

Area 43 Seacoast District 14
Functions Committee By-Laws
(Drafted by Functions Committee May 2018)

Mission Statement: The Functions Committee seeks to *include and encourage the voice of all members* of Alcoholics Anonymous to create welcoming and positive events for current members, newcomers, family members, and guests alike. These by-laws intend to serve as guidelines for future service officers and their Committees to better serve District 14.

Purpose: The purpose of the Functions Committee shall be to plan, arrange, and host events to include: Alcathons, dinners, events, workshops, and dances *for the benefit and unity of all members of Alcoholics Anonymous and their families*. In accordance with our twelve traditions and the principle of anonymity, the Functions Committee respectfully request that there be no photos, videos or recordings at any event.

Meetings and Members:

*Monthly meetings shall be held at such times and places as the committee deems appropriate.

*Additional meetings shall be held at the discretion of the Functions Committee Chair.

*Meetings shall be open to *all AA members* and reasonable efforts shall be made to announce the meeting information so that those who are interested may attend and/or serve on the committee.

*The Functions Outreach Person will communicate with the Webmaster to assure that the Functions Committee meeting information and events are posted on the Seacoast District 14 Website.

*Only members of the Committee may vote at the Committee meetings; *however, input from all attendees* will be considered in discussion prior to a vote.

*No person shall serve on the Functions Committee for more than five (5) years. Members shall not serve in the same position for more than two (2) years. A member may serve again after five (5) years off the Committee.

Functions Committee Officer Duties:

*All committee officers are expected to attend all committee meetings and events, to the best of their ability. If a committee officer is absent from three consecutive meetings without a reasonable excuse, he/she will be relieved of his/her position.

Chairperson>Presides over meetings of the Committee and manages all activities of the Committee. Attends all District meetings and reports back to the Committee any pertinent news. Holds one key to the storage unit. The Functions Chair will secure venues for each event after the committee has voted.

Co-Chairperson>Acts at the discretion (or in place of) the Chairperson. Works in conjunction with the chairperson managing all activities of the committee. This position is considered a “learning” position; allowing the co-chair to take the place of the current Chair upon District elections if he/she desires.

Secretary>Keeps records of Functions Committee meetings and makes copies of the minutes to be distributed at upcoming meeting. Reads minutes aloud to committee at meetings. Also keeps a hard copy of all minutes to be referred to and passed on for the principal of rotation. Maintains a current and accurate phone list for all appointed officers of the Committee.

Treasurer>Will request a draw based upon the Functions Committee budget at the monthly District meeting from the District Treasurer for *each event* and/or miscellaneous needs of the Functions Committee. Will deposit draw into functions committee account at Piscataqua Savings Bank. Will be responsible for assuring all ‘fixed costs’ are covered before any funds are spent on an event. Will shop for (and/or delegate Committee members to shop for) all food, drink, paper goods, and supplies for each event. Will

create a record of cash in, cash out, purpose, and balance. Will collect all receipts for each event.

After each event – The Treasurer will turn in all unused funds, receipts, Seventh Tradition and raffle money to the District Treasurer. The Treasurer will make 50 copies of their written report to be distributed to the GSRs at the District meeting, as well as give an oral report at said meeting. The Treasurer will reimburse all Committee members for service-related expenses upon acquiring a receipt for such expense (ink, printing, gas, copies, etc.) The Functions Treasurer will communicate with the District Treasurer to ensure that our balances are accurate and inform the Functions Chair if there are any discrepancies, to resolve the issue. The Functions Treasurer will make a motion at the District meeting requesting the District reimburse the Functions Committee's prudent reserve should the balance fall below \$500.00.

Outreach>The Functions Committee Outreach person will be responsible for making and distribution of flyers, announcements, artwork posters, and Alcathon time slots to both the District meeting members and *all area Alcoholics Anonymous meetings*. The Outreach person will follow up with the secretaries of said meetings to see that the announcements are being made. The Outreach person will communicate with the current Webmaster regularly to see that all current information is posted on both the Seacoast District 14 website, and the Area 43 website (nhaa.org).

Driver/pickup person>The Functions Committee Driver shall be responsible for coordinating pickup and drop off all necessary items from the storage unit to the appointed venue *before and after* each event. The Functions Committee driver shall be compensated for fuel costs for each event, upon giving a receipt to the Functions Treasurer. The Functions Committee Driver will hold the second key to the storage unit.

Inventory Control>The Functions Committee Inventory Control person shall maintain a *written log* of all supplies left *after* each event and communicate to the Functions Committee Treasurer when supplies are low, damaged, or need restocking. The Inventory Control person shall hold the third key to the District's storage unit. The Inventory Control person shall maintain order inside the storage unit to conserve space should other groups need to store anything.

The Inventory Control person shall communicate with other officers of Alcoholics Anonymous should they need to use any equipment such as coolers etc. and ensure such items are clean and returned to storage clean and available for the next use.

Financial and Supply Management:

*The Functions Committee will have three (3) keys to the storage unit. The Functions Committee Chair, the Inventory Control person, and the Functions Committee Driver will each have a key. *No keys shall be copied* without a vote in favor by the Functions Committee.

*The Functions Committee shall take *full accountability* for all draw money, 7th tradition money, prudent reserve money, raffle money, receipts, and reimbursements. As stated above, the Functions Treasurer will give both an oral *and* written report for the GSRs at the District meeting after each event.

*The Functions Committee may obtain a Visa debit card in the amount of \$500.00 to be used as its prudent reserve for emergencies only. Either the Chair or the Treasurer will hold the card.

*Any unused monies from the Functions budget shall be *returned directly* to the District 14 budget via the District 14 Treasurer, after each event.

*The Functions Committee or any member thereof shall not enter into any purchase or contractual agreement that may require the expenditure of more than \$100.00 without the authorization of both the Functions Committee Chair and the Functions Committee Treasurer.

*No member of the Functions Committee shall *personally benefit* from any vote of the Functions Committee. Members will, however, be reimbursed for actual expenses occurred *within the realm of service* to Alcoholics Anonymous upon providing the Functions Treasurer with a receipt. Any outside services (such as DJ, band etc.) provided for an event must first be voted upon by the Functions Committee.