

Manitoba Area Activities and Entertainment Sub-committee Bylaws

Article 1: Name and Boundaries

- 1:01 This committee shall be known as the Manitoba Area Activities and Entertainment Sub-committee, hereafter referred to as the M.A.A.E.S.
- 1:02 The M.A.A.E.S. shall work within the boundaries set by the Manitoba Area Service Committee, of which it is a sub-committee.

Article 2: Purpose

- 2:01 The primary purpose of the M.A.A.E.S. is to further the unity of the membership of Narcotics Anonymous within its member groups, the area, and the fellowship as a whole.
- 2:02 To provide a forum that all members of N.A. may gather together and share their recovery in the spirit of fellowship.
- 2:03 All activities directed towards these ends shall be carried out in accordance with the twelve traditions of N.A.

Article 3: Functions and Responsibilities

- 3:01 The sub-committee shall meet monthly to conduct M.A.A.E.S. business.
- 3:02 To demonstrate through social interaction the positive benefits of the principles of recovery through the N.A. program.
- 3:03 To keep an open and active file of its members, procedures, and the activities it performs.
- 3:04 In the event that a planned activity will entail expenses, the M.A.A.E.S. shall produce a budget to present to the M.A.S.C. for approval and disbursement of monies.
- 3:05 The chairperson of the M.A.A.E.S. shall be directly responsible to the M.A.S.C. for the proper use of such monies.
- 3:06 Any and all profits remaining after payment of expenses of M.A.A.E.S. activities shall become the property of M.A.S.C.
- 3:07 Any and all losses after payment of such expenses shall be the responsibility of the M.A.S.C.

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Article 4: Meetings

- 4:01 Regular meetings shall be held once a month. Place and time will be designated by the Chairperson until a regular place and time have been established.
- 4:02 Special meetings may be held at the discretion of the Chairperson with seven days notice.
- 4:03 M.A.A.E.S. meetings shall have the following format:
- A. Serenity Prayer
 - B. Twelve Traditions
 - C. Roll of Officers and members present
 - D. Minutes of last meeting
 - E. Reading of Agenda
 - F. Old Business
 - G. New Business
 - H. Set time date, place of * t meeting
 - I. Close with prayer

Article 5: Voting and Non-Voting Participants and Procedures

- 5:01 ` Voting members shall be determined as:
- A. Elected Officers:
 - Chairperson (votes only in the case of a tie)
 - Vice-chairperson - Secretary
 - B. Any member who:
 - has demonstrated a willingness to serve for one year and has attended a minimum of two consecutive meetings.
 - has maintained continuous clean time throughout their term on the committee.

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5:02 Non-voting members shall be determined as:

- A. M.A.S.C. Vice-chairperson
- B. All members of other sub-committees
- C. All interested N.A. members

5:03 Procedures:

- A. Simple majority of voting members is required to pass any motions or items of business.
- B. When necessitated by illness, injury, or other cause deemed justifiable by the Chairperson, an absent member may cast his/her vote by written proxy only. Such proxy is limited to one specific issue and no blanket proxies will be allowed.
- C. Each motion must be put before the committee and seconded before discussion can be held on it.

Article 6: Election of Sub-committee Officers and Responsibilities of Same

6:01 Sub-committee officers shall be:

- A. Chairperson who arranges agenda for and presides over the sub-committee meetings. Also responsible for maintaining area files and archives as well as correspondence. Must be capable of conducting meetings with a firm but understanding hand. Must maintain close contact with other chairpersons on the M.A.S.C.
- B. Vice-chairperson who co-ordinates all activities of the M.A.A.E.S. and in the absence of the Chairperson shall perform all duties of the Chairperson.
- C. Secretary who shall keep accurate minutes of all M.A.A.E.S. meetings and shall produce three copies of the minutes, one for the Secretary's records, and two for the Chairperson. Verifies minutes with the Chairperson before they are produced. Deadline for the minutes shall be one week after the meeting.

6:02 Offices of Vice-Chairperson and Secretary shall be filled by election as needed from the committee membership, or the N.A. membership as a whole, and shall be for a term of one year.

6:03 Term of office to begin with the first meeting after election to a position.

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Article 7: Removal of Participants

- 7:01 Returning to active using shall be considered as sufficient reason for removal of voting privileges from participants of the committee.
- 7:02 Any member who misses two consecutive meetings within one calendar year, without prior notice to the Chairperson, shall lose voting privileges.

Article 8: Bylaw Changes

- 8:01 Any portion of these bylaws may be waived, amended or added to by a majority vote of active M.A.A.E.S. members.
- 8:02 Any alteration of these bylaws must be presented to the M.A.S.C. for final approval.