

Central Sierra South Campout Subcommittee Guidelines Revised

September 2024



Definition and Purpose:

The Central Sierra South Campout Subcommittee (hereafter referenced as CSSCSC) is a group of men and women members 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 (hereafter referenced as CSSNA ASC) and is directly responsible to that committee. The Annual Campout is to be held as a fundraiser for CSSNA.

Functions of CSSCSC:

- 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.
- E. The final Campout meeting shall be held after the conclusion of Campout and before the next monthly CSSNA ASC meeting.

Spiritual Guidance:

The CSSCSC shall not pass any motion nor take any action which conflicts with the Twelve Traditions of Narcotics 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 Sunday morning by the campout committee members only. The next year's annual campout location to be discussed during Sunday meeting. All remaining officers and all other positions will be elected at the first CSSCSC meeting for the succeeding year's campout, which shall be held on the Third week of each month September through December. The CSSCSC shall meet the First and Third week each month (January February if needed) starting in March and through end of May. In June the CSSCSC will meet weekly until Campout. CSSCSC meetings are to conclude at least

15mins before any regularly scheduled 12-step meeting commences (NA room vacated).

Campout to be held in July annually. If the Vice-Chairperson or any other subcommittee officer cannot, or will not assume the position of the Campout Chairperson, then the CSSNA ASC Chairperson will establish a new CSSCSC Chairperson per **ARTICLE X. SECTION 1**; of the CSSNA ASC Guidelines. The CSSCSC 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. A clean time waiver is not suggested but can be up to and no more than 25% if necessary to fill an officer position.

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

3. New CSSCSC Chairperson, Vice Chairperson and Treasurer will meet at the bank where the CSSCSC bank account funds are with the latest CSSCSC meeting minutes stating their full names and trusted servant position to become new signers on CSSCSC bank account if applicable. This is done annually as new trusted servants are elected in the spirit of rotation of service.

4. The bank account was/is established using CSSNA EIN (Employee Identification Number) by the Chairperson/Vice Chairperson/Treasurer of CSSCSC. The bank account was set up paperless to avoid some fees. A \$1,000 balance is needed in this account to avoid monthly service charges.

Officer Qualifications and Duties:

Chairperson:

A. Qualifications

- a. Active participation in CSSCSC 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 ASC 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 meetings and report on the activities of the CSSCSC after the first campout committee meeting.
- f. Shall have no regular vote on matters of CSSCSC business, however; shall cast the deciding vote in the event of a tie.
- g. The Chairperson may call a special meeting or 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 CSSCSC guidelines to the best of the Chairpersons ability.
- h. Responsible for opening and assisting with the CSSCSC bank account.
- i. Co-signer of CSSCSC bank account(s).
- j. In the absence of the Treasurer and/or Merchandise, the Chairperson shall serve in the capacity of Treasurer and/or Merchandise.
- k. Fills out insurance request form for annual Campout and submits to Cal Mid-State Region Narcotics Anonymous via email to CMSRInsurance@calmidstatena.org no less than 60 days from start of the annual campout. Responsible for printing out proof of insurance coverage for Campout and keeping a printout on hand once proof of insurance has been received from CMSRNA trusted Web Servant via email.
- k. The Chairperson along with the Vice-Chairperson shall make reservations for the Campout the following year.
- l. Schedule and hold the election at Campout on Sunday morning following Campout.
- m. Prepares along with the Treasurer and CSSCSC members the final closing financial report of Campout and submits it to CSSNA ASC no later than 30 days after the close of Campout.
- n. Main CSSCSC trusted servant responsible for requesting any budgeted money from CSSNA ASC for CSSCSC.

Vice-Chairperson:

A. Qualifications:

- a. Active participation in CSSCSC 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, and/or Secretary and/or Registration, the Vice-Chairperson shall serve in the capacity of Chairperson, and/or Secretary, and/or Registration.

b. Be a parliamentarian for the CSSCSC meetings.

c. Assumes responsibilities delegated by the Chairperson.

d. The Vice-Chairperson, along with the Chairperson shall make reservations for the campout the following year.

e. Co-signer of the CSSCSC bank account(s).

Secretary:

A. Qualifications:

a. Active participation in CSSCSC 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 the CSSNA ASC Anti-Theft Policy.

B. Responsibilities:

a. Record all the proceedings of the CSSCSC meetings.

b. Keep a file of all the CSSCSC reports and minutes for the current calendar year.

c. Keep and update committee official membership list and call roll at each CSSCSC 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 CSSCSC.

g. Distribute copies of the minutes to each officer and-CSSCSC members at each meeting.

h. Will monitor and maintain the CSSCSC209@gmail.com email account and report to the CSSCSC all email correspondence during all CSSCSC meetings.

Treasurer:

A. Qualifications:

- a. Active participation in CSSCSC 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 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, and paying bills.
- f. Shall have stability with their own personal finances as stated in NA World Bulletin #30.

B. Responsibilities:

- a. Acquires funds and administers the CSSCSC budget.
- b. Reimburses officer and CSSCSC members for their budgeted expenses.
- c. Keeps careful records of all transactions and have them available at all CSSCSC meetings.
- d. Reports on the financial condition of the CSSCSC at each monthly or weekly CSSCSC meeting. In the event of an absence, the report and all money should go to the Chairperson.
- e. Responsible for preparing annual CSSCSC estimated budget for CSSNA ASC (February ASC meeting).
- 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 to the pre-appointed officer (Chairperson).
- g. Responsible for disbursing winnings dollar amounts for any tournament events.
- h. Assists the Chairperson in preparing the final closing report of Campout to be submitted to CSSNA ASC.
- i. Co-signer of the CSSCSC bank account(s).

Merchandise:

A. Qualifications:

- a. Active participation in CSSCSC 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 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 CSSCSC.
- d. To have the banner designed and purchased or created with the current logo for Campout.
- e. Keeps careful records of all transactions, and regular communication with Treasurer.
- f. Responsible for organizing the sale of the merchandise before and during the Campout.
- g. Make a final report to the CSSCSC of the number of pieces of merchandise sold and the dollar amount collected.
- h. Meets with the Treasurer each night at Campout to turn over all funds.

Registration:

A. Qualifications:

- a. Active participation in CSSCSC 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 ASC Anti-Theft Policy.

B. Responsibilities:

- a. Creates registration flyer with the current logo, and information agreed upon by the CSSCSC (e.g., date, address, cost, no pets, etc.). To distribute to the CSSNA ASC, PR web servant and Cal Mid-State Region Narcotics Anonymous via RCM and emailed to webservant@calmidstatena.org, for pre-registration/registration to Campout.

- b. Makes a recommendation to the CSSCSC regarding the cutoff date for pre-registration.
- c. Keeps careful records and spreadsheet of all registrations, pre-registrations, and tournament event dollar amount collected.
- d. Set up and organize the registration booth at the Campout.
- e. Make a final report to the CSSCSC of the number of registrations and all other dollar amounts collected from campout events (e.g., horseshoe, cribbage tournaments, etc.).
- f. Meets with the Treasurer each night at Campout to turn over all funds.

CSSCSC Coordinators (Are not limited to):

- A. Coffee
- B. Parking & Signs
- C. Auctions & Raffles
- D. Horseshoes
- E. Nature Hike
- F. Logo Contest
- G. Cribbage
- H. Wood & Fire Detail
- I. Cornhole
- J. Speaker Seeker
- K. 12-Step Meeting
- L. Resentment Burn Meeting

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 ASC Anti-Theft Policy. (2-year clean time requirement for all Coordinator positions that handle NA funds).

Responsibilities:

- a. All coordinators shall have regular attendance at all CSSCSC meetings.

b. All coordinators shall give a report to the CSSCSC, 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 & Signs: Make sure all cars are parked in accordance with the park rules. May be responsible to find alternate parking spaces during the main speaker meeting at Campout. Make sure all the NA signs are set up prior to campout. Have all signs removed after campout and put in storage.

Auctions & Raffles: Create flyer to distribute at CSSNA ASC, and Cal Mid-State Region Narcotics Anonymous requesting baked goods and NA memorabilia. Organize the auction during campout. Sell raffle tickets and turn in all money to Treasurer at the end of each night (Friday/Saturday).

Horseshoes: Organize the Horseshoe Tournament during Campout. Note: Tournament winner(s) get 50% of money pot. 1-5 players double elimination, 6 or more players single elimination tournament.

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

Logo Contest: Create a flyer to distribute to CSSNA ASC and Cal Mid-State Region Narcotics Anonymous via RCM and email webservant@calmidstatena.org, requesting logos for Campout. Organize with the CSSCSC a deadline for submission, and bring entries to the CSSCSC meeting so the CSSCSC members can vote on the logo(s) at the agreed upon date.

Cribbage: Organize the Cribbage Tournament during Campout. Note: Tournament winner(s) get 50% of money pot. 1-5 players double elimination, 6 or more players single elimination tournament.

Wood & Fire Detail: Obtain firewood to maintain fire(s) (if permitted). Make sure the campfire(s) are burning during the main speaker meetings at night, and resentment burn meeting(s). Individual campers are required to obtain and bring their own wood for personal campsites (if permitted).

Cornhole: Organize the Cornhole Tournament during Campout. Note: Tournament winner(s) get 50% of money pot. 1-5 players double elimination, 6 or more players single elimination tournament.

Speaker Seeker: Create flyer for speaker tapes request which is submitted to CSSNA ASC and Cal Mid-State Region Narcotics Anonymous via RCM and email webservant@calmidstatena.org. Coordinate a special CSSCSC meeting(s) to listen to tapes and vote for 4 speakers for Campout. Selects deadline for submission of speaker tapes, to be listed on the flyer.

12-Step Meeting: Secretary a 1 hr. Saturday morning meeting (~10am), JFT, SPAD, etc.

Resentment Burn Meeting: Secretary resentment burn meeting at agreed upon time Friday and Saturday night after main speaker meeting has concluded (~10pm). Work with Wood and Fire Detail trusted servant for use of main firepit.

CSSCSC Members:

- a. Campout committee members shall have the desire to stay clean and a willingness to serve.
- b. Coordinators shall be approved by the group conscience, as deemed necessary. Regular attendance at all CSSCSC meetings is encouraged.
- c. Shall be requested to sign an agreement of financial responsibility as outlined in CSSNA ASC Guidelines. (2-year clean time requirement).

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 CSSCSC shall vote.
- c. One (1) member, one (1) vote.

Removals:

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

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

Budget:

- a. The Treasurer formulates estimated budgets by group conscience.

b. The Chairperson of the CSSCSC submits estimated budget to the CSSNA ASC at February ASC meeting.

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 1-877-444-6777