

**CENTRAL SIERRA SOUTH
CAMPOUT
SUBCOMMITTEE
GUIDELINES
REVISED 9/2017**

DEFINITION AND PURPOSE:

The Central Sierra South Campout Subcommittee is a group of men and women member of Narcotics Anonymous, working together in unity to ensure that: members and non-members of NA have a function where all can gather to share their experience, strength and hope. This committee is a subcommittee of Central Sierra South Area Service Committee and is directly responsible to that committee.

FUNCTIONS OF CAMPOUT SUBCOMMITTEE:

- A. To plan and execute an annual Narcotics Anonymous campout
- B. To conduct regular business meetings
- C. To report on campout activity to CSSNA ASC
- D. The CSSCSC shall have in its possession and comply in all its actions with the following:
 1. The current versions of CSSNA ASC and CSSCSC guidelines.
 2. A Guide to Local Services of Narcotics Anonymous.

SPIRITUAL GUIDANCE

The CSSCSC shall not pass any motion nor take any action which conflicts with the Twelve Traditions of Narcotic Anonymous and/or the 12 Concepts for NA Service.

OFFICERS/SUBCOMMITTEE STRUCTURE:

A service board of officers shall consist of:

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Treasurer
5. Merchandise
6. Registration

ELECTION OF OFFICERS:

The election of Chairperson and Vice-Chairperson shall be held at Campout on Saturday morning by the campout committee members only. All remaining officers and all other positions will be elected at the first committee meeting for the succeeding year's campout. If the Vice-Chairperson or any other subcommittee officer cannot, or will not assume the position of the Campout Chair, then the CSSNA ASC Chairperson will establish a new subcommittee Chairperson per **ARTICLE X: SECTION 1;** of the CSSNA ASC Guidelines. The subcommittee Chairperson or Vice-Chairperson may not hold a GSR position per the CSSNA ASC Guidelines.

1. Officer positions shall be filled by a majority vote of the campout committee membership. Clean time waiver is not suggested but can be up to and no more than 25% if necessary to fill and officer position.

2. In case where the Chairperson resigns or is otherwise unable to fulfill his/her commitment, the Vice-Chair shall automatically assume the position of Chairperson until CSSCSC membership elects a new Chairperson. In the case of any other officer or member resigns, is removed or is otherwise unable to fulfill his/her commitment the subcommittee Chairperson shall hold a new election for that position within 28 days.

3. No member shall be eligible to serve more than two (2) consecutive (full) terms in the same position unless waiver of this clause is made by the CSSCSC.

OFFICERS QUALIFICATIONS AND DUTIES:

CHAIRPERSON:

A. QUALIFICATIONS:

- a. Active participation in campout for at least one (1) year.
- b. Three (3) years of continuous abstinence from all drugs.
- c. One (1) year commitment.
- d. Shall be requested to sign an agreement of financial responsibility as outlined in the CSSNA Anti-Theft Policy.

B. RESPONSIBILITIES:

- a. Open the meeting at the appointed time by calling the meeting to order.
- b. Set the Agenda in writing to the subcommittee.
- c. Recognize the participants or the observers who are entitled to the floor.
- d. Facilitate all business meetings in accordance with Roberts Rules Of Order.
- e. Attend monthly CSSNA ASC meeting and report on the activities of the campout subcommittee after the first campout committee meeting.
- f. Shall have no regular vote on matters of the subcommittee business, however; shall cast the deciding vote in the event of a tie.
- g. The Chairperson may call special meeting. A special meeting shall be called upon by the request of five (5) active voting members. The purpose, place and time of the meeting shall be stated in the call to all members. All meetings, special or otherwise, will comply with these guidelines to the best of the Chairpersons ability.
- h. The Chairperson is responsible for acquiring and confirming four (4) Narcotics Anonymous speakers.
- i. In the absence of the Treasurer, the Chairperson shall serve in the capacity of Treasurer.
- j. The Chairperson along with the Vice-Chairperson shall make reservations for the campout the following year.
- k. Schedule and hold the election at campout on Saturday morning.

- I. Prepares along with the Treasurer the final closing report of campout and submits it to ASC no later than 30 days after the close of campout.

VICE-CHAIRPERSON:

A. QUALIFICATIONS:

- a. Active participation in campout for at least one (1) year.
- b. Two (2) years of continuous abstinence from all drugs.
- c. One (1) year commitment.
- d. Shall be requested to sign an agreement of financial responsibility as outlined in the CSSNA ASC Anti-Theft Policy.

B. RESPONSIBILITIES:

- a. In the absence of the Chairperson, the Vice-Chairperson shall serve in the capacity of Chairperson.
- b. Be a parliamentarian for the subcommittee meetings.
- c. Assumes responsibilities delegated by the Chairperson.
- d. In the absence of the Secretary, the Vice-Chairperson shall serve in the capacity of Secretary.
- e. The Vice-Chairperson, along with the Chairperson shall make reservations for the campout the following year.
- f. Responsible for having all flyers created to be distributed to the ASC.

SECRETARY:

A. QUALIFICATIONS:

- a. Active participation in campout for at least one (1) year.
- b. One (1) year of continuous abstinence from all drugs.
- c. One (1) year commitment.
- d. Shall be requested to sign an agreement of financial responsibility as outlined in CSSNA ASC Anti-Theft Policy.

B. RESPONSIBILITIES:

- a. Record all the proceeding of the subcommittee meetings.
- b. Keep a file of all the subcommittee report and minutes for the current calendar year.
- c. Keep and update committee official membership list and call roll at each committee meeting.
- d. Make minutes and reports available to all NA members upon request.

- e. Maintain record book(s) of guidelines, special rules of order, standing rules and minutes, with any amendments to these documents properly recorded for the current calendar year.
- f. Notify members of all meetings, in accordance with methods of notification as is agreed upon by the subcommittee.
- g. Distribute copies of the minutes to each officer and committee members at each meeting.

TREASURER:

A. QUALIFICATIONS:

- a. Active participation in campout for at least one (1) year.
- b. Three (3) years of continuous abstinence from all drugs.
- c. One (1) year commitment.
- d. Shall be request to sign an agreement of financial responsibility as outlined in CSSNA ASC Anti-Theft Policy.
- e. Working knowledge of procedures which includes, but is not limited to; budgeting expenses, balancing books, keeping accurate ledgers and worksheets, paying bills
- f. Shall have stability with their own personal finances as stated in NA World Bulleting #30.

B. RESPONSIBILITIES:

- a. Acquires funds and administers the budget.
- b. Reimburses officer and subcommittee members for their budgeted expenses.
- c. Keeps careful records of all transactions and have available at all committee meetings.
- d. Reports on the financial condition of the subcommittee at each monthly campout committee meeting. In the event of an absence the report and all money should go to the Chairperson.
- e. Responsible for preparing annual campout committee estimated budget for ASC.
- f. Responsible for all monetary transactions at campout and holds all funds in a lock box during campout and turns over the key to the lock box the pre-appointed officer.
- g. Assists the Chairperson in preparing the final closing report of campout to be submitted to ASC.

MERCHANDISE:

A. QUALIFICATIONS:

- a. Active participation on the campout committee for at least one (1) year.
- b. Three (3) years of continuous abstinence from all drugs.
- c. One (1) year commitment.

- d. Shall be requested to sign an agreement of financial responsibility as outlined in CSSNA ASC Anti-Theft Policy.

B. RESPONSIBILITIES:

- a. Obtain a minimum of two (2) bids for vendors for the merchandise to be sold at campout.
- b. Makes a recommendation to the subcommittee on the quantity of sizes/colors to be ordered.
- c. Places the merchandise order with the vendor after the approval by the subcommittee.
- d. Keeps careful records of all transactions.
- e. Responsible for organizing the sale of the merchandise before and during campout.
- f. Make a final report to the subcommittee of the amount of merchandise sold and dollar amount collected.
- g. Meets with the Treasurer each night at campout to turn over all funds.

REGISTRATION:

A. QUALIFICATIONS:

- a. Active participation in campout for at least one (1) year.
- b. Three (3) years of continuous abstinence from all drugs.
- c. One (1) year commitment.
- d. Shall be requested to sign an agreement of financial responsibility as outlined in CSSNA ASC Anti-Theft Policy.

B. RESPONSIBILITIES:

- a. Creates registration brochure with current logo and information agreed upon by the subcommittee.
- b. Makes a recommendation to the subcommittee regarding the cutoff date for pre-registration.
- c. Creates flyer to distribute to the area and region for pre-registration.
- d. Keeps careful records and spreadsheet of all registrations, pre-registrations, and newcomer donations.
- e. Set up and organize the registration booth at campout.
- f. Make a final report to the subcommittee of the amount of registrations and dollar amount collected.
- g. Meets with the Treasurer each night at campout to turn over all funds.

SUBCOMMITTEE COORDINATORS (ARE NOT LIMITED TO):

- A. Coffee

- B. Parking
- C. Bake Auction
- D. Children's Activities
- E. Horse Shoes
- F. Nature Hike
- G. Banner and Signs
- H. Logo Contest
- I. CRIBBAGE

QUALIFICATIONS FOR COORDINATORS:

- a. Coordinators shall be approved by a group conscience as deemed necessary.
- b. Shall have the desire to stay clean and a willingness to serve.
- c. Shall be requested to sign an agreement of financial responsibility as outlined in CSSNA Anti-Theft Policy.

RESPONSIBILITIES:

- a. All coordinators shall have regular attendance at all subcommittee meetings.
- b. All coordinators shall give a report to the subcommittee and a final report at the final campout meeting.

COFFEE: Purchase the coffee and supplies for campout and make sure the coffee is provided during the campout.

PARKING: Make sure all cars are parked in accordance with the park rules. Maybe responsible to find alternate parking spaces during the main speaker meeting at campout.

BAKE AUCTION: Create flyer to distribute at ASC requesting baked goods and memorabilia. Organize the auction during campout.

Children's Activities: Create activities for the children during campout. Have the activities run during the main speaker meetings if at all possible.

Fire Detail: Obtain firewood to maintain fires at all campsites. Make sure the campfires are burning during the speaker meetings at night.

Horse Shoes: Organize the Horse Shoe Tournament during campout.

Nature Hike: Plan and organize the spiritual nature hike Sunday morning at campout.

Banners and Signs: Have the banner created with the current logo for campout and make sure all the NA signs are set up prior to campout. Have all signs removed after campout and put in storage.

Logo Contest: Create a flyer to distribute to ASC requesting logos for campout. Organize with the subcommittee a deadline for submission and bring entries to the meeting so the subcommittee can pick the winner.

SUBCOMMITTEE MEMBERS:

- a. Campout committee members shall have the desire to stay clean and a willingness to serve.
- b. Coordinators shall be approved by a group conscience, as deemed necessary. Regular attendance at all subcommittee meetings is encouraged.
- c. Shall be requested to sign an agreement of financial responsibility as outlined in CSSNA ASC Guidelines.

VOTING PROCEDURES:

- a. Majority vote carries the decision of the voting participants. Chairperson having the deciding vote in the event of a tie.
- b. Only active members of the subcommittee shall vote.
- c. One member, one vote.

REMOVALS:

A trusted servant may be removed from their position for non-compliance. A two thirds (2/3) vote is required for removal by the subcommittee. Non-compliance includes, but is not limited to:

- a. Loss of abstinence.
- b. Non-fulfillment of the duties of their position.
- c. Non-attendance to a minimum of 2 consecutive meetings without prior notification.
- d. Non-adherence to the Anti-Theft Policy.
- e. Physical or verbal abuse.

BUDGET:

- a. The treasurer formulates estimated budgets by group conscience.
- b. The Chairperson of the subcommittee submits estimated budget to the ASC.

RESERVATION: (PINECREST ONLY)

- a. Reservations need to be made at least one year and one month before desired campout dates.
- b. Reservations can be made through www.recreation.gov
- c. Customer service 1-888-448-1474