

Appendix - 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 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 November 5, 2015

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 Senior Chairpersons, four 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. These are the PIG Chair, Treasurer, Gate Chair and the Merchandise 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 by the PIG Committee and elected by the SSFASC. These are PIG Co-Chair, Co-Treasurer, Gate Co-Chair and the Merchandise Co-Chair. All four SCCs are voting members.
4. The Task Chairpersons/Co-Chairpersons (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 fiscal year, September 1 – August 31.
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 SSFA ASC 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 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. Monetary expenditures outside normal purchases related to PIG functions must be approved by a simple majority vote and ratified by the SSFASC.
17. Contracts involving 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.
18. All Senior and Task Chairpersons remain accountable to PIG through accurate written minutes and verbal reports at the monthly PIG meetings.
19. If at all possible, any funds collected for merchandise must be turned in on a monthly basis after the sale of merchandise to the Treasurer of PIG.
20. PIG campout shall welcome sales of any N.A. merchandise throughout the weekend. The UMSO and any other N.A. function, Area or event is allowed to sell after seeking the PIG Committee's permission. The UMSO and MNNAC shall be provided with space to display merchandise. All non-N.A. merchandise sales have to be approved by the PIG Committee.
21. Workshops;
 - a. Facilitators must have at least one year of continuous clean time.
22. Speakers:
 - a. Must have 3 or more years of clean time.
 - b. Must provide a tape or 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 shall be held once a year. 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. The SSFASC will elect a Co-Chairperson, Co-Treasurer, Gate Co-Chairperson and Merchandise Co-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.
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.

- b. The PIG Co-Chairperson is suggested to have at least one 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 some service experience, and must be a voting member of the PIG Committee.
 - c. 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.
 - d. 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.
 - e. 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.
 - f. The Gate Co-Chairperson is suggested to have at least one 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 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.
 - h. The Merchandise Co-Chairperson is suggested to have at least one 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. All Task Chairpersons/ Task Co-Chairpersons (TC/TCC) are nominated and chosen by the PIG Committee. Task Chairpersons should have a suggested clean time of at least 6 months and 2 months experience on the PIG Committee, with the exception of the Food Task Chairperson. The Food Task Chairperson is suggested to have at least one year of continuous clean time. These are the Chairpersons coordinating Dinner, Adult Activities, Children's Activities Cleanup, Secretary, Coffee Chair and various other duties the PIG Committee deems necessary. No TC/TCC shall be a co-signer of the PIG checking account.
3. Non-committee members are not allowed to 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. 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.
 6. They may also be removed for noncompliance after due written notification. A simple majority of the voting membership is required for removal.

7. Noncompliance includes, but is not limited to:
 - a. Not fulfilling the duties of their office.
 - b. Not attending a regular meeting without prior notification.
 - c. Missing two consecutive PIG meetings.
8. 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.
9. PIG By-laws shall be reviewed at the October PIG meeting and bylaw changes will be submitted for review at the November ASC meeting.

D) Duties & Functions of the Chairpersons

1. The PIG Chairperson (Chair) shall:
 - a. Preside at all PIG business meetings.
 - b. Provide an agenda for PIG meetings.
 - c. Act as an Outreach Ambassador at various functions around the state.
 - d. Hold a voting membership at PIG meetings only as required to break a tie vote.
 - e. In the case of any last minute decisions pertaining to PIG functions, the Chair shall take a group conscience from within the PIG committee. For these purposes, group conscience shall consist of at least two other Trusted Servants and five other voting members of the PIG committee. 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 PIG.
 - f. Secure entry to (keys, etc.) and opening/closing facilities being used for PIG business meetings.
2. The Treasurer shall:
 - a. Be responsible for the PIG bank account and control disbursement of all funds approved by the PIG committee.
 - b. 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 PIG. All accounts shall be balanced following the PIG function.
 - c. Be a signer on the PIG bank account.
 - d. Properly prepare a financial statement at the end of each month for presentation at the following months PIG meeting.
 - e. Verify any service contracts pertaining to the PIG function.
 - f. Receive and disburse all receipts and funds.
 - g. Receive and disburse all funds for expenses incurred in connection with the PIG function.
3. The Gate Chairperson shall:
 - a. Be responsible for maintaining proper financial measures and restraints at the gate.
 - b. Make a reasonable inquiry before granting any newcomer admissions.
 - c. Contact the treasurer for making cash drops in a timely manner and as determined by the PIG Committee.
 - d. Be responsible for maintaining proper decorum during the conduct of gate functions.
 - e. Shall sell, collect and maintain the list of all pre-registrations.
4. The Merchandise Chairperson shall:
 - a. Order the merchandise and maintain a complete inventory of it.
 - b. Man the merchandise table during a significant portion of the campout weekend.
 - c. Turn in any funds collected for merchandise and they must be turned in on a monthly basis after the sale of merchandise to the acting Treasurer of PIG.
5. All Co-Chairpersons shall:
 - a. Perform the duties of the Chair in their absence.