BYLAWS

OF THE

AS AMENDED ON March 2, 2017~~July 3, 2014~~
With PIG Bylaws as Amended December 1, 2016

South Suburban Fireside Area
P.O. Box 241893
Apple Valley, MN 55124-1893
http://www.ssfa.naminnesota.org

SOUTH SUBURBAN FIRESIDE AREA

The South Suburban Fireside Area, Minnesota Region, Narcotics Anonymous was founded in 1987 to support the N.A. groups generally, but not exclusively, in the southern suburbs of the Minneapolis/St. Paul metro area. It is our goal and primary purpose to support those groups and individual recovering addicts by uniting as an Area. Just as an individual addict will eventually realize that with his or her N.A. group they are never alone, so the South Suburban Fireside Area would like to let each group, large or small, know that we are there for them.

The South Suburban Fireside Area Service Committee (ASC) meets on the first Thursday of each month at 7pm at the First Presbyterian Church, 535 20th Avenue North, South Saint Paul, MN.

Some acronyms you will hear:

ASC	Area Service Committee	**MNRSC**	Minnesota Regional Service Conference
SSFASC	South Suburban Fireside Area Service Committee	**RD**	Regional Delegate
GSR	Group Service Representative	**TCASC**	Twin Cities Area Service Conference
GSRA	Group Service Representative Alternate	**AHASC**	Area of Hope Area Service Committee
RCM	Regional Committee Member	**UMSO**	Upper Midwest Service Office
H & I	Hospitals and Institutions Subcommittee	**WSC**	World Service Conference
PR	Public Relations Subcommittee	**WSO**	World Service Office

World Service Office
PO Box 9999
Van Nuys, CA 91409

Upper Midwest Service Office
Sabathani Community Center
310 East 38th Street, Suite 224
Minneapolis, MN 55409
Phone: (612) 822-9472
Fax: (612) 822-8212

South Suburban Fireside Area's mailing address
P.O. Box 241893
Apple Valley, MN 55124-1893

Helpline #: 877-767-7676 (Toll Free)
Websites:

South Suburban Fireside Area:	http://www.ssfa.naminnesota.org
Minnesota Region:	http://www.naminnesota.org
World:	http://www.na.org

The Area Service Committee

The South Suburban Fireside ASC coordinates the activities of the Area and is ultimately responsible to the groups it serves. N.A. groups send GSRs to represent them at the area committee and subcommittee levels. Any addict is welcome to participate in ASC subcommittees and in the ASC as a non-voting member. All positions are suggested clean time and can be waived on a case by case basis.

1.1 Area Service Committee Positions.

Definitions and Responsibilities

1.1.1. Group Service Representative

A GSR is elected by a member group to serve as a liaison between the group and the rest of the N.A. service structure. They take part on their groups' behalf in the ASC and the Regional GSR Assembly, conveying a sense of their groups' wishes to the service structure and bringing back information on what's happening in the larger world of N.A. GSRs are delegated the authority to serve in their own right as ASC and Regional GSR Assembly participants, exercising their own conscience and best judgment in the best interests of N.A. as a whole.

ASC Voting rights: Yes, one vote/group

1.1.1.1. GSR Alternate

A group may elect a GSRA to assist the GSR and to represent the group at an ASC meeting in the GSR's absence.

ASC Voting rights: Only in GSR's absence

1.1.2. Area Chairperson

The Chairperson is responsible for conducting ASC meetings, preparing the agenda and various administrative duties; primary tools are previous service experiences, knowledge of Robert's Rules of Order, a firm hand, a calm spirit, clear mind, and a good understanding of how to conduct a well ordered, productive business meeting.

Suggested continuous clean time: 2 years
Suggested length of position: 1 year
ASC Voting rights: No

1.1.3. Area Vice Chairperson

The Vice Chairperson is responsible for working closely with the GSRs and contacting the respective groups in their absence, and coordinating subcommittees' efforts within the area by facilitating the meeting of subcommittees; primary tools are problem solving and communication skills. The Vice Chairperson is also responsible for conducting ASC meetings in the Chairperson's absence.

Suggested continuous clean time: 1 year
Suggested length of position: Until the end of the current Area Chairperson's term.
ASC Voting rights: ~~No~~ Yes, only required to break a tie vote.

1.1.4. Secretary

The Secretary is responsible for taking clear, accurate minutes of ASC and subcommittee meetings, and to distribute those minutes to all ASC participants within a reasonable period of time (10-14 days) after each meeting. The Secretary should also keep an updated contact list of all ASC participants' addresses and phone numbers.

Suggested continuous clean time: 2 years
Suggested length of position: 1 year
ASC Voting rights: No

1.1.4.1. Co-secretary

The co-secretary assists the secretary, learning responsibilities and demonstrating willingness to succeed the current secretary.

Suggested continuous clean time: 1 year
Suggested length of position: Until end of current secretary's term.
ASC Voting rights: No

1.1.5. Treasurer

It is recommended that the person elected to this position be financially secure, good at managing their personal finances, and inspire the trust of the ASC. The Treasurer receives contributions from groups, reimburses Trusted Servants and subcommittee chairs for their budgeted expenses, keeps careful records of all transactions, and reports the financial condition of the ASC at each of its meetings. Other responsibilities include maintaining the Area's post office box, collecting the mail prior to each ASC meeting, and submitting a written report to the Secretary at each ASC meeting.

Suggested continuous clean time: 3 years
Suggested length of position: 1 year
ASC Voting rights: No

1.1.5.1. Co-treasurer

The co-treasurer assists the treasurer, learning responsibilities and demonstrating willingness to succeed the current treasurer.

Suggested continuous clean time: 2 years
Suggested length of position: Until end of current treasurer's term.
ASC Voting rights: No

1.1.6. Regional Committee Member

The RCM is the communication link between the Area and the Region, and is responsible for attending both ASC and Regional meetings. They should present the Area and Region with written reports of the pertinent actions and activities of the other service body. The RCM should be closely acquainted with the Twelve Traditions of N.A. and Twelve Concepts of N.A. Service, the fundamentals of service in our fellowship.

Suggested continuous clean time: 2 years
Suggested length of position: 1 year
ASC Voting rights: No

1.1.6.1. RCM Alternate

The RCMA assists the RCM, learning responsibilities, representing the Area at MNRSC meetings, and demonstrating willingness to succeed the current RCM.

Suggested continuous clean time: 1 year
Suggested length of position: Until end of current RCM's term.
ASC Voting rights: No

1.2. Area Subcommittees

The Area Subcommittees perform most of the work of the Area; any N.A. member is welcome to serve on any subcommittee. Each subcommittee has designated Area Trusted Servants, elected by the ASC, who coordinate the subcommittee's activities. Each subcommittee is expected to present a written report to the Area Secretary at each ASC meeting, outlining the subcommittee's activities, plans, needs, concerns, and a detailed accounting of any funds received or spent since the subcommittee's last report. With the exception of the PIG Committee, the Area Subcommittees meet at 7pm on the second Thursday of each month at a place specified by the ASC; subcommittee chairpersons and co-chairpersons are expected to attend this meeting in addition to ASC meetings.

1.2.1. Hospitals and Institutions Subcommittee

The H & I Subcommittee is responsible for coordinating activities to carry the message of N.A. directly to addicts held in medical, psychiatric or correctional facilities. An H&I commitment is a scheduled visit to a treatment center, correctional facility, or similar institution by a group of NA members to carry the message of NA to addicts at the institution, and is coordinated by a panel leader approved by the H&I subcommittee. The chairperson is responsible for keeping an up-to-date list of all H & I commitments held by the Area. This list should be updated and distributed to the GSRs at the ASC meeting so they can inform their groups and help spread the word of Narcotics Anonymous to the individuals in the Hospitals and Institutions. The H & I Subcommittee is responsible for supplying literature to each H & I commitment. The chairperson also acts as the communication link to the panel leader coordinating each H & I commitment. The panel leader is responsible for insuring that addicts are available to speak the H&I commitment who carry a clear NA message and the panel leader is to serve as a liaison between the H&I subcommittee and the institution. The chairperson and the panel leader should insure that a written agreement exists between the institution and the H&I subcommittee informing the institution of the applicable NA Traditions, and outlining the responsibilities of each party, the time and place of the commitment, and any institution-specific considerations. The chairperson should submit a written report to the Secretary at each ASC meeting.

1.2.1.1. H & I Chairperson

Suggested continuous clean time: 2 years
Suggested length of position: 1 year
ASC Voting rights: No

1.2.1.2. H & I Co-Chairperson

Suggested continuous clean time: 1 year
Suggested length of position: Until end of current H & I Chairperson's term.
ASC Voting rights: No

1.2.2. Public Relations Subcommittee

PR Is N.A.'s friend in government, medicine, the clergy, community organizations, the public media, and other twelve step fellowships to carry the message that N.A. exists. The general mission of the Public Relations Subcommittee is to inform any addict in the community, and others who might refer addicts, of the availability of recovery in Narcotics Anonymous. The chairperson is responsible for keeping the Area meeting lists updated, and should have copies of the list available at every ASC meeting for distribution to GSRs and Area participants. The chairperson is also responsible for making sure that the groups within our Area are registered with the Region and World Service Office so that the Regional and World meeting lists are also updated. The chairperson will also be called upon to support Public Relations events, such as booths at chemical dependency seminars or recovery related events. The chairperson should submit a written report to the Secretary at each ASC meeting.

1.2.2.1. PR Chairperson

Suggested continuous clean time: 2 years
Suggested length of position: 1 year
ASC Voting rights: No

1.2.2.2. PR Co-Chairperson

Suggested continuous clean time: 1 year
Suggested length of position: Until end of current PR Chairperson's term.
ASC Voting rights: No

1.2.2.3. Webmaster

The Webmaster is responsible for maintaining the Area's Internet presence. This person needs to have both technical knowledge of web design and experience with the 12 Traditions, recognizing that the area website serves many different audiences: still-suffering addicts, N.A. members, groups, the ASC, professionals, and the general public. The webmaster works closely with the PR Subcommittee and other ASC members to insure complete and timely information is maintained on the Area's website, and with counterparts at Region and other areas to maintain appropriate links between N.A. websites.

Suggested continuous clean time: 1 year
Suggested length of position: 1 year
ASC Voting rights: No

1.2.3. Activities Subcommittee

The general mission of the Activities Subcommittee is to coordinate events that are held on an Area level, such as dances, picnics, campouts, cookouts, hayrides, parties etc. It is the chairperson's responsibility to coordinate the subcommittee that will kick off the event. Activities like the above listed can provide a greater sense of community in the N.A. fellowship and help show the newcomer a new way of life. It should always be kept in mind that these functions are designed to enhance N.A.'s primary purpose, not replace group contributions in funding Area services.

1.2.3.1. Activities Chairperson

Suggested continuous clean time: 2 years
Suggested length of position: 1 year
ASC Voting rights: No

1.2.3.2. Activities Co-Chairperson

Suggested continuous clean time: 1 year
Suggested length of position: Until end of current Activities Chairperson's term.
ASC Voting rights: No

1.2.4. Outreach Subcommittee

The main purpose of the Outreach Subcommittee is to help overcome the isolation that hinders the growth and survival of our groups. The focus tends to be on groups geographically isolated, but may also include assistance to groups isolated by things such as personal choice, language, cultural differences, or location within a locked facility not served by an H & I Subcommittee. Outreach efforts range from supporting groups that are far away to informing members that local groups are in need of support. This can be done simply through attendance and sharing recovery. Outreach works closely with the H & I and PR Subcommittees because each type of service has some areas of overlap.

1.2.4.1. Outreach Chairperson

Suggested continuous clean time: 1 year
Suggested length of position: 1 year
ASC Voting rights: No

1.2.4.2. Outreach Co-Chairperson

Suggested continuous clean time: 6 months
Suggested length of position: Until end of current Outreach Chairperson's term.
ASC Voting rights: No

1.2.5. Literature Subcommittee

The Literature Subcommittee maintains a stock of N.A. books, pamphlets, and supplies that can be purchased by local groups and area subcommittees at the monthly ASC meeting. The subcommittee processes group orders, monitors stock levels, and reorders materials from the UMSO or the World Service Office. To maintain accountability for all area funds, all cash handled by the committee must be processed with the Treasurer, with orders paid for by a check drawn by the Treasurer. The Chairperson is responsible for presenting a written inventory and report at the ASC meeting detailing the sales and purchases made in the previous month, along with an accounting of the literature stock held by the area prior to the start of the meeting.

1.2.5.1. Literature Chairperson

Suggested continuous clean time: 2~~3~~ years
Suggested length of position: 1 year
ASC Voting rights: No

1.2.5.2. Literature Co-Chairperson

Suggested continuous clean time: 1~~2~~ years
Suggested length of position: Until end of current Literature Chairperson's term.
ASC Voting rights: No

1.2.6. PIG Committee

The PIG Committee organizes the annual PIG Roast Campout of the SSFA. The purposes of the PIG Event are three fold, these are:

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

The PIG Committee is an ad-hoc committee, in that the committee is formed to organize the PIG event for a specific year; after the event, the committee disbands, and a new committee is formed for the following year. Regular meetings of the PIG Committee are held on the first Thursday of each month immediately prior to the ASC meeting. Complete details of the organization and operation of the PIG Committee is contained in Appendix - Bylaws of the South Suburban Fireside Area Pig Roast Campout.

The following PIG Trusted Servants are elected by the ASC:

1.2.6.1. PIG Chairperson

Suggested continuous clean time: 2 years
Suggested length of position: 1 year
ASC Voting rights: No

1.2.6.2. PIG Co-Chairperson

Suggested continuous clean time: 1 year
Suggested length of position: Until end of current PIG Chairperson's term.
ASC Voting rights: No

1.2.6.3. PIG Treasurer

Suggested continuous clean time: 3 years
Suggested length of position: 1 year
ASC Voting rights: No

1.2.6.4. PIG Co-Treasurer

Suggested continuous clean time: 2 years
Suggested length of position: Until end of current PIG Treasurer's term.
ASC Voting rights: No

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

1.2.7. 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 discussion of possible removal of that Trusted Servant during the Elections portion of the ASC meeting. (GSRs are not Area Trusted Servants, and cannot be removed by an ASC vote.)

1.4. Area Service Committee Meetings

The SSFA ASC meets on the first Thursday of every month at 7pm.

1.4.1. Voting Rights and Quorum

Voting rights at ASC meetings are restricted to each group's GSR (or GSRA in the GSR's absence), so that each member group of the SSFA is entitled to one vote. In order to act on any motion, a *quorum* of eligible voting members must be present at the meeting, defined as two-thirds (66%) of the average number of voting members in attendance at ASC meetings during the previous calendar year (get GSR count for last year). If a quorum is not present at an ASC meeting, the ASC can still hear reports and hold general discussions, but no specific action may be taken on any nomination or motion (unless there is an emergency situation; see 1.4.3.1, Emergency Motions).

1.4.2. Order of Business

The following basic agenda shall be followed for ASC meetings:

Opening
Welcome
Introductions
7th tradition & call for literature purchases & donations
Readings (12 Steps of N.A., 12 Traditions of N.A,. and 12 Concepts of N.A. Service)
Call for Quorum
Approval of Minutes
Committee Reports including verbal treasurer's current balance
Group Concerns
Open Forum (30 minute time limit)
Break
Elections
Old Business
New Business
Adjournment
Treasurer's Report (written only, included in minutes)

1.4.3. Motions and Votes

Any addict may propose a motion for ASC consideration by completing a Motion Request form and submitting it to the secretary prior to or during the Open Forum. (Motions for election of Area Trusted Servants are exempt from the form requirement.) The background of the motion should be discussed during Open Forum. In order to be further considered, an eligible voting member must second a motion during New Business. At that point, the Area Chairperson will recognize up to three people to present arguments in favor of the motion and three people to present arguments against it, in turn.

As stated in the 6th Concept of N.A. Service: "Group conscience is the spiritual means by which we invite a loving God to influence our decisions". When possible, a group conscience should be attempted when acting on any motion; however, it is not always possible to attain unanimous agreement. A motion may be tabled for consideration at a future meeting by agreement by a simple majority of the quorum. A motion or nomination requires support of two-thirds (66%) of the quorum in order to be accepted.

1.4.3.1. Emergency Motions

If quorum is not met at a scheduled ASC meeting and an action must be taken before the next ASC meeting, a voting member may make an emergency motion. Such a motion requires unanimous consent of all addicts present to be accepted, and must be ratified by a vote at the next ASC meeting where quorum is met.

1.4.3.2. Donations to Other Service Bodies

This body will determine if a donation to other service bodies will be done on a month to month basis.

2. Other Area Information

2.1. Area Policy and Guidelines

We must approach the area of Policy and Guidelines with caution. The Twelve Concepts of N.A. Service are of great value in interpreting policy questions; the ASC should take the time to learn the concepts or look for advice of those who know and understand them. Another tool in this area is to simply reflect on N.A.'s primary purpose and its relationship to the Area. This Area's primary purpose is to attract addicts to meetings, provide material for use in meetings, conduct activities designed to strengthen meetings, or perform the administrative functions needed to do these things. If these tools don't work, simply ask: what does this discussion have to do with carrying the message? Finally, when conflict occurs, we must remember the 2nd Tradition and call on our loving Higher Power for guidance in addressing the issue.

2.2. Area Inventory

As addicts, we learn to stop every once in awhile and take our inventory. "Why do we do this?" one might ask. We find that we must stop, consider our actions and attitudes, and rededicate ourselves to our ideals. As an Area, we should take the time to do the same. Our inventory should take place at least every other year. It is suggested that Area Inventory and Bylaws Revisions take place in alternating years, such that findings from an Area Inventory are then used to influence any necessary changes to the Bylaws.

The Area Inventory should ask the Groups the following questions:

1. How well has the area done at serving the Groups?
2. How can the Area better serve the Groups?

2.3. Bylaws Revision

The ASC may amend the Area Bylaws at any time. A motion to amend the bylaws must be made and seconded at an ASC meeting; GSRs must then take the motion back to the Groups for discussion **before** any final decision by the ASC. All possible attempts should be made to obtain group conscience across the Area for changes to bylaws. After group review, a bylaws amendment requires a two-thirds vote of the quorum at an ASC meeting for adoption.

During an alternate year from an Area Inventory, the ASC should form an ad-hoc subcommittee to consider any revisions needed to the Area Bylaws. The subcommittee should take into account the results of the previous area inventory, along with the policy motions passed by the ASC since the previous revision. Any revisions proposed by the subcommittee are subject to group review and approval as per the previous paragraph.

2.4. Group Problems

Groups are encouraged to seek their own solutions to the challenges they face, but sometimes a group faces problems beyond any of its members' experience. When that occurs, the group can send their GSR to the ASC with a request for help, which can be addressed during the Group Concerns agenda topic. Help usually comes in the form of shared experience from other groups that have already dealt with a similar situation.

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 December 1, 2016

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, 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. 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. 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, 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.

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 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.

    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 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.

    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 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. 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. Assist the chairperson, learning responsibilities and demonstrating willingness to succeed the current chair.