

BYLAWS

OF THE



AS AMENDED ON ~~December 6, 2018~~ May 6, 2021

South Suburban Fireside Area

P.O. Box ~~18592~~ 241893

Saint Paul, MN 55118 ~~Apple Valley, MN 55124~~ ~~1893~~

<http://www.ssfa.naminnnesota.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 <u>MNNAC</u>	Upper Midwest Service Office <u>Minnesota Narcotics Anonymous Convention</u>
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~~
Minnesota Region Mailing Address:
6606 Shingle Creek Parkway #113
Brooklyn Center, MN 55430

South Suburban Fireside Area's mailing address
P.O. Box ~~18592~~241893
~~Apple Valley~~Saint Paul, MN
55~~118124~~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>

1. 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. [The Chairperson may not hold a GSR or GSRA position.](#)

Suggested continuous clean time: 2 years

Suggested length of position: 1 year

ASC Voting rights: ~~No~~ [Only in Vice Chair's absence and to break a tie vote](#)

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. [Area Subcommittees meet quarterly at a place specified by the ASC; the vice chairperson is expected to attend this meeting in addition to ASC meetings.](#)

Suggested continuous clean time: 1 year

Suggested length of position: Until the end of the current Area Chairperson's term.

ASC Voting rights: 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.~~ [The Secretary may not hold a GSR or GSRA position.](#)

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. [The Treasurer may not hold a GSR or GSRA position.](#)

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 [quarterly at 7pm on the second Thursday of each month](#) at a place specified by the ASC; [vice chairperson](#), 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~~[ensuring](#) 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~~[ensure](#) 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. [All written agreements need to have an electronic copy saved to the ASC dropbox, plus keep a physical copy at the ASC location.](#) The chairperson should submit a written report to the Secretary at each ASC meeting. [Area Subcommittees meet quarterly at a place specified by the ASC; vice chairperson, subcommittee chairpersons and co-chairpersons are expected to attend this meeting in addition to ASC meetings.](#)

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~~[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. [Area Subcommittees meet quarterly at a place specified by the ASC; vice chairperson, subcommittee chairpersons and co-chairpersons are expected to attend this meeting in addition to ASC meetings.](#)

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.

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 Secretary chairperson should also keep an updated contact list of all ASC participants' addresses and phone numbers. Area Subcommittees meet quarterly at a place specified by the ASC; vice chairperson, subcommittee chairpersons and co-chairpersons are expected to attend this meeting in addition to ASC meetings.

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, as well as the annual MNNAC Awareness 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. Area Subcommittees meet quarterly at a place specified by the ASC; vice chairperson, subcommittee chairpersons and co-chairpersons are expected to attend this meeting in addition to ASC meetings.

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. Area Subcommittees meet quarterly at a place specified by the ASC; vice chairperson, subcommittee chairpersons and co-chairpersons are expected to attend this meeting in addition to ASC meetings.

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. Area Subcommittees meet quarterly at a place specified by the ASC; vice chairperson, subcommittee chairpersons and co-chairpersons are expected to attend this meeting in addition to ASC meetings. The Chairperson may not hold a GSR, or GSRA position.

1.2.5.1. **Literature Chairperson**

Suggested continuous clean time: 2 years

Suggested length of position: 1 year

ASC Voting rights: No

1.2.5.2. **Literature Co-Chairperson**

Suggested continuous clean time: 1 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 a subcommittee that 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, [Vice Chairperson, or Secretary reaching out to the Area Trusted Servant to inquire about absences. If no response is received, then placing](#) an agenda item [will be submitted](#) 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 [to ASC or PIC](#)
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~~ [To](#) be further considered, ~~an eligible voting member~~ [GSR](#) 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.

2.5. Group Start-Up Donations

When a new group is formed within the SSF Area they can submit a motion at the monthly ASC meeting for NA Literature to be donated to the new group.

2.5.1. Process

1. GSR from new group submits a motion to the ASC, requesting \$100 in NA Literature
2. Location should be established, and trusted servants selected prior to attending ASC meeting
3. Meeting information gets added to the SSFA Meeting List, Regional website and NA.org

3. Financial Guidelines

3.1. Definition

The basis of this section is our 11th Concept which states, “NA funds are to be used to further our primary purpose and must be managed responsibly.” We believe that to manage our money responsibly we must have safeguards and financial controls in place to ensure that the funds we are entrusted with are used to further our primary purpose. We also recognize that it is impossible to protect all our money in every circumstance, so we must trust that the people we have carefully selected to handle our money will do so responsibly.

3.2. General Guidelines

An audit of the SSFASC financial records shall be performed annually. Additionally, an audit shall be performed whenever the Treasurer does not complete their term, or whenever this body deems it prudent. The SSFASC Chairperson shall appoint an ad-hoc subcommittee to perform an audit, which shall be completed within 30 days from the area service committee meeting at which the ad-hoc subcommittee is formed for this task.

3.2.1. Process

The dispersal of SSFASC funds to trusted servants for working reserves.

The dispersal of SSFASC funds to subcommittees including:

Working reserves

Motions approved by the SSFASC

The dispersal of SSFASC funds in accordance with the group conscience of the SSFASC.

These guidelines shall set forth the procedure for documenting all expenses and revenues, and to assure a complete and accurate record of SSFASC finances.

3.3. Allowances

These allowances will be paid on a fund’s available basis. No expenditures will be made unless there is sufficient money available to pay for them. This is to keep the name of the SSFASC and NA as a whole above reproach.

3.3.1. Subcommittees:

Each subcommittee shall have a working budget pre-designated by the SSFASC which will be available without SSFASC procedural vote. The monies budgeted are to be used for, but not limited to the following: postage, literature, or other expenses approved by the subcommittee. Expenses in excess of the working budget will be reimbursed after a motion to reimburse the expense is brought by the subcommittee chair, or designated party to the SSFASC and the SSFASC approves it.

3.3.2. Secretary:

The secretary shall work within the SSFASC account and will be reimbursed for, but not limited to, copying costs and postage or the mailing of the SSFASC minutes. The Secretary will be provided with a \$25.00 working reserve. Receipts shall be presented for reimbursement.

3.3.3. Treasurer:

The treasurer shall work within the SSFASC account and will be reimbursed for supplies needed for the running of the SSFASC treasury. Receipts shall be presented for reimbursement.

3.3.4. Other:

All other expenditures will require a SSFASC procedural vote to specifically authorize them. Any trusted servant who would be reasonably thought to be entitled to reimbursement of expenses at a later date may request an advance to cover these expenses. This will be recorded as an advance with the trusted servant liable for the full amount until receipts are turned in and said servant returns the cash that was not used.

3.4. Budget

The SSFASC will establish and maintain a budget to cover all expenses for the activities and services performed by the SSFASC. The Fiscal Year (FY) will run from October 1st of the calendar year to September 30th of the following calendar year. The SSFASC Chairperson shall appoint an ad-hoc subcommittee to complete the following tasks in August:

1. Review prior year income/expenses
2. Create a drafted budget based on prior year financials
3. Send out to groups for approval at September ASC meeting

3.4.1. Revenue

All revenues received shall be recorded in the current receipt book and ledger for the SSFASC. A copy of the receipt shall be returned to the addict, group, subcommittee, or other entity which donated or generated the money. Any money received by the treasurer shall be deposited into the SSFASC bank account within five days of receiving those monies.

Revenue includes, but is not limited to:

1. Group Donations
2. Literature Sales
3. ASC 7th Tradition
4. Event Donations
5. Miscellaneous

3.4.2. Expenses

All reimbursements will require a valid receipt whenever possible. Any reimbursements equal to or greater than \$50.00 (Fifty) dollars will be reimbursed by check only. Reimbursement without a receipt will need to be approved by the SSFASC Chairperson and one other member of the SSFASC executive committee. A receipt shall not be immediately necessary for Subcommittees when working within their budgets to purchase materials needed in the running of that committee.

Each subcommittee will be responsible to keep receipts for all purchases and will submit all receipts to the treasurer. No trusted servant shall sign a check made out to themselves. All revenues and expenses shall be recorded in the general ledger of the SSFASC to maintain a permanent record of transactions. The treasurer shall be responsible for making sure that these reporting procedures are followed.

Expenses include, but are not limited to:

1. Literature Purchases
2. Operating Costs, i.e. Church rental, printing, receipt books
3. New Group Funds
4. Subcommittee Allocations
 - a. H&I
 - b. PR
 - c. Activities
 - d. Outreach
 - e. Literature
 - f. Ad-hoc

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~~ May 6, 2021

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 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 SSF 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~~ \$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 will assume their respective duties in September.
 - c. These four 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 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. 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.

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. Review and sign all contracts pertaining to PIG (see #17 above).
 - f. Be a co-signer on the bank account or ensure one other Senior Chairperson beyond the Treasurer is listed.
 - g. 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.

- h. Secure entry to facilities being used for PIG business during the campout weekend.
- 2. The Treasurer shall:
 - a. Prepare and submit a written financial report with copies of the bank statement at all PIG business meetings.
 - b. Be responsible for the PIG bank account and control disbursement of all funds approved by the PIG committee.
 - c. 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.
 - d. Be a signer on the PIG bank account and ensure one other Senior Chairperson is also listed.
 - e. Properly prepare a financial statement at the end of each month for presentation at the following months PIG meeting.
 - f. Review and verify any service contracts pertaining to the PIG function with another Senior Chairperson.
 - g. Receive and disburse all receipts and funds.
 - h. Receive and disburse all funds for expenses incurred in connection with the PIG function.
 - i. All accounts shall be balanced following the PIG function and final reports submitted to the SSFASC for review.
- 3. The Gate Chairperson shall:
 - a. Sell, collect and maintain the list of all pre-registrations.
 - b. Be responsible for managing financial transactions pertaining to registration at the gate.
 - c. Contact the treasurer for making cash drops in a timely manner.
 - d. Manage SSFA Campsite registration cards for record-keeping purposes, as well as tracking amount of campers per site. [All registration cards are to be stored for two years after event.](#)
 - e. Maintain an accurate count of wristbands distributed to assist in calculating attendance numbers.
 - f. Be responsible for maintaining proper decorum during the conduct of gate functions.
- 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.

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.
5. The Children's Activities Coordinator shall:
 - a. Organize and schedule events for the younger generation to do during the campout weekend.
 - b. Coordinate with senior chairperson the collection of coins for corn husking event (unless clean time exceeds the suggested two-year requirement).
 - c. Manage corn husking event, as well as clean up afterwards.
 - d. Clean up all materials used for children's activities throughout the campout weekend.
6. The Secretary shall:
 - a. Be responsible for taking accurate minutes of every PIG meeting.
 - b. Maintain a contact list of all PIG [committee](#) members [and PIG vendors](#).
 - c. Retain monthly reports submitted at each PIG meeting for archiving and future reference.