

1.2.6.5. PIG Gate Chairperson*Suggested continuous clean time: 2 years**Suggested length of position: 1 year**ASC Voting rights: No***1.2.6.6. PIG Gate Co-Chairperson***Suggested continuous clean time: 1 year**Suggested length of position: Until end of current PIG Gate Chairperson's term.**ASC Voting rights: No***1.2.6.7. PIG Merchandise Chairperson***Suggested continuous clean time: 2 years**Suggested length of position: 1 year**ASC Voting rights: No***1.2.6.8. PIG Merchandise Co-Chairperson***Suggested continuous clean time: 1 year**Suggested length of position: Until end of current PIG Merchandise Chairperson's term.**ASC Voting rights: No***1.2.6.9. PIG Outreach Chairperson***Suggested continuous clean time: 2 years**Suggested length of position: Until end of current PIG Outreach Chairperson's term.**ASC Voting rights: No***1.2.6.10. PIG Outreach Co-Chairperson***Suggested continuous clean time: 1 year**Suggested length of position: Until end of current PIG Outreach Chairperson's term.**ASC Voting rights: No***1.2.7. Ad-hoc subcommittees**

Ad Hoc Subcommittees are generally formed to research and comprise a plan to deal with problems or situations that might arise in the Area or the service structure. They usually consist of N.A. members who have had experience within the service structure, who have good insight and can keep the Area's best interest in focus. The subcommittee works with the Area. However, its job is to report its findings to the Area in a way without upsetting the balance of the service structure. Generally a single chairperson is appointed by the Area Chairperson or elected by the ASC; the term of the chairperson is until the subcommittee completes its appointed task. In addition to written monthly reports, the subcommittee should prepare a final written report of its findings and recommendations, after which the subcommittee is dissolved.

1.3. Elections and Rotations

Area Trusted Servants usually serve one-year terms, and should serve no more than two years consecutively in the same position. This rotation allows for a variety of individuals to serve the Area's Trusted Servant positions, providing a diversity of viewpoints and a freshness of perspective that would be lacking were these positions held year after year by the same individuals. When possible, an alternate or co-chairperson should be elected with the intent of having this person take the lead position at the end of the current term. The Area Chairperson should read the complete position description before discussion and voting on election of any Area Trusted Servant. (For subcommittee positions, this reading should include both 1.2, Area Subcommittees, as well as the description of the specific subcommittee and position.)

1.3.1. Removal

An Area Trusted Servant can be removed for cause by a two-thirds vote of the quorum (see 1.4.1, Voting Rights and Quorum). An Area Trusted Servant missing two consecutive meetings without cause or prior notification shall result in the Area Chairperson placing an agenda item for

Appendix - Bylaws of the South Suburban Fireside Area Pig Roast Campout

This body shall be known as the South Suburban Fireside Area Pig Roast Subcommittee (PIG). The PIG Committee is a subcommittee of the South Suburban Fireside Area Service Committee (SSFASC), and is made up of interested members of the South Suburban Fireside Area (SSFA) fellowship of Narcotics Anonymous (N.A.).

Amended December 6, 2018

A) Purpose

The purpose of the PIG Event is three fold, these are:

1. To carry the message of N.A. to all suffering addicts and as a celebration of recovery.
2. To promote unity in the fellowship of N.A.
3. Providing a weekend campout for the entire N.A. fellowship at minimal expense to the addict.

B) Membership & Operations

1. The PIG Committee shall be comprised of ~~four~~five Senior Chairpersons, ~~four~~five senior Co-Chairpersons, all Task Chairpersons/Co-Chairpersons and any interested member of the SSFA of N.A.
2. The Senior Chairpersons (SCs) are the Senior Co-Chairpersons from the previous year, once a simple majority by the PIG Committee has been met and then elected by the SSFASC. These are the PIG Chair, Treasurer, Gate Chair, ~~and the Merchandise Chair,~~ and Outreach Chair. This is to provide year-to-year continuity. All SCs are voting members, the PIG Chair only votes to break ties.
3. The Senior Co-Chairpersons (SCCs) are nominated and voted in by the PIG Committee once a simple majority has been met and then elected by the SSFASC. These are PIG Co-Chair, Co-Treasurer, Gate Co-Chair, ~~and the Merchandise Co-Chair,~~ and Outreach Co-Chair. All four SCCs are voting members.
4. The Task Coordinators/Co-Coordinators (TCs/TCCs) are voting members of the PIG Committee.
5. Any interested member of the SSFA may attend the PIG meetings. They gain voting rights when they have attended at least one prior meeting within the last twelve months.
6. All SCs and SCCs are to act as Outreach Ambassadors at various functions around the state. They are to assist in the sale of merchandise and registrations at these functions.
7. All SCs, SCCs, 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.
8. Voting rights are established using only the regular scheduled meetings. Additional or special meeting are ignored.
9. All votes will be determined by a simple majority.
10. PIG members responsibilities shall include, but are not limited to:
 - a. Choosing the activities of the PIG event, including speakers, readers and leaders.
 - b. Performing those tasks necessary to the operations of a PIG event. Each member is responsible for completing his or her task or shift.
11. PIG shall hold regular meetings on the first Thursday of every month prior to the SSFASC Meeting. Special meetings may be called by a simple majority vote or at the request of the Chair.
12. PIG shall maintain a prudent reserve of \$1,000.00 and a working capital of ~~\$3,000.00~~\$4,000.00 at all times. The working capital may be invested in merchandise, vendor deposits and supplies. In the event there is a need to increase the working capital the Chair shall notify the SSFASC by putting a motion before the SSFASC at its monthly business meeting.

13. Prudent reserve and working capital accounts shall be re-established every year in August by the previous year's PIG. PIG's fiscal year is September 1 to August 31. 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.
14. At the Beginning of the fiscal year, Mail Box and Bank Account locations should be evaluated for feasibility for the incoming committee.
15. PIG shall maintain a checking account. PIG shall require two (2) signatures from Senior Chairpersons (SCs) or Senior Co-Chairpersons (SCCs) 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.
16. Contracts involving PIG shall be reviewed for changes annually by a Senior Chairperson, then checked and verified by at least one other Senior Chairperson or Senior Co-Chairperson before signing.
17. All Senior and Task Coordinators remain accountable to PIG through accurate written minutes and verbal reports at the monthly PIG meetings.
18. All funds collected for merchandise must be turned in on a monthly basis after the sale of merchandise to the Treasurer of PIG.
19. PIG campout shall welcome sales of any N.A. merchandise throughout the weekend during specific timeframes after seeking the PIG Committee's permission. All non-N.A. merchandise sales have to be approved by the PIG Committee.
20. Men's & Woman's Rap and Workshops;
 - a. Facilitators/Speakers must have at least one year of continuous clean time.
21. Speakers:
 - a. Suggested to have 3 or more years of clean time.
 - b. Must be known to have some speaking experience.
 - c. Are required to provide a clear N.A. message. The PIG Chair must be on hand during the speaker to discreetly nudge the speaker back on track if their message wanders.

C) Election & Service of Trusted Servants

1. Election of the Senior Co-Chairpersons:
 - a. The voting members of 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.
 - b. The Co-Chairperson, Co-Treasurer, Gate Co-Chairperson, ~~and~~ Merchandise Co-Chairperson, and Outreach Co-Chairperson will assume their respective duties in September.
 - c. These ~~four~~five positions are two-year commitments with the understanding that they will step up to the Chairperson positions the following year.
2. The suggested continuous clean time for service as a Chairperson or Co-Chairperson are:
 - a. The PIG Chairperson is suggested to have at least two years of continuous clean time, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service of N.A., a willingness to serve, at least one year of service experience, and must be a voting member of the PIG Committee. The PIG Co-Chairperson is suggested to have at least one year of continuous clean time, a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service of N.A., a willingness to serve, at least some service experience, and must be a voting member of the PIG Committee.
 - b. The Treasurer is suggested to have at least three years of continuous clean time, be gainfully employed, have a working knowledge of the 12 Steps and 12 Traditions of N.A., a willingness to serve, at least some service experience, and must be a voting member of the PIG Committee.
 - c. The Co-Treasurer is suggested to have at least two years of continuous clean time, be gainfully employed, have a working knowledge of the 12 Steps and 12 Traditions of N.A., a willingness to serve, at least some service experience, and must be a voting member of the PIG Committee.
 - d. The Gate Chairperson is suggested to have at least two years of continuous clean time, a working knowledge of the 12 Steps and 12 Traditions of N.A., a willingness to serve, at least some service experience, and must be a voting member of the PIG Committee.

- e. The Gate Co-Chairperson is suggested to have at least one year of continuous clean time, a working knowledge of the 12 Steps and 12 Traditions of N.A., a willingness to serve, at least some service experience, and must be a voting member of the PIG Committee.
 - f. The Merchandise Chairperson is suggested to have at least two years of continuous clean time, a working knowledge of the 12 Steps and 12 Traditions of N.A., a willingness to serve, at least some service experience, and must be a voting member of the PIG Committee.
 - g. The Merchandise Co-Chairperson is suggested to have at least one year of continuous clean time, a working knowledge of the 12 Steps and 12 Traditions of N.A., a willingness to serve, at least some service experience, and must be a voting member of the PIG Committee.
 - h. The Outreach Chairperson is suggested to have at least two years of continuous clean time, a working knowledge of the 12 Steps and 12 Traditions of N.A., a willingness to serve, at least some service experience, and must be a voting member of the PIG Committee.
 - i. The Outreach Co-Chairperson is suggested to have at least one year of continuous clean time, a working knowledge of the 12 Steps and 12 Traditions of N.A., a willingness to serve, at least some service experience, and must be a voting member of the PIG Committee.
 - ~~h~~.j. The Food Task Chairperson is suggested to have at least one year of continuous clean time, a working knowledge of the 12 Steps and 12 Traditions of N.A., a willingness to serve, at least some service experience, and must be a voting member of the PIG Committee.
 - ~~i~~.k. All Task Coordinators/ Task Co-Coordinators (TC/TCC) are nominated and chosen by the PIG Committee. Task Coordinators should have a suggested clean time of at least 6 months and 2 months experience on the PIG Committee. No TC/TCC shall be a co-signer of the PIG checking account.
3. Non-committee members are suggested to not assist in any task in which funds are received or disbursed.
 4. 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.
 5. All Co-Chairpersons shall assist the chairperson, learning responsibilities and demonstrating willingness to succeed the current chair.
 6. 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.
 7. A chairperson may also be removed for noncompliance after notification. A simple majority of the voting membership is required for removal.
 8. Noncompliance includes, but is not limited to:
 - a. Not fulfilling the duties of their office.
 - b. Missing two PIG meetings without prior notification.
 9. Special elections to fill vacant SC and SCC positions may be held anytime a nominee presents themselves at a regular PIG Meeting. Vacant Senior Chair and Co-Chair positions must still be elected at the SSFASC.
 10. PIG By-laws shall be reviewed at the October PIG meeting and bylaw changes will be submitted for review at the November ASC meeting.

4. The Merchandise Chairperson shall:

- a. Work with vendor to order merchandise.
- b. Maintain a complete inventory of all sizes and styles.
- c. Submit monthly sales reports, including remaining quantities of inventory
- d. Maintain coverage at the merchandise table during the voted upon timeframes of the campout weekend.
- e. Turn in funds collected for merchandise monthly to the acting Treasurer of PIG.
- f. Be responsible for NA raffle items for campout weekend.
- g. Sell and maintain raffle tickets during the campout weekend.
- h. Select winning raffle tickets and manage distribution of items.
- i. Submit final report with financial data, initial order quantities, and remaining inventory.

5. The Outreach Chairperson shall:

- a. Develop a working list of treatment centers and halfway houses in the state to contact
- b. Contact centers and houses to offer one free Saturday pass to an EMPLOYEE of the facility
- c. Keep record of facilities that accept the invitation
- d. Work with gate chair to facilitate entry of Employee into Saturday PIG
- e. Work with Treasurer chair to develop packages for RSVP invites
 - i. Package shall include:
 - ◆ What is the Narcotics Anonymous Program IP
 - ◆ 1 Basic Text
 - ◆ 1 JFT key tag
 - ◆ 10 Regional meeting lists
- f. Return unclaimed packages to PIG committee at the end of the event

D) Duties & Functions of the Coordinators

- 1. The Food Coordinator shall:
 - a. Order all food and supplies necessary for the campout.
 - b. Coordinate pick up of all food and supplies during campout weekend.
 - c. Submit final report with financial data, purchased amounts, used quantities, remaining items, and unused/returned items.
- 2. The Meal Coordinator shall:
 - a. Be responsible for setting up and breaking down the food service and eating areas.
 - b. Manage food preparations to ensure all food is cooked properly and served efficiently.
 - c. Shall ensure adequate volunteers are enlisted for timely food service and clean-up.
 - d. Distributes leftover food and returns all cleaned cooking supplies to storage.
- 3. The Beverage Coordinator (formerly the Coffee Chair) shall:
 - a. Set up the beverage station for coffee, lemonade, and water.
 - b. Maintain fresh beverages and replenish supplies throughout the campout weekend.
 - c. Take down and clean up the beverage station, returning all cleaned materials to storage.
- 4. The Adult Activities Coordinator shall:
 - a. Set up and maintain registrations for all adult activities throughout the campout weekend.
 - b. Enlist adequate volunteers to assist with adult activities.
 - c. Submit winning names to PIG Chair for announcement at main event.