

San Francisco Unity Day Working Group Guidelines

I. DEFINITION

Unity Day Working Group Positions:

▪ Coordinator	2 years clean time
▪ Co-Coordinator	2 years clean time
▪ Secretary	6 months clean time
▪ Accounting Assistant	2 years clean time
▪ Food Coordinator	2 years clean time
▪ Snack Bar Coordinator	2 years clean time
▪ Merchandise, Arts & Graphics Coordinator	2 years clean time
▪ Program Coordinator	1 year clean time
▪ Registration Coordinator	2 years clean time
▪ Logistics Coordinator	1 year clean time
▪ Assistant Logistics Coordinator	6 months clean time
▪ Volunteer Coordinator	6 months clean time
▪ Day Care Coordinator	6 months clean time

II. PURPOSE

- a. To carry a clear NA message to the suffering addict
- b. To sponsor unity among the San Francisco Area Groups and NA as a whole
- c. To provide an atmosphere where an addict can learn about NA and the responsibilities of the fellowship

III. RESPONSIBILITIES

- a. Plan Unity Day
- b. Be fully accountable to the SFASC through the Event Sub-Committee (ESC) for its actions
- c. Provide the ESC an accurate accounting of all monies for audit purposes
- d. Inform the ESC of all planned events
- e. Provide summary to the ESC for the purpose of ESC Chair's ASC report
- f. Publicize and promote events through accepted channels of communication. (i.e. flyers, NA website, regional calendar, area meeting schedules, meeting announcements, etc)
- g. Conduct a Narcotics Anonymous meeting in conjunction with every event
- h. Provide NA approved literature at every event
- i. Handle money in a prudent and frugal manner
- j. Annually review operating budget

IV. FUNCTIONS

- a. Holds regularly scheduled business meetings
- b. Holds specialty meetings when necessary
- c. Conducts business meetings in an orderly and respectful manner
- d. Follows Unity Day Working Group guidelines
- e. Keeps written minutes of each business meeting available for reference
- f. Vote on motions on the table
- ⇒ g. Have motions for all checks written submitted in written form
- h. Works to ensure that administrative office positions are filled
- i. Cooperates and coordinates with other working groups and subcommittees when necessary
- j. Cooperates and coordinates with other areas when necessary

- k. Contracts with event sites when necessary
- l. Contracts with vendors when necessary
- m. Decides on events by motion

V. OPERATIONAL PROCEDURES

Business Meeting Decorum Statement

Always keep in mind the primary purpose of Narcotics Anonymous ("to help the addict who still suffers") when making decisions for the Unity Day Working Group. Please respect the Coordinators's privilege to call on members at his or her discretion. Please respect others opinions and questions. Please refrain from language that is offensive or inflammatory or demeaning. Use the rules of debate as tools not weapons. Encourage full participation by all those in attendance. Once the meeting is under way, only one matter will be before the committee at any time and no other discussion is in order. Please respect the Coordinator's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

a. Business Meetings

- i. The Unity Day Coordinator will set the agenda for each meeting
- ii. Those in attendance can make additions to the agenda
- iii. Minutes of previous meeting will be made available at every meeting
- iv. At least one copy of the SFASC, ESC and SFUD guidelines should be available
- v. A quorum of 50% + 1 of the elected officers shall be established to conduct business
- vi. The Co-Coordinator shall determine if quorum exists and report it to the Coordinator before conducting any business
- vii. During the meeting if it is determined that quorum no longer exists, any active motions must be tabled and the Unity Day Working Group will not conduct any further business
- viii. Business should be conducted using an adaptation of the Robert's Rules of Order
- ix. Group consensus should be used to reach decisions whenever possible
- x. The Unity Day Coordinator can call special meetings
- xi. The SFASC and JAC will be informed of any special meetings whenever possible via the ESC Chair
- xii. For special meetings, 50% +1 more of the officers of the Unity Day Working Group must be in attendance to conduct business
- xiii. Always check the Area and Regional Calendar when planning events

b. Events

- i. All Unity Day officers are expected to attend the entire Unity Day event from set up to post event clean up
- ii. Event sites will be returned to the condition in which they were found or better
- iii. Extra food that is perishable shall be donated if possible
- iv. All monies (7th tradition, merchandise, food) collected will be handed over to the Accounting Assistant at the end of the event or as soon as possible
- v. Officers are expected to be present for set up and cleanup activities at all Unity Day events
- iv. Officers will meet at the beginning of each event and throughout the event as needed

c. Money Handling and 7th Tradition

i. Budget

- 1. San Francisco Unity Day's budget will be determined by the UDWG and approved at the ESC meeting

ii. Money Handling

1. Only Unity Day officers and Trusted Servants known to the committee should handle money
2. All Officers and Trusted Servants shall return event money in their possession to the Accounting Assistant immediately after an event or as soon as possible
3. Two or more Unity Day Officers will count event money

d. Voting, Motions and Elections

Debate Limits

Debate is the formal exchange of views on any idea. Unless otherwise specified, debate on motions is usually limited to two or three "pros" and two or three "cons". Speakers addressing a motion in debate usually have 2 or 3 minutes in which to speak their minds.

i. Voting Participants

1. All Unity Day officers may vote
2. Trusted Servants/Members who attend their second consecutive Unity Day meeting may vote
3. SFASC and ESC Representatives may not vote as it can lead to a conflict of interest
4. The Unity Day Coordinator only votes to break a tie

ii. Voting Procedures

1. Only Voting Participants can vote on matters motioned or presented to the Unity Day Working Group
2. A quorum of 50% +1 of elected officers shall be established to conduct business
3. A simple majority vote is: more votes in support of than against a motion. Tie votes are not a simple majority
4. A 2/3's majority is required to pass any matter of policy (i.e. changes to the guidelines, matters referred by the SFASC, matters referred by the RSC, removal of an Officer, and stated policy guidelines)
5. A simple majority vote is required to pass any non-policy matters
6. Abstentions are not counted when determining majority vote counts and are considered a decision to not participate, not counted as a vote for or against

iii. Ad Hoc Voting Decisions

At times it may be necessary to make voting decisions outside of business meetings. It can be done by phone, over the internet or e-mail or may occur on-site at an event. This type of voting should have no fewer than 50% +1 of elected officers to make a voting decision. As many officers as can be contacted in a reasonable amount of time should come together to reach a consensus. This type of voting should only happen if the matter is of the utmost urgency.

iv. Motions

1. Motions can be made either verbally or written
2. Motions involving money will always be in writing and recorded in the minutes

3. Motions can only be made by Unity Day Working Group officers
4. The Unity Day Working Group Coordinator cannot make motions

V. Elections

1. Regular elections are to be held during the 1st regularly scheduled meeting after the committee is formed
2. Coordinator is to be nominated by the UDWG and voted on at the ESC meeting
2. Members can either volunteer for a position or be nominated by another member
3. Members have the right to sit in on any discussion pertaining to their qualifications prior to the election to that office
4. Officer positions are elected by a simple majority vote
5. Alternates do not automatically fill the primary position they were alternates for, they must be elected by a simple majority vote
6. When time to vote for an Officer position, the member(s) running for the position will leave the voting area and a vote will be taken

VI. ELECTED OFFICERS

a. General Requirements for Elected Officers

- i. Perform the duties listed in these guidelines
- ii. Have willingness to serve which requires giving of time, resources, and energy as necessary
- iii. Meet or exceed clean time recommendations
- iv. Attend all regularly scheduled meetings unless excused absence has been previously arranged or an emergency arises
- v. Attend all scheduled events, arriving early to help with set up; remain for the duration of the event; and help with clean-up, unless excused absence as been previously arranged or an emergency arises
- vi. Responsible to inform the working group when they expect to be absent from a regularly scheduled meeting or a scheduled event
- vii. Become familiar with the Twelve Traditions of Narcotics Anonymous
- viii. Become familiar with the Twelve Concepts of Service in Narcotics Anonymous
- ix. Become familiar with the Unity Day Working Group guidelines
- x. Become familiar with the SFASC guidelines
- xi. Become familiar with the ESC guidelines
- xii. Become familiar with the Guide To Local Service
- xiii. Take no independent action without the direction of the Unity Day Working Group
- xiv. Working group members are defined as any person who has attended two consecutive meetings and identified themselves as a member. The right to vote begins on the second consecutive meeting
- xv. All meetings are open to interested members of Narcotics Anonymous but only the persons defined as officers and members of the working group shall be entitled to vote

b. Elected Officer Duties, Responsibilities and Requirements

Note: These elected positions are for a term of one year. Members having served one year in a position are eligible to serve a second consecutive term in the same position.

i. Coordinator – 2 years clean time

1. Have prior Area level service experience
2. Prepare agenda for, lead and direct business meetings
3. May be responsible for signing contracts

4. Be impartial and express no opinion on motions being debated on the floor
 5. Attend the monthly ESC meeting
 6. Oversee and coordinate officer duties at the events
 7. Find suitable persons to fill vacant officer positions
 8. Be ultimately responsible for set-up/clean-up operations at events
 9. Verify all monies collected at events with the Accounting Assistant, responsible for double checking totals with Accounting Assistant
 10. Responsible for head count of participants at the events
- ii. Co-Coordinator – 2 years clean time.
1. Should have prior service experience within the NA service structure.
 2. Assume the Coordinator's responsibilities in their absence.
 3. Primarily responsible for signing contracts
 4. Assist with logistics at the event
- iii. Secretary – 6 months clean time
1. Record minutes of the business meetings, including motions, in writing
 2. Be the keeper of the working group archives
 3. Provide copies of the previous meetings minutes at each meeting
 4. Write and send working group letters and communication
 5. Responsible for obtaining all insurance requirements for events
 6. Responsible for office supplies at the event
 8. Assist the Registration Coordinator at the Registration Table at the event
 9. Work with the Program Coordinator to determine literature needs
- iv. Accounting Assistant – 2 years clean time
1. Should have prior service experience within the NA service structure
 2. Oversee cash handling at events, which includes passing of the 7th Tradition
 3. Be responsible for admission price signage at the events
 4. Be the primary money handler and money coordinator at the event
- 6 Be the gatekeeper of Working Groups accounting
- a. Accounting documentation
 - b. Turn in all receipts
7. Coordinate with Event Sub-Committee Treasurer through budget request forms for funds for Working Group events
8. Turns in to Events Treasurer, the following
- a. Monthly income statement
 - b. Event income statement after each event
9. Manage petty cash
- a. Petty cash request form
 - b. \$200 limit per event
 - c. Unused funds to be returned to ESC Treasurer at completion of event
 - d. All receipts to be turned into the ESC Treasurer
6. Provide an accurate and current Accounting Assistant report at all regular meetings
- v. Merchandise, Arts & Graphics Coordinator (M.A.G.)– 2 years clean time
1. Should have prior service experience within the NA service structure
 2. Obtain at least 2 bids from outside vendors for merchandise approved by the committee
 3. Keep a written inventory of merchandise
 4. Provide written reports of merchandise sales, expenses and inventory
 5. Be responsible for developing logos, art work, flyer layout, and contents of registration package with the Registration Coordinator
 6. Be responsible for merchandise vendor coordination and signage at the event

7. Work with Registration and Program Coordinators for event badges and programs
 8. Maintain up to date sellers permit and bring permit to all events
- vi. Food Coordinator – 2 years clean time
1. Should have prior experience within the NA service structure
 2. Develops dinner menu, budget and pricing
 3. Be primary purchaser of refreshments supplies
 4. Transport refreshments supplies to and from events
 5. Return unused non perishable supplies to the ASC office
 6. Prepare written budgets of anticipated cost of refreshments related to the events
 7. Keeps accurate records and summarizes sales data after the event
 8. Coordinates volunteers for serving dinner at the event
 9. Ensure main dishes include a vegetarian alternative at events
- vii. Snack Bar Coordinator – 2 years clean time
1. Should have prior experience within the NA service structure
 2. Assist Food Coordinator when needed
 3. Develop menu and budget for the snack bar
 4. Purchase all snack bar items
 5. Assist with transportation and purchase of refreshments supplies to and from events
 6. Return unused non perishable supplies to the ASC office
 7. Keeps accurate records and summarizes all sales data after the event
 8. Coordinate volunteers to run the snack bar at the all SFUD events including Unity Day
- viii. Program Coordinator – 1 year clean time
1. Should have prior experience within the NA service structure
 2. Select speakers with a clear NA message and with Working Group approval for events
 3. Create meeting format for events (fundraiser events, main speaker, topic meetings at event etc.)
 4. Works with working group to develop and schedule workshops and meeting topics
 5. Works with Logistics Coordinator to identify meeting room requirements
 6. Obtains names and contact info for all potential speakers
 7. Provides check in-assistance to secretaries and speakers at the event
 8. Ensures that all meetings begin and end on time
 9. Coordinate with taping vendor on site to ensure all preparations are set up before all meetings begin
 10. Assists the working group to choreograph main speaker meeting; arrange readers, countdown, ushers, newcomer ceremonies, book donations and raffle
- ix. Registration Coordinator – 2 years clean time
1. Should have prior experience within the NA service structure
 2. Assist working group to develop newcomer policies, registration pricing, pre-registration pricing etc
 3. Coordinates pre-registration ticket sales and preparation of registration packets with MAG Coordinator
 4. Develops registration & ticket sale procedures for working group approval
 5. Coordinates and trains volunteers for the registration table
 6. Coordinates all dance ticket sales, dinner ticket sales, raffle and auction sales and registration packet sales on the day of the event
 7. Keeps accurate records and summarizes sales data after the event

- x. Logistics Coordinator – 2 years clean time
 - 1. Should have prior experience within the NA service structure
 - 2. Scout out and secure event sites with working group approval
 - 3. Be familiar with contractual agreements and negotiations
 - 4. Be liaison for all on-site personnel and security
 - 5. Coordinate and oversee security for Unity Day
 - 6. Provide all logistics related signage for the event
 - 7. Assist with all set-up/clean-up duties
 - 8. Be responsible for meeting room set up/break down for event
 - 9. Be responsible for creating and maintaining a smoking area at the event
 - 10. Oversee condition of space throughout the event; where people are parking and smoking, cleanliness, neighborhood impact, etc
- xi. Assistant Logistics Coordinator – 1 year clean time
 - 1. Assist Logistics Coordinator with duties
 - 2. Assist other officers with signage at the event
 - 3. Touch base with other officers throughout event for needs to be communicated to the Logistics coordinator
- xii. Volunteer Coordinator – 6 months clean time
 - 1. Should have prior experience within the NA service structure
 - 2. Be responsible for recruiting additional help for the event
 - 3. Be responsible for following up with volunteers before the event
 - 4. Coordinate volunteers with individual officers at the event
 - 5. Keep a roster of event volunteers
 - 6. Assist with the transport of refreshment supplies to/from the events
 - 7. Work with the Co-Coordinator on volunteer coordination
- xiii. Day Care Coordinator – ^{1 year} 6 months clean time
 - 1. Should have prior experience within the NA service structure
 - 2. Assists the working group to develop childcare budget and procedures
 - 3. Plans activities for children, purchases or obtains games and other supplies
 - 4. Schedules, and coordinates day care volunteers and parents
 - 5. Requests that all parents volunteer 1 hour of service
 - 6. Ensures at least one CPR certified person is in the day care at all times
 - 7. Ensures at least two CPR certified persons are available all day

VII. POLICY

- a. Receipt Policy
 - i. Receipts for expenses should be given only to the Accounting Assistant
 - ii. Receipts submitted for reimbursement shall have the date, reason, recipient name and the check number on the receipt and turned into the ESC Treasurer via the UD Coordinator or the UD Accounting Assistant
 - iii. Receipts submitted after 90 days may not be honored with payment at the discretion of the committee
 - iv. Discounts extended at event must be discussed and approved by the working group prior to the event. Any discount should be noted on receipts
- b. Absenteeism Policy
 - i. An officer will be removed from their position if they are absent without excuse from 2 scheduled meetings during their term. An officer that has been removed can return to the working group with a majority vote
 - ii. An officer with a combination of absences from regularly scheduled business meetings or events whose number is greater than 5 will be deemed ineligible to serve

on the working group for the remainder of their term. An officer that has been removed can return to the working group with a majority vote

c. Officer Removal Policy and Procedure

i. Grounds for removal of an Officer include but are not limited to the following:

1. Relapse
2. Absenteeism
3. Theft
4. Inappropriate conduct
5. Misappropriation of funds

ii. Officer Removal Procedure

Note: The Officer in question need not be present during the removal procedure.

1. The Working Group shall first determine that an Officer in question should be ineligible to serve out their term on the working group by simple majority vote
2. A written motion shall be recorded in the meeting minutes which states the following: "Motion (or I move) that the person holding the position of (officer position) be deemed ineligible to serve out their term for the following reason (state the reason)"
3. After the motion is made and seconded, debate may occur, followed by a vote
4. If the motion passes; then another motion is made that states the following "Motion (or I move) to remove the person currently holding the position of (officer position)"
5. After the motion is made and seconded, a vote shall be taken (no debate). It must be a two-thirds majority vote to pass
6. If the motion passes then the working group will notify the Officer as soon as possible
7. If the officer position is responsible for money, literature, merchandise or other working group items, the working group as a whole must make every effort to recover these items as soon as possible
8. If the motion does not pass, the Coordinator will then give verbal warning to the Officer in question
9. If the Officer is put up for removal again during the same term the working group will proceed immediately to the motion to remove the person from the Officer position

d. Children attending events

- i. The working group shall allow children ages 0-12 years into the event free of charge.

e. Newcomers, Outside Programs and Hardship cases

- i. The working group shall determine pricing for newcomers, outside programs, and hardship cases prior to the event. (See receipt policy)
- ii. Newcomers are those people will less than 30 days of continuous clean time
- iii. If a group from an outside program wants entrance to a paid event, their designated chaperon will be negotiated with to determine the price of admission to the event
- iv. If a case of a hardship is determined, the Coordinator, Co-Coordinator and Refreshments Coordinator shall determine conditions for entrance to the event and eating privileges
- v. Merchandise will not be discounted for newcomers, outside programs, or hardship cases

- f. **Security**
 - i. The primary duty of the security personnel is to assist with crowd control at the event
 - ii. Security is not to be considered police action
 - iii. The Logistics Coordinator, Asst. Logistics Coordinator, Coordinator and or Co-Coordinator will contact the security personnel to handle any onsite security issues and not deal with those issues personally

- g. **Volunteers**
 - i. Volunteers considered part of the Unity Day Working Group shall not handle money unless clean time requirements are met
 - ii. The Volunteer Coordinator will be the primary coordinator of volunteers at events
 - iii. Volunteers can be from outside the San Francisco Area

- h. **Record Keeping**
 - i. The working group shall maintain a copy of all meeting minutes which include all motions
 - ii. Eighteen months of historic records should be kept available for review
 - iii. Each event should have its own record of historic documents, budget, and electronic media
 - iv. Receipts submitted for reimbursement shall have the date, reason, recipient name, motion # and the check number

- i. **Merchandise**
 - i. Merchandise themes that could be perceived as risqué, or sexual in nature or that could be construed as stereotyping of a group of people should be avoided
 - ii. Themes and logos require a majority vote by the working group

- j. **Vendors and Entertainers**
 - i. Whenever possible, a minimum of two bids should be sought for vendors and entertainers
 - ii. Contracts with vendors or entertainers should be signed by the Coordinator or the Co-Coordinator
 - iii. Entertainers should be able to provide for the working group a resume of their accomplishments and customer testimonials

- k. **Budget**
 - i. The Unity Day Working Group shall review their budget and accounting processes annually

San Francisco Unity Day Event Check List

<u>Item</u>	<u>Officer(s) assigned</u>
Cashbox	Accounting Assistant
Money Counter	Accounting Assistant
Start up money	Accounting Assistant
Baskets for 7 th Tradition	Accounting Assistant
Money Bags	Accounting Assistant
Calculator	Accounting Assistant, Secretary
Meeting Formats (main and topic)	Program
Meeting Readings	Program
Literature	Program
Books, IP's chips	Program
Decorations	Secretary, Logistics, Program
Office Supplies	Secretary
tape, scissors, pens pencils magic markers, notepad, rubber bands	
Merchandise	Merchandise
Shirts or anything other UD merchandise for sale	
Tables	Everyone supplies for themselves unless site provided
Area Banner	Chair
Signage	Logistics, Co-Coordinator
Directional, Mtg rooms, Daycare, Smoking Area, Quiet Please	
PA system	Coordinator, Co-Coordinator
Generator (if needed)	Co-Coordinator
First Aid kit	Secretary
Tickets	Accounting Assistant
Stamp pad	Accounting Assistant
Badges	Registration
Cooking items	Refreshments
Cleaning items	Refreshments
Ashtrays	Logistics
Tool Box	Logistics, Co-Coordinator
Hammer, Screwdriver, Pliers, Rope, String, Staple gun	

Motion Table

You want to:	You say:	Interrupt?	Second needed?	Debate?	Amend?	Vote?
Close the meeting	I move to adjourn/close the meeting	No	Yes	No	No	Majority
Take a break	I move to recess for	No	Yes	No	Yes	Majority
Register a complaint	I rise to a question of privilege	Yes	No	No	No	None
Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
Close debate	I move to call the question	No	Yes	No	No	2/3rds
Limit or extend debate	I move that debate be limited/extended to	No	Yes	No	Yes	2/3 rd
Postpone to a certain time	I move to postpone the motion until	No	Yes	Yes	Yes	Majority
Refer to committee	I move to refer the motion to	No	Yes	Yes	Yes	Majority
Modify wording of a motion	I move to amend the motion by	No	Yes	Yes	Yes	Majority
Kill a motion	I move that the motion be postponed indefinitely	No	Yes	Yes	Yes	Majority
Bring Business before the committee	I move that/to	No	Yes	Yes	Yes	Majority
Enforce Rules or guidelines	Point of order	Yes	No	No	No	None
Request for Information	Point of information	Yes	No	No	No	None
Cancel previous action	I move to rescind	No	Yes	Yes	Yes	2/3rds