEFT POLICY**

**The 11<sup>th</sup> Concept for NA Service establishes the sole absolute priority for the use of NA funds; to carry the message. The 12<sup>th</sup> Concept gives the Knoxville Area of Narcotics Anonymous Area Service Committee a mandate from the NA groups that call for total financial accountability. With this in mind, any misuse of funds by KANA Trusted Servants cannot be tolerated.**

**Should any KANA ASC Administrative Committee Member, Subcommittee Chair/Vice-Chair, or KANA ASC Committee Member, or any other KANA Trusted Servant be found to have misappropriated, or misused NA funds, the presiding Officer of the KANA Area Service Committee immediately upon calling the KANA ASC meeting to order, must fully disclose the alleged misuse of funds and the individual(s) involved. Any member accused of misuse of funds may exercise their 10<sup>th</sup> Concept right to redress at this time.**

### **KANA AREA SERVICE COMMITTEE ACTION:**

**The KANA ASC, once informed of the alleged misuse of funds, may remove the individual(s) involved “with cause” by a 2/3 vote. Should the KANA ASC remove a member with cause, said individual(s) participation within the KANA ASC is immediately terminated.**

**Additionally, any member removed by the KANA ASC for misappropriation of funds may not hold an elected seat on the KANA ASC or any Subcommittees thereof for a period of four (4) years.**

### **RESTITUTION:**

**Individual(s) removed for misappropriation of funds are expected to make full restitution of all KANA ASC funds within a ninety (90) day period from the time of misappropriation. Should a member removed for misuse of funds fail to make full restitution,**

**said member, may be subject to criminal and/or civil prosecution by the KANA Area Service Committee.**





