SOUTHERN CALIFORNIA REGIONAL ACTIVITIES COMMITTEE OF NARCOTICS ANONYMOUS - *SUGGESTED GUIDELINES*

[Approved 15 February 2026]

I. STATEMENT OF PURPOSE

The purpose of the Southern California Regional Activities Committee of Narcotics Anonymous (SCRACNA) is to:

A. Provide activities for the N.A. Fellowship that promotes unity and celebration within the Region.
B. Act as a liaison between each of the Areas Activities Committees and their functions.

II. ATTENDANCE AND INVOLVEMENT

Regional Activities should be attended by at least one representative from each area within the Southern California Region of Narcotics Anonymous and any and all elected members of the Activities Committee itself. The Regional Activities Committee is sponsored by service committees of members of Narcotics Anonymous, they should always conform to the N.A. Steps, Traditions and Concepts of Service and reflect our primary purpose of carrying the message to the addict seeking recovery.

III. REGIONAL SUBCOMMITTEES

This Activities Committee is a committee of the Southern California Regional Service Conference, and its purpose is to successfully conduct business and plan events in the Southern California Region.

IV. REGIONAL ACTIVITIES COMMITTEE MEETINGS

All Committee meetings will take place on the first Wednesday of each month at the Regional Service Office at 7:30 P.M. The meeting will *only* be available on SCRSCNA virtual platform only for the (4) outlying areas (No Exceptions). The meetings will follow the current edition of Robert's Rules of Order. The purpose of these meetings is to share information regarding the planning and execution of each of the Regional Activities including but *not limited to*; New Year's Eve celebration, Southern California Regional Assembly Workshop (SCRAW), H & I Learning Day, NA Birthday Celebration, Youth Committee [Clean Not Dead] event, and Regional Campout. Care and concern should be exercised during the planning process to involve as many groups and individuals as possible.

V. REGIONAL ACTIVITIES COMMITTEE MEMBERS

The Regional Activities Committee is made of up of members of Narcotics Anonymous and consists of an Executive Committee, Coordinators, one (1) representative from each of the areas in the Southern California Region and Members-At-Large.

Executive Committee positions are as follows:

A. Chairperson
B. Vice-Chairperson
C. Treasurer
D. Vice-Treasurer
E. Secretary
F. Co-Secretary

Coordinator positions are as follows:

A. Arts and Graphics Coordinator
B. Calendar Coordinator
C. Calendar Co-Coordinator
D. Hospitality Coordinator
E. Hospitality Co-Coordinator
F. Flier Coordinator
G. Program Coordinator

Suggested requirements and qualifications for the Executive Committee, Coordinators and Members-At-Large are to have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service, a willingness to devote time and resources as necessary, the ability to exercise patience and tolerance, active participation in Narcotics Anonymous and be an active voting member of SCRACNA.

A. Chairperson: Five (5) years of continuous clean time and at least one (1) year of service experience on a Regional Activities level.

B. Vice-Chairperson: Four (4) years of continuous clean time and at least one (1) year of service experience at a Regional Activities level.

C. Treasurer: Five (5) years of continuous clean time, two (2) years of service experience and one (1) year of service experience on a Regional Activities level. Accounting experience is strongly recommended.

D. Vice-Treasurer: Four (4) years of continuous clean time, two (2) years of service experience and one (1) year of service experience at a Regional Activities level. Accounting experience is strongly recommended.

E. Secretary: Two (2) years of continuous clean time and one (1) year of service experience on any level.

F. Co-Secretary: Two (2) years of continuous clean time and (6) six months of service experience on any level.

G. Coordinators: Two (2) years of continuous clean time, one (1) year of service experience at a Regional Activities level.

H. Members-At-Large: Attend two (2) consecutive meetings of the Regional Activities Committee.

VI. ACTIVITIES COMMITTEE ELECTION of OFFICERS

Election of Officers and Coordinators will be based on the above-suggested requirements, qualifications, and experience. Other requirements and qualifications can be added only if a majority of the voting members feel it is necessary. Elections will be held in December of each year. When a position has been vacated, the election of the new officer will be conducted at the next meeting. In the event that the Chairperson's position becomes vacant the Vice-Chairperson will reside as Chairperson until a new Chairperson can be voted in. When a new Key Executive, Chair, Vice-Chair, Treasurer, and/or Vice Treasurer is elected, a separate set of minutes of election should be drafted for the purpose of changing signers on the SCRACNA bank account. These separate set of minutes shall include name and address of the committee members, the full date of the meeting, and the full legal names of the newly elected Key Executive, Chair, Vice-Chair, Treasurer, and/or Vice Treasurer.

VII. THE EXECUTIVE COMMITTEE

The Executive Committee carries out the conscience of the overall committee. It functions as the administrative committee of the Regional Activities Committee and holds periodic and special committee meetings/ad hoc meetings. Its function is to ensure that the various areas and committees work together and to assist any area or committee that may need extra help. No member of the Executive Committee may serve more than two consecutive terms in the same position. It is not necessary for the Executive Committee to involve itself directly in the specific workings of each coordinator. The members of the Executive Committee will discuss the performances of the coordinators, as well as the budgets for each of the Regional Activities and other matters which will affect the Regional Activities Committee. The results of these discussions are included in reports at the Regional Activities Committee meetings.

The duties and requirements of the Executive Committee are as follows:

A. The Chairperson shall:

1. Have (5) years of continuous clean time and at least one (1) year of service experience on a Regional Activities level.
2. Attend all SCRACNA meetings and functions.
3. Preside over all SCRACNA meetings.
4. Provide an agenda for the SCRACNA meetings.
5. Be a co-signer on the SCRACNA bank account.
6. Oversee all SCRACNA functions.
7. Attend all Southern California Regional Service Conference meetings, which are held on the third Sunday of each month at 1:00 p.m. Regarding Easter or Father's Day the meeting will be held on the 3rd Saturday.
8. Be a liaison between Regional Activities and the Regional Service Conference.
9. Submit a written report, including the Treasurers report, attendance sheet, Calendar report to the SCRACNA. Report the Activities of the Region and Areas.
10. Audit the SCRACNA books on an annual basis in December with the new Chair pro tem.
11. Arrange an audit with the BOD Controller to be done with chair, vice chair, treasurer, and vice treasurer.
12. Contact possible facilities for each event.
13. Submit three (3) bids to the committee for final approval for each event.
14. Negotiate and prepare the contract for each event, making sure it is signed by the appropriate RSO board member. Provide a copy of all signed contracts for archives.
15. Follow up with the facility, to ensure that all arrangements are confirmed and make sure both sides meet the contract criteria.

B. The Vice-Chairperson shall:

1. Have four (4) years of continuous clean time and at least one (1) year of service experience on a Regional Activities level.
2. Attend all SCRACNA meetings and functions.
3. Perform the duties of the Chairperson in their absence.
4. Be a co-signer on the SCRACNA bank account.
5. Assist the Chairperson in overseeing all SCRACNA functions.
6. Assist and work closely with all coordinators.
7. Chair all SCRACNA Ad-hoc committee meetings.
8. Audit the SCRACNA books on an annual basis in December with the new Vice chair pro tem.
9. Contact facilities for each event.

10. Submit three (3) bids to the committee for final approval for each event.
11. Negotiate and prepare the contract for each event, making sure it is signed by the appropriate RSO board member. Provide a copy of all signed contracts for archives.
12. Follow up with the facility, make all arrangements, and make sure both sides meet the contract.

C. The Treasurer shall:

1. Have five (5) years of continuous clean time and at least two (2) years of service experience and one (1) year of service experience at a Regional Activities level. Accounting experience is strongly recommended.
2. Attend all SCRACNA meetings and functions.
3. Keep a record of all cash flow in and out of the bank.
4. Be a custodian/key executive of the SCRACNA bank account.
5. Be a cosigner on the SCRACNA bank account.
6. Be the custodian of the SCRACNA Venmo account.
7. Disperse any funds with the approval of the committee.
8. Submit a monthly financial report at the beginning of each monthly SCRANA and a meeting. This report shall consist of:
    a) A detailed balance sheet.
    b) A detailed income statement reported in “financial activity” events order.
    c) It detailed bank reconciliation, balancing the bank statement to the balance sheet.
    d) A written budget for each current SCRANA event.
    e) Keep a current/signed record of the trusted servants financial services acknowledgement of money handling waivers.
9. Forward the treasurer's report to the secretary for submission to the committee if unable to attend the meeting for any reason.
10. Prepare sales tax form on all merchandise sold and submitted to the RSO with any necessary payment on the quarterly basis.
11. Prepare the books for the annual audit in December.
12. Prepare and submit a fiscal year-end financial report at the last business meeting of the SCRSCNA.

D. The Vice Treasurer shall:

1. Have four (4) years of continuous clean time and one (1) year of service experience on a Regional Activities level.
2. Attend all SCRACNA meetings and functions.
3. Perform the duties of the treasurer in their absence.
4. Be a cosigner on the SCRACNA bank account.
5. Assist the treasurer in preparing the books for the annual audit in December.
6. Assist the treasurer in preparing and submitting a fiscal year-end financial report at the last business meeting of the SCRACNA bank account.

E. The Secretary shall:

1. Have two (2) years of continuous clean time and one (1) year of service experience on any level.
2. Attend SCRACNA meetings and functions.
3. Record, type and distribute minutes at each SCRACNA meetings and submit those minutes to the regional-activities-southern-ca-na@googlegroups.com and scrnamemberwebsite@googlegroups.com
4. Conduct roll call at each meeting and keep a current record of attendance within 14 days after SCRACNA meeting.
5. Send out notices of any kind including, but not limited to, minutes, flyers, and any other information to the outlying areas not in attendance within 14 days after any SCRACNA meeting.
6. Keep and update file of all persons and places contacted in coordinating all SCRACNA functions.
7. Keep a current email roster of all SCRACNA participants.
8. Keep a current/signed record of the trusted servants financial services acknowledgement of money handling.
9. Have access to computer.
10. Provide an extra copy of all documents for archives.

F. The Co-Secretary shall:

1. Have two (2) years of continuous clean time and 6 months of service experience on any level.
2. Attend SCRACNA meetings and functions.
3. Record, type and distribute minutes at each SCRACNA meeting and submit those minutes to the regional-activities-southern-ca-na@googlegroups.com and scrnamemberwebsite@googlegroups.com
4. Conduct roll call at each meeting and keep a current record of attendance within 14 days after SCRACNA meeting.
5. Send out notices of any kind including, but not limited to, minutes, flyers, and any other information to the outlying areas not in attendance within 14 days after any SCRACNA meeting.
6. Keep and update file of all persons and places contacted in coordinating all SCRACNA functions.
7. Keep a current email roster of all SCRACNA participants.
8. Keep a current/signed record of the trusted servants financial services acknowledgement of money handlers.
9. Have access to computer.
10. Provide an extra copy of all documents for archives.

VIII. COORDINATORS

Coordinators shall have two (2) years of continuous clean time and one (1) year of service experience at a Regional Activities level.

A. Arts & Graphics Coordinator shall:

1. Attend all SCRACNA meetings and functions.
2. Present all artwork to the committee for approval for each event.
3. Prepare all artwork for printing, merchandise and any other medium.

B. The Calendar Coordinator shall:

1. Attend all SCRACNA meetings and functions.
2. Maintain the original wall calendar at the SCRSO.
3. Maintain and distribute a current regional calendar listing for all regional approved events.
4. Maintain a current listing of how many calendar states each area has used within the calendar year.
5. Maintain communication with the regional website committee.

C. The Co- Calendar Coordinator shall:

1. Attend all SCRACNA meetings and functions.
2. Maintain the Regional Wall Calendar at the SCRSO.
3. Maintain and distribute a current regional calendar listing for all regional approved events
4. Maintain a current listing of how many calendar dates each area has used within the calendar year.
5. Maintain communication with the regional website committee.
6. Assume all responsibility of the calendar coordinator is absent.

D. The Flier Coordinator shall:

1. Attend all SCRACNA meetings and functions.
2. Proofread and indicate corrections as necessary on all fliers for guideline requirements before submitting to the SCRACNA voting body.
3. Make sure all regional distributed flyer are for approved events.
4. Organize and distribute flyer to each area at the monthly regional activities meeting.
5. Verbally reinforce flyer guidelines each month, by reading the "11 Steps to Flyers".
6. Check with the RSO to ensure that all regional distributed approved events are insured.

E. The Hospitality Coordinator shall:

1. Attend all SCRACNA meetings and functions.
2. Coordinate volunteers at each event to make coffee, greet people, sell refreshments, etc.
3. Oversee inventory and purchase supplies for events
4. Organized transportations of all activities supplies to and from all SCRACNA events.

F. The Hospitality Co-Coordinator shall:

1. Attend all SCRACNA meetings and functions.
2. Coordinate volunteers at each event to make coffee, greet people, sell refreshments, etc.
3. Oversee inventory and purchase supplies for events
4. Organized transportations of all activities supplies to and from all SCRACNA events.
5. Assumes the responsibility if hospitality coordinator is absent.

G. The Program Coordinator shall:

1. Attend all SCRACNA meetings and functions.
2. Review and submit at least three (3) bids for any DJ, band, or other entertainment necessary for events to be approved by SCRACNA.
3. Coordinate SCRACNA members to review and submit speakers for meetings and/or workshops according to operational guidelines [X: 1-6].

IX. OPERATIONAL GUIDELINES

A. Committee Officers and Coordinators shall serve for a term of one (1) year. All Committee Officers and Coordinators may succeed themselves in office, but none may serve more than two (2) consecutive terms in a particular office. (Except the treasurer and vice treasurer who shall serve (2) year terms for each position).

B. Committee Officers and Coordinators will be removed or suspended by the Executive Body if at any time they are found in conflict with the Policies set by the SCRACNA or if they are in conflict with the Twelve Traditions or Twelve Concepts of Service. In the event an Officer or Coordinator misses two (2) consecutive meetings of the SCRACNA they will be automatically removed from office.

C. Each area should elect or appoint one (1) Area Representative and one (1) Alternate Representative. At least one (1) Representative from each Area should be in attendance throughout the entirety of each SCRACNA meeting to ensure communication with the other Areas and shall stay for the duration of the meeting. Any member leaving the meeting early or arriving later than 8:00 PM shall be considered absent from that meeting. Each representative votes for their Area, clears dates and flyers for their Area's Entertainment functions, and helps promote unity.

   i. Any area having no activities committee shall be represented of the SCRACNA meeting at two consecutive meetings of the SCRACNA to be considered active.
   ii. On the second consecutive meeting (or communication by outlying area; see subsection V), an Area becomes active.
   iii. In the event that an Area is ***absent*** from or has ***not*** communicated at two (2) consecutive meetings, that Area shall be considered inactive and shall be considered active again when the second consecutive meeting is attended, (or communication received by outlying area; see subsection W).

D. The SCRACNA shall hold regular monthly meetings at the Southern California Regional Service Office on the first Wednesday of each month at 7:30 p.m. Special meetings may be called by a simple majority vote or at the discretion of the Chairperson. Reasonable notice of such special meetings must be given to all Committee members.

E. A quorum at all regular meetings of the SCRACNA shall consist of a simple majority of all active areas registered with the SCRACNA. Once a quorum is established it remains in the duration of the meeting.

F. All votes, unless otherwise defined, shall be a simple majority of the voting body present. All money matters require a 2/3 vote of the voting body present.

G. In matters pertaining to dates, places and times of area functions, the ***Active*** Area Representatives will have one (1) vote *per* area. Only ***Active*** or communicating area representatives may make motions pertaining to dates, places and times of area functions.

H. On all matters, except as defined in (*Section IX: G*), the voting body shall consist of Area Representatives

Members-At- Large, Coordinators, sub-committee Chairpersons and Executive Committee members.

I. With the exception of the outlying areas (*Section IX: V*): if an Area is ***Inactive*** and an ***Active*** Area is in need to share the date, they do not need to ask to share the date with an ***Inactive Area***.

J. All "votes of confidence" given to any member(s) of the Committee for the expenditure of funds must have a dollar limitation on the face of the check or no expenditure can be made.

K. All members handling money must have a minimum of two (2) years' clean time and must sign the Trusted Servants Financial Services Acknowledgement form.

L. All expenditures must be completely documented. Each expense must have a written receipt with the vendor's name, address, telephone number, purchase date, type of service(s) or product(s) received event or purpose authorized for, and an amount paid and balances due, if any. If paid in cash, the name of the SCRACNA member making the payment should be included.

M. Cash expenditures are not to be made over one hundred ($100.00).
    i. Venmo can be used as an instrument of reimbursement.
    ii. Vendor or committee member can request reimbursement via email or at the following committee meeting.
    iii. A written confirmation from Treasurer/Vice Treasurer and Chair/Vice-Chairperson must be submitted before transaction commences. Confirmation can be made at the committee meeting or via email to Secretary.

N. The original bank statement for the SCRACNA bank account will be available to view at each meeting and put into the archives.

O. SCRAW, H & I, and Youth Committee shall submit a written budget within a minimum 90 days prior to their event, for approval.

P. At all SCRACNA events, the Treasurer will oversee all revenues. A cash count will take place a minimum of three (3) times during the course of the event (i.e. start, middle and end); which will include the Treasurer and a minimum of two (2) other committee members; who meet in IX:K).These two (2) other committees members will not be cash takers at any other part of the event (i.e. door opportunity drawing tickets, snacks, t- shirts, etc.).

Q. An Event Report Sheet will be kept for all SCRACNA events (including H & I, SCRAW, Youth Committee events). The Report Sheet will be part of the permanent record of the SCRACNA.

R. For each SCRACNA event only a check will be issued to set up the 'bank'. The bank is only to be used for the purpose of making cash change for cash. Upon the close of the event, the amount of the bank will be taken out of the gross revenues and cash on hand. The bank is never considered an expense or revenue to the event.

S. All revenues of the SCRACNA must be deposited after receiving within four (4) business working days into the SCRACNA bank account. The Treasurer will keep a detailed record of each deposit as a permanent record. A separate deposit will be made for each event. No two (2) events' revenues will be deposited together. If funds cannot be deposited within the next four (4) business days, then the Chairperson and Vice- Chairperson are to be notified immediately by the Treasurer.

T. A maximum of $15,000.00 shall be kept in the SCRACNA bank account. Any monies over the $15,000.00 operational reserve will be given as contribution to the Southern California Regional Service Conference.

U. The SCRACNA checking account shall require two (2) signatures on each check to insure monetary security of the SCRACNA. Two (2) signers on the SCRACNA bank account may not reside in the same household nor shall the payee be a signer on the check.

V. In order to accommodate the four (4) outlying areas (Desert Empire, Eastern Sierra, South Coast and Southern Antelope Valley) in the event that they cannot attend personally, and allow them to actively participate in the SCRACNA they can provide an Area Report including, but not limited to, motions, requests for dates, flyers for approval/distribution, etc.; by a virtual platform for which if need be, obtain Activities own platform account or sending it to the SCRACNA via that Area's Delegate on the third (3rd) Sunday of the month. Only the four (4) outlying Areas listed can participate in this manner.

W. Date Selection Information:
   1. Date selection by order of priority is as follows:
      i. Area Regional Annual Dates
      ii. Area Activity Events
      iii. Southern California Regional Convention Committee
         - Southern California Regional Convention Committee *MUST* communicate with an area if the convention falls on an Area's Annual Date event.
      iv. Southern California Regional Activities Committee Events.
      v. Other Southern California Regional Committees

   2. In the event that an area cancels a date, it then becomes an open date on a first come, first served basis. Areas can only cancel dates up to ninety (90) days prior to the event. If not canceled prior to ninety (90) days before the event, that area shall lose one (1) Regional recognized date.

   3. Each Area and Committee (H&I, Youth Committee, LGBTQ Committee, and PR) will have one (1) Annual Regional date per calendar year. This date may only be shared if the group conscience of that Area's Area Service Committee or Activities Committee agrees to share the date.

   4. Any Area Conventions shall attend the SCRACNA meeting for obtaining dates and will be considered that area's annual date on the calendar.

5. All flyers distributed regionally must be for events on the Regional Calendar and must meet the SCRACNA flyer guidelines (*Section IX: W,9*). Area flyers may only be Regionally distributed at the Regional Activities meeting. Flyers must be approved prior to distribution.

6. Any open date can be reserved on a Regional basis by an Area on a first come, first served basis. The Calendar opens up nine (9) months ahead of time. Any Area(s) wanting to share this date must be granted approval by the Area with the reserved date at a SCRACNA meeting. Approval can be communicated through the SCRACNA Chairperson if the Area with the reserved date is absent.

7. To avoid duplication of events, all Area Representatives and subcommittee liaisons should clear activity dates with the SCRACNA. At the appointed time for its report, each Area or subcommittee liaison may request up to two (2) Regional activity dates per SCRACNA meeting. No Area or subcommittee may have more than [1] Annual Date and [4] Regional dates for Saturday events in a calendar year.

8. Insurance for all Area events needs to be purchased at the time of, or prior to the flyer distribution as well as prior to being uploaded to the regional website.

9. All SCRACNA distributed fliers shall include the following:

    i. The hosting Area's or Subcommittee's Name.
    ii. The date and time of the event.
    iii. The venue's name and address.
    iv. The amount of contributions, if any.
    v. Two [2] contact name and telephone numbers, including all area codes.
        i. (The Regional Website address is suggested at http:\www.todayna.org)
    vi. The nature of the function [i.e.: meeting and dance, etc.]
    vii. The NA logo with the registered trademark, our Service Symbol with the registered trademark, or "Narcotics Anonymous" with registered trademark.
    viii. Neat and simple with suitable artwork.
    ix. NO other logos (i.e.: business, venues, etc.) with the exception of convention fliers.
    x. No mention of outside enterprises or special interest (i.e.: raffles, food drives, religious holidays, names of entertainers or speakers, etc.)
    xi. All hosting Areas *must* purchase insurance before handing out flyers.

Flyer should be presented to the Flier Coordinator for approval prior to distribution. The required number of fliers is a minimum of 2,500 and the recommended number of fliers is 5,000 at the Regional Activities meeting.

X. Selection of Speakers, Leaders and Readers for the functions shall be as follows:
    1. The Speaker(s) shall be active member(s) of N.A. with a minimum of five (5) years' continuous clean time and recovery in Narcotics Anonymous and carries a clear N.A. message.
    2. The Leader(s) shall be active member(s) of N.A. with a minimum of two (2) years continuous clean time and recovery in Narcotics Anonymous and carries a clear N.A. message.
    3. Selected Readers shall be divided up evenly amongst the active Areas whenever possible.
    4. No husband/wife, boyfriend/girlfriend, father/mother, brother/sister, or parent/child shall be permitted to speak, lead, or read during the same scheduled meeting and/or function (except for relationship topic meetings).
    5. No Speaker, Leader or Reader shall be a member of the SCRACNA.

Y. All regional subcommittees working in conjunction with SCRACNA must adhere to the SCRACNA guidelines.
    1. Budgets must be submitted and approved a minimum of three (3) months prior to the event.
    2. Flyers (with purchase of insurance) must be approved and distributed a minimum of three (3) months prior to the event.
    3. The Committee should have a minimum of one (1) representative present at all SCRACNA meetings to act as a liaison. The liaison will submit a report to the body and include a financial report.
    4. After any event, the liaison will submit a final event report sheet for the body and the SCRACNA treasurer within thirty (30) days.

Z. Opportunity Drawings – prizes for opportunity drawings must be in line with the suggestions of the World Service Bulletin and be recovery related.

These guidelines may be waived by a 2/3 majority of the voting body. These guidelines may be amended by 2/3 majority of the voting body (in special meetings of the SCRACNA) and with the approval of the Southern California Regional Conference NA. A four (4) week notice of such a special meeting must be given to all Committee members prior to an attempted change to these guidelines.
It is important to understand that these guidelines are not stern rules, but rather suggestions for the Committee to operate smoothly.

Approved and adopted by the RSC Febuary 15th 2026

Luna H / Vice Chair