

Bylaws of the South Suburban Fireside Area Pig Roast Campout

This body shall be known as the South Suburban Fireside Area Pig Roast Ad-Hoc Committee (PIG). The PIG committee is a sub-committee of the South Suburban Fireside Area, Area Service Committee (SSFAASC), and is made up of interested members of the South Suburban Fireside Area (SSFA) fellowship of Narcotics Anonymous (NA).

Revision February 4, 2010

I. Purpose

- A. The purpose of the PIG is three fold, these are:
1. To carry the message of NA to all suffering addicts and as a celebration of recovery.
 2. To promote unity in the fellowship of NA.
 3. Providing a weekend campout for the entire NA fellowship at minimal expense to the addict.

II. Membership & Operations

- A. The PIG Committee shall be comprised of four Senior Chairpersons, four senior Co-Chairpersons, all Task Chairpersons/Co-Chairperson and any interested member of the SSFA of NA.
- B. The Senior Chairpersons (SCs) are the Senior Co-Chairpersons from the previous year. These are the PIG Chair, Treasurer, Gate Chair and the Merchandise Chair. This is to provide year to year continuity. All SCs except the PIG Chair are voting members, the PIG Chair only votes to break ties.
- C. The Senior Co-Chairpersons (SCCs) are nominated by the PIG Committee and elected by the SSFAASC. These are PIG Co-Chair, Co-Treasurer, Gate Co-Chair and the Merchandise Co-Chair. All four SCCs are voting members.
- D. The Task Chairpersons/Co-Chairpersons (TCs/TCCs) are voting members of the PIG committee.
- E. Any interested member of the SSFA may attend the PIG meetings. They gain voting rights when they have attended 2 consecutive regular meetings.
- F. All SCs and SCCs are to act as Outreach

Ambassadors at various functions around the state.

- G. All SCs, SSCs, and TCs must not miss more than 2 consecutive regular meetings and the PIG Chair must be notified of all absences prior to the meeting. Status reports are still required for presentation at the meeting.
- H. No voting members may miss more than 2 consecutive regular meetings or their voting rights are lost and must be reestablished by attending two consecutive regular meetings.
- I. Voting rights and quorums are established using only the regular scheduled meetings. Additional or special meeting are ignored. Quorums for these meetings are the same as the last previous regular meeting.
- J. Non-Attendance should be evaluated on a case by case basis due to circumstance. Loss of voting rights is required regardless of circumstance to maintain a workable quorum. Additional penalties may include removal from position.
- K. Quorum shall be determined at the beginning of each meeting after removing those who have been absent for this and the previous regular meetings and adding those who have attended this and the previous regular meetings.
- L. PIG members responsibilities shall include, but are not limited to:
 - 1. Choosing the activities of the PIG event, including speakers, readers and leaders.
 - 2. Performing those tasks necessary to the operations of a PIG event. Each member is responsible for completing his or her task or shift.
- M. The PIG shall hold regular meetings on the

second Thursday of each month. Special meetings may be called by a simple majority vote or at the request of the Chair.

- N. The PIG shall maintain a prudent reserve of \$1,000.00 and a working capital of \$3,000.00 at all times. The working capital may be invested in merchandise and supplies. In the event there is a need to increase the working capital the Chair shall notify the SSFASC by putting motion before the SSFASC at its monthly business meeting.
- O. Prudent reserve and working capital accounts shall be re-established every year in August by the previous year's PIG. The Pig's fiscal year is August 1st to July 31st. Any monies in excess of the prudent reserve and working capital at the close of the year's activities shall be returned to the SSFASC.
- P. At the Beginning of the fiscal year, Mail Box and Bank Account locations should be evaluated for feasibility for the incoming committee.
- Q. The PIG shall maintain a checking account. PIG shall require two (2) signatures from Senior Chairpersons or Senior Co-Chairpersons on all of its financial accounts. No two signers shall live at the same address. Not all eight of these trusted servants are required to be Co-Signers, but no one besides these eight can be Co-Signers.
- R. Monetary expenditures outside normal purchases related to PIG functions must be approved by a two-thirds majority vote of the quorum and ratified by the SSFASC.
- S. Contracts involving the PIG shall be signed by a Senior Chairperson and checked and verified by at least one other Senior Chairperson or Senior Co-Chairperson before signing.

- T. All Senior and Task Chairpersons remain accountable to the PIG through accurate written minutes and verbal reports at the monthly PIG meetings.
- U. If at all possible, any funds collected for merchandise must be turned in on a weekly basis or within 7 days after the sale of merchandise to the acting Treasurer of the PIG.
- V. MNNAC Fundraiser; A dunk tank or similar activity shall be rented for the weekend. MNNAC members should run it and all proceeds are to be donated to next MNNAC. MNNAC should be contacted prior to the campout to confirm the tank is rented and someone from MNNAC will be there to run it.
- W. The PIG campout shall welcome sales of any NA merchandise throughout the weekend. The UMSO and any other NA function, Area or event is allowed to sell without seeking the PIG committee's permission. The UMSO and MNNAC shall be provided with space to display merchandise. All other merchandise sales have to be approved by the PIG committee.
- X. Workshops;
1. Facilitators must have at least one year of clean time.
- Y. Speakers:
1. Must have 3 or more years of clean time.
2. Must provide a tape or be known to have some speaking experience.
3. Are required to provide a clear NA message. The PIG Chair must be on hand during the speaker to discreetly nudge the speaker back on track if their message wanders.

- Z. The PIG function should be held within 25 miles of a current SSFA meeting. Every effort should be made to hold the PIG function in a centrally located site within the SSFA to maximize the accessibility to all addicts.

III. Election & Service of Officers

- A. Election of the Senior Co-Chairpersons shall be held once a year. The voting members of the PIG will nominate and recommend addicts for these positions at the August PIG meeting and elections will be done by the SSFASC at their September meeting. The SSFASC will elect a Co-Chairperson, Co-Treasurer, Co-Gate Chairperson and Co-Merchandise Chairperson, each of whom will assume their respective duties in September. These four positions are two year commitments with the understanding that they will step up to the Chairperson positions in the second year.
- B. The minimum requirements for service as a Chairperson or Co-Chairperson are:
1. The PIG Chairperson shall have at the time they step up, at least two years of continuous clean time, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service of NA, a willingness to serve, at least one year of service experience, and must be a voting member of the PIG committee.
 2. The PIG Co-Chairperson shall have at least one year of continuous clean time, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service of NA, a willingness to serve, at least some service experience, and must be a voting member of the PIG committee.
 3. The Co-Treasurer shall have at least one year of continuous clean time, be gainfully employed, have a working knowledge

of the 12 Steps and 12 Traditions of NA, a willingness to serve, at least some service experience, and must be a voting member of the PIG committee.

4. The Co- Gate Chairperson shall have at least one year of continuous clean time, a working knowledge of the 12 Steps and 12 Traditions of NA, a willingness to serve, at least some service experience, and must be a voting member of the PIG committee.
 5. The Co- Merchandise Chairperson shall have at least one year of continuous clean time, a working knowledge of the 12 Steps and 12 Traditions of NA, a willingness to serve, at least some service experience, and must be a voting member of the PIG committee.
 6. All The Task Chairpersons/Co-Chairperson (TC/TCC) are nominated and chosen by the PIG Committee. Task Chairpersons should have a recommended clean time requirement of at least 6 months and 3 months experience on the PIG committee. These are the Chairpersons coordinating Security, Breakfast/Dinner, Adult and Children's Activities, First Aid, Volunteer Coordinators, Runners, Cleanup and various other duties the PIG committee deems necessary. They must have attended at least 2 consecutive PIG meetings and must be voting members of the PIG committee. No TC/TCC shall be a co-signer of the PIG checking account.
- C. Committee Chairs and Co-Chairs shall serve for a term of one (1) year. All committee Chairs and Co-Chairs may succeed themselves in office once, for a maximum of two consecutive terms in any particular office. For this purpose the Senior Chairpersons and Senior Co-Chairpersons are considered the same office.
- D. No addict may hold more than one SSFASC or Pig Senior Chair/Co-

Chairperson position per year.

- E. A chairperson shall be removed from their position immediately due to the loss of abstinence from the use of mind altering chemicals for any reason other than legitimate medical prescription, and may be removed for noncompliance after due written notification. A two thirds majority of the voting membership is required for removal.

Noncompliance includes, but is not limited to:

1. Not fulfilling the duties of their office.
2. Not attending a regular meeting without prior notification.
3. Missing two consecutive PIG meetings.

- F. Special elections to fill vacant positions may be held anytime a nominee presents themselves. Vacant Senior Chair and Co-Chair positions must still be elected at the SSFAASC.

- G. PIG By-laws shall be reviewed immediately following elections.

IV. Duties & Functions of the Chairpersons

- A. The PIG Chairperson (Chair) shall:

1. Preside at all PIG business meetings.
2. Provide an agenda for PIG meetings.
3. Act as an Outreach Ambassador at various functions around the state.
4. Be a co-signer on the PIG bank account.
5. Hold a voting membership at PIG meetings only as required to break a tie vote.
6. In the case of any last minute decisions pertaining to PIG functions, the Chair shall take a group conscience from within the PIG. For these purposes, group conscience shall consist of at least two other officers and five other voting members of the PIG. If, after a reasonable effort has been made to hold a group conscience one cannot be held, an automatic vote of confidence is given to the chair to make those last minute decisions necessary to fulfill

the previously stated purpose of the PIG.

7. Secure entry to (keys, etc.) and opening/closing facilities being used for PIG business meetings.

B. The PIG Co-Chairperson shall:

1. Assist the Chair in coordinating all activities and functions of the PIG.
2. Act as an Outreach Ambassador at various functions around the state.
3. Be a co-signer on the PIG bank account.
4. Perform the duties of the Chair in their absence.

C. The Treasurer shall:

1. Be responsible for the PIG bank account and control disbursement of all funds approved by the PIG.
2. Be responsible for and keep a record of all cash flow including, but not limited to, monetary transactions such as door receipts and vendor payments at and for functions held by the PIG. All accounts shall be balanced following the PIG function.
3. Be a co-signer on the PIG bank account.
4. Properly prepare a financial statement at the end of each month for presentation at the following months PIG meeting.
5. Verify any service contracts pertaining to the PIG function.
6. Receive and disburse all receipts and funds.
7. Receive and disburse all funds for expenses incurred in connection with the PIG function.
8. Attend the SSFASC in the months of August, November, February and May with a balanced accounting report of previous PIG meetings.

D. The Gate Chairperson shall:

1. Be responsible for maintaining proper financial measures and restraints at the gate.
2. Be a co-signer on the PIG bank account.
3. Make a reasonable inquiry before granting any newcomer

admissions.

4. Contact the treasurer for making cash drops in a timely manner and as determined by the PIG committee.
5. Be responsible for maintaining proper decorum during the conduct of gate functions.

E. The Merchandise Chairperson shall:

1. Order the merchandise and maintain a complete inventory of it.
2. Be a co-signer on the PIG bank account.
3. Man the merchandise table during a significant portion of the campout weekend.
4. Turn in any funds collected for merchandise and they must be turned in on a weekly basis or within 7 days after the sale of merchandise to the acting Treasurer of the PIG.