

GUIDELINES

GUIDELINES **OF THE NARCOTICS ANONYMOUS OF SAN DIEGO CENTRAL AREA** **MERCHANDISE SUBCOMMITTEE**

ARTICLE I

NAME

The name of this committee shall be Narcotics Anonymous of San Diego Central Area Merchandise Committee.

ARTICLE II

OBJECT

Section 1. The object of this Committee shall be to create and sell Merchandise produced by and for the Central Area.

ARTICLE III

MEMBERS

Section 1. This Committee shall have two (2) classes of members only, that of Voting, the other of Non-Voting. Only voting members shall have voting rights. No person shall hold more than one membership in a class or combination of classes.

Section 1.1 Voting Members – The Voting members of this Committee shall consist of members who attended two (2) consecutive meetings. Voting rights begin at the second meeting. Voting Members may retail merchandise with a maximum allotted \$100.00 inventory from total inventory on-hand. A sales accountability form shall be submitted at each subcommittee meeting along with money collected from any sales.

Section 1.2 Non-Voting Members – The Non-Voting members of this Committee shall be the Chairperson and members without voting rights as defined in Section 1.1 of this Article.

Section 2. There shall be no fees or dues for membership.

ARTICLE IV

OFFICERS

- Section 1. The officers of this Committee shall be a Chairperson, Vice-Chairperson, Secretary, and Treasurer.
- Section 2. The Central Area Service Committee at the annual meeting held in November shall elect the office of Chairperson of this Committee. The Committee shall elect all other officers.
- Section 3. The officers shall serve for one (1) year or until their successors are elected, and their term of office shall begin at the start of the regular meeting following the meeting at which are elected.
- Section 4. No officer shall hold more than one (1) office at a time, and no officer shall be eligible to serve more than two (2) terms consecutively in any one office.
- Section 5. An election to fill a vacancy in the office of Chairperson shall occur within specific parameters as set by the Central Area Service Committee. Elections to fill vacancies in all other offices as provided in Section 1 of this Article, shall occur within two (2) regular meetings after the vacancy arises or at such time when a nominee can be selected. In the case of a vacancy in the office of Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson until the start of the regular meeting following the election of a Chairperson.

ARTICLE V

- Section 1. It is the duty of the Chairperson of this committee
1. To open the meeting at the appointed time by the chair and calling the meeting to order, having ascertained that a quorum is present.
 2. To announce in proper sequence the business that comes before the committee.
 3. To recognize members or observers who are entitled to the floor.
 4. To expedite business in every way compatible with the rights of members and observers who are entitled to the floor.
 5. To decide all questions of order, the subject to appeal unless, the Chairperson prefers to submit such a question to the committee for decision.
 6. To respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the Committee.

7. To declare the meeting adjourned when the Committee so votes or, whereby applicable, at a prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.
8. To arrange the agenda for each meeting.
9. To take monthly and annual reports at the regular meetings of the Central Area Service Committee.
10. To Receive request from the Central Area Service Committee for Merchandise designs.

Section 2. It is the duty of the Vice-Chairperson of this Committee:

1. In the absence of the Chairperson, to serve as Chairperson.
2. To coordinate special projects.
3. To assist the Chairperson in preparing the annual report.

Section 3. It is the duty of the Secretary of this Committee:

1. In the absence of the Chairperson and the Vice-Chairperson, to call the meeting to order.
2. To keep a record of all proceedings of the Committee.
3. To maintain the Committee files and archives.
4. To make the minutes and records available to members upon request.
5. To distribute copies of the minutes to each officer and member of the next meeting.

Section 4. It is the duty of the Treasurer of this Committee:

1. In the absence of the Chairperson, Vice-Chairperson, and the Secretary to call the meeting to order.
2. To maintain all records with regards to inventory and money for that said inventory.
3. To safeguard and maintain an assigned Regional bank account with check writing privileges. Perform monthly audits with bank statements provided and balance this account.
4. To make available all records to the Chairperson and Committee members upon request.
5. To coordinate merchandise sales tax payments to RSO, from inventory sold on a quarterly basis. Sales tax payments shall be in accordance with “SDICRSONA Reporting & Paying Sales Tax For Your Committee” package.

ARTICLE VI

MEETINGS

- Section 1. The regular meetings of the committee shall be held on the First (1st) Tuesday of each month at 6:00 p.m. unless otherwise ordered by the committee.
- Section 2. The regular meeting preceding the ASC annual meeting shall be for the purpose of nominating officers and preparing the Annual Reports.
- Section 3. A quorum shall be established with at least three (3) voting members present, provided there are three (3) active committee members.

ARTICLE VII

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules Of Order shall govern the committee in all cases to which it is applicable and in which they are not inconsistent with these guidelines and any special rules of order the committee may adopt.

ARTICLE VIII

AMENDMENTS OF GUIDELINES

These Guidelines may be amended by an established quorum vote at any regular meeting, provided that exact wordings of the amendment has been submitted in writing and announced at the previous regular meeting.