

“Coming Alive” Campout Policy

1) Purpose:

- a) To define the guidelines for a Central Connecticut Area of Narcotics Anonymous spiritually based camping event, define the structure of the “Coming Alive” Campout service committee meetings, and state the requirements and responsibilities of the service committee trusted members.

2) Guidelines:

- a) Hold regularly scheduled meetings to plan an annual campout as a sub-committee of the Central Connecticut Area of Narcotics Anonymous.
- b) Meetings must be held in a public place.
- c) Annually hold elections to vote in service committee members.
- d) Maintain regular communication with the Central Connecticut Area Service Committee.
- e) Record minutes of all scheduled meetings and submit written reports to the CCASC.
- f) As per our Traditions we are fully self-supporting.
- g) All Committee members should strive to establish unity and common respect for one another and remember to place principles before personalities.

3) Rules of Order:

a) General:

- i) Hands must be raised to be recognized by the Chairperson.
- ii) Motions shall be handled as stated in the “Guide to Local Service” pages 104-111 (Appendix A).
- iii) If both the committee Chairperson and Vice Chairperson are absent, succession for temporary chairing shall be: Treasurer, then the Secretary then the Campground Liason.
- iv) Discussion at all committee meetings is open to all members of Narcotics Anonymous.
- v) The Chairperson shall have the discretion to limit discussion of any subject matter.

b) Format:

- i) Open meeting with a moment of silence followed by the “Serenity Prayer”.
- ii) Roll Call – check attendance of all committee members.
- iii) The Secretary shall read the last meetings minutes.
- iv) The Treasurer shall report the status of the committee finances.
- v) The Campground Liaison shall give a status report.
- vi) Open Discussion.
- vii) Discuss any old business.
- viii) Discuss any new business.
- ix) Close meeting with the “3rd Step Prayer”

c) Motions and Voting Guidelines:

- i) Any member of NA, with one day clean, who attended two consecutive sub- committee meetings is a voting member.
- ii) Any NA member in attendance may make nominations for the “Coming Alive” Campout service committee positions.
- iii) A motion requires a simple majority (51% of voting attendees) in order to carry.
- iv) The Chairperson may only vote in cases of a tie.
- v) A 2/3rds majority of those present must vote yes in order to set or change policy.

4) Service Committee Trusted Members:

a) General rules:

- i) Nominations for trusted members must be present, and all nominations must be seconded.
- ii) Volunteers will be considered, and must be seconded.
- iii) The nomination for Chairperson, after the “Coming Alive” Campout committee’s approval, must be brought to the next CCASC meeting for the CCASC body to vote on the nomination.
- iv) Trusted members will be asked to step down for the following:
 - (1) Relapse.
 - (2) Failure to perform their duties or responsibilities.
 - (3) Missing two consecutive committee meetings or three unexcused absences.
- v) All elected positions are one year commitments. It is suggested that no trusted member serve more than two consecutive years at one position.
- vi) A trusted member may not hold more than one position on the “Coming Alive” Campout service committee.

b) Chairperson:

- i) Qualifications:**
 - (1) Two years required clean time.
 - (2) Active for at least one year at the CCASC table.
 - (3) Previous involvement in the “Coming Alive” Campout.
- ii) Responsibilities:**
 - (1) Regularly schedule and chair the service committee meetings according to the format outlined in the “Coming Alive” Campout committee policy.
 - (2) Act as final authority on clarification of all guidelines.
 - (3) Allow discussion on major issues before calling a vote.
 - (4) Insure all activities and events are in accordance with the Twelve Traditions and Concepts.
 - (5) Attend all CCASC meetings.
 - (6) Submit annual budget for the “Coming Alive” Campout to the CCASC table.
 - (7) Bring written reports to CCASC for all CCASC members.
 - (8) E-mail reports to CCASC webservant before the upcoming CCASC meeting.
 - (9) Submit any policies or changes in policy to CCASC and present to the CCASC policy chair.
- c) Vice Chairperson:**
 - i) Qualifications:**
 - (1) Suggested one year clean time.
 - (2) Previous involvement in the “Coming Alive” Campout.
 - ii) Responsibilities:**
 - (1) Attend all “Coming Alive” Campout service committee meetings.
 - (2) Act as Chairperson in the absence of the “Coming Alive” Campout Chairperson and assume all the responsibilities of the Chair.
 - (3) Attend CCASC meeting in place of the Chairperson in their absence and assume all responsibilities of the Chairperson.
 - (4) Must attend at least two CCASC meetings per year.
 - (5) Assist the treasure with the handling of all funds.
 - (6) Review and approve all financial statements submitted by the Treasurer.
 - (7) Oversee and delegate tasks for any and all fund raising events.
- d) Treasurer:**
 - i) Qualifications:**

- (1) Required two years clean time.
- (2) Ability to balance a checking account and be financially secure.

ii) Responsibilities:

- (1) Responsible for holding all funds associated to the “Coming Alive” Campout, and are accountable for such funds.
- (2) Maintain a ledger recording all incoming and outgoing funds related to the “Coming Alive” Campout.
- (3) Prepare a monthly balance statement for the “Coming Alive” Campout committee.
- (4) Responsible for collecting all money from ticket sales, both advance sales and on sight ticket sales.
- (5) Responsible for collecting all money from any fund raising events.
- (6) Responsible for paying any expenses related to the “Coming Alive” Campout.
- (7) Make regular deposits to CCASC Treasurer as determined by the “Coming Alive” Campout Committee.
- (8) Prepare a financial statement after each year’s Campout to be submitted to CCASC.

e) Secretary:

i) Qualifications:

- (1) Suggested six months clean time.
- (2) Ability to take clear and concise notes.

ii) Responsibilities:

- (1) Record minutes for all “Coming Alive” Campout Committee meetings.
- (2) Take attendance of all Committee members
- (3) Prepare minutes to be submitted to CCASC.

f) Speaker seeker:

i) Qualifications:

- (1) Suggested one year clean time.

ii) Responsibilities:

- (1) Responsible for finding reliable speakers to share at the “Coming Alive” Campout.
- (2) Work closely with the Events Coordinator to determine when and where speakers are needed.

g) Campground Liaison:

i) Qualifications:

- (1) Suggested one year clean time.
- (2) Must have good communication skills.

ii) Responsibilities:

- (1) Responsible for finding and reserving a campground to host the “Coming Alive” Campout.
- (2) Coordinate all business between the campground and the Committee.
- (3) Work closely with the Treasurer to insure all payments and deposits are paid to the campground.

h) Events Coordinator:

i) Qualifications:

- (1) Suggested six months clean time.
- (2) Must have good planning skills.

ii) Responsibilities:

- (1) Plan and scheduled on site N.A. meetings at the “Coming Alive” Campout.
- (2) Plan and schedule activities and events during the Campout.
- (3) Work closely with the Campground Liaison to coordinate activities with the campground.

i) Serenity Keeper:

i) Qualifications:

- (1) Suggested ninety days clean time.
- (2) Willingness to serve.

ii) Responsibilities:

- (1) Work closely with the Campground Liaison to ensure that all campground rules and regulations are followed.

Revisions:

11/1/13 – Initial Release