

## **Beehive Area Unity Subcommittee Policy**

### **I. Description**

The Unity Committee is a standing subcommittee of the Beehive Area and is responsible for promoting NA unity within the Beehive and surrounding Areas. The unity subcommittee is not a for profit fundraising committee and is separate from the Convention and Activities committee.

### **II. Purpose**

The purpose of the Unity Committee is to improve communication and promote NA unity throughout the Beehive and surrounding areas by holding and supporting events, publishing flyers and practicing open communication.

### **III. Membership**

Officers:

1. Chairperson – elected by the ASC.
2. Vice-Chairperson – elected by the subcommittee. 3. Secretary – elected by the subcommittee
4. Treasurer - elected by the ASC.
5. Event Coordinator – elected by the subcommittee.
6. Communication Coordinator – elected by the subcommittee.
7. Any member of the Beehive Area wishing to promote unity.

### **IV. Voting**

The following have automatic voting privileges:

1. Any member of the Beehive Area
2. The Unity chairperson may only vote in the event of a tie.

### **V. Nominations and Elections:**

#### **Nominations:**

1. Nominations for subcommittee officers shall be held in July of each year.
2. The subcommittee shall send a nominee for chairperson to the BHASCNA annual elections.
3. Nominations may be made by any voting member of the subcommittee and require a second by another voting member.
4. The nominees must be present at the time of nomination to qualify themselves and answer questions from the subcommittee pertaining to the nomination.

#### **Elections:**

1. Elections shall be held in August of every year in the same manner as the BHASCNA. (Responsibilities will be assumed in September)
2. Nominees must be present and may be subject to further questions prior to vote.
3. Simple majority of votes cast, including abstentions, is required to elect the nominee.
4. Special elections may be held to fill vacancies for a remainder of the present term.
5. Members may only serve in the same position for two (2) full consecutive terms.

## **VI. Duties and Qualifications of Officers A.**

### **Chairperson:**

#### Duties:

1. Conducts subcommittee meetings with a firm and loving hand.
2. Prepares the agenda.
3. Ensures that the Twelve Traditions, Twelve Concepts, the Guide to Local Services and Area policies and any applicable World Service bulletins are upheld during all subcommittee activities.
4. Is a member of the BHASCNA, and reports the subcommittee's activities to the BHASCNA.
5. Reports back from the aforementioned bodies to the subcommittee.
6. Coordinates subcommittee cooperation (event dates, support, and communication) with the BHASCNA and surrounding areas.
7. Can only vote in the event of a tie.

#### Qualifications:

All qualifications for a subcommittee Chairperson are set by the BHASCNA.

### **B. Vice Chairperson:**

#### Duties:

1. Assists Chairperson in conducting the meeting and performing other Chairperson duties as needed.
2. Prepares the budget for subcommittee approval.
3. Chairs ad-hoc committees set up the subcommittee.
4. Chairs subcommittee meeting in absence of Chairperson.

#### Qualifications:

1. Two (2) years continuous clean time.
2. NA sponsor and Beehive area home group.
3. Service experience on the group, area or regional levels
4. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts and the Guide to Local Service.

### **C. Secretary:**

#### Duties:

1. Keep accurate minutes of all subcommittee meetings.
2. Maintains an archive of past minutes and correspondence for reference.
3. Chairs subcommittee meeting in absence of Chair and Co-Chair.

#### Qualifications:

1. Six (6) months continuous clean time.
2. Six (6) months service experience on the group, area or regional level.
3. NA sponsor and Beehive area home group.
4. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts and the Guide to Local Service.
5. Simple business experience required to fulfill commitment.

**D. Treasurer:**

Duties:

1. Maintains an accurate record of all financial dealings.
2. Reports to the sub-committee the financial status of the committee as well as all events.
3. Handles all monies.
4. Notifies the sub-committee in the event funds on-hand are in excess of the prudent reserve.

Qualifications:

Must meet the qualifications set by the BHASCNA.

**E. Event Coordinator:**

Duties:

1. Works closely with the Communication Coordinator, BHASCNA, and surrounding areas to confirm that there is never a conflict with any scheduled events.
2. Responsible for coordinating any unity committee events (locating the facility and entertainment, transportation to support other areas events, etc.).

Qualifications:

1. One (1) year continuous clean time.
2. Six (6) months service experience on the group, area or regional level.
3. NA sponsor and NA home group.
4. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts and the Guide to Local Service.

**F. Communication Coordinator:**

Duties:

1. Works closely with the Event Coordinator, BHASCNA, and surrounding areas to confirm that there is never a conflict with any scheduled events.
2. Responsible for communication with surrounding areas regarding all upcoming NA events and providing flyers or a calendar for upcoming events to the Unity Chairperson for distribution at area service.

3. Responsible confirming that all area events are posted to the MARSCNA.org website and checking the website for other areas events.

Qualifications:

1. One (1) year continuous clean time.
2. Six (6) months service experience on the group, area or regional level.
3. NA sponsor and home group.
4. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts and the Guide to Local Service.
5. Access to a computer.

## **VII. Operational Procedures**

1. This subcommittee shall adhere to the Twelve Traditions, Twelve Concepts, Any Beehive area service committee policies that affect this committee, The Guide to Local Service, and any applicable World Service Bulletins.
2. The event coordinator must utilize the other committee members when negotiating any contract issues regarding monies.
3. The Unity Chairperson and/or the Treasurer is required to be present at all events involving money and is responsible for collection and custodianship of all unity funds and must have two signatures verifying any profits raised by the Unity subcommittee.
4. All funds that are in excess of the operational costs of any event go to the BHASCNA.
5. Approval for all events must be passed by the BHASCNA.
6. Confirmation of "no-conflict" concerning events in the surrounding area must be done.

## **VIII Functions**

1. The Unity Committee shall meet in regular session monthly.
2. This subcommittee meeting shall be conducted according to the "Revised Robert's Rules of Order" as specified in the Guide to Local Service.
3. The Chairperson may call additional meetings as necessary.
4. Each regular subcommittee meeting shall be opened with a moment of silence followed by the Serenity Prayer, reading of the Twelve Traditions and the Concepts.
5. Minutes shall be recorded at each meeting and available to all subcommittee participants.
6. Debate on motions will be limited to three (3) minutes per member and to two (2) pros and two (2) cons. Discussion shall be limited to fifteen (15) minutes for each motion.

## **IX Meeting Agenda:**

1. Meeting is opened with a moment of silence followed by Serenity Prayer.
2. Reading of the Twelve Traditions and Twelve Concepts.
3. Secretary reads past minutes: additions, deletions, corrections and approval.

4. Introduction of agenda
5. Order of reports: Chair / Treasurer / Communications / Events
6. Nominations / Elections
7. Old Business
8. New Business
9. Open Forum (announcements and discussions)
10. Close meeting with a moment of silence followed by the Serenity Prayer.