God, grant us the knowledge that we may act according to your divine precepts. Instill in us a sense of your purpose, make us servants of your will and grant us a bond of selflessness that this may truly be your work, not ours, so that no addict, anywhere, need die from the horrors of addiction.

12 Concepts of Service in

Narcotics Anonymous

1. To fulfill our fellowship’s primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.

2. The final responsibility and authority for NA services rests with the NA groups.

3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.

4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.

5. For each responsibility assigned to the service structure, a single point of decisions and accountability should be clearly defined.

6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.

7. All members of a service body bear substantial responsibility for that body’s decisions and should be allowed to fully participate in its decision-making processes.

8. Our service structure depends on the integrity and effectiveness of our communication.

9. All elements of our service structure have the responsibility to carefully consider all in their decision-making processes.

10. Any member of a service body can petition that body for the redress of a personal grievance without fear or reprisal.

11. NA funds are to be used to further our primary purpose, and must be managed responsibly.

12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

The purpose of these guidelines “is to express, in simple terms, how we, as members and servants of Narcotics Anonymous, relate to one another and to N.A. as a whole; and to present an ideal Service Structure for N.A. in such a way that we can strive to improve our Fellowship, and better fulfill our primary purpose of carrying the message of recovery to the addict who still suffers”.

-taken from the introduction of the Service Manual of Narcotics Anonymous

The bylaws of an organization establish the specific rules of guidance by which the group is to function.

The following bylaws are a proposal to clarify Stepping Outdoors Campout purpose, delineate its basic structure, and to provide the cornerstone for building an effective Subcommittee of the Washington County Narcotics Anonymous Area. It will allow members and potential members to have a better understanding of SOC and its function. These bylaws are a proposal effective for use during the SOC planning years of 2018 through 2023. They will set forth in detail the procedures SOC must follow to conduct business in an orderly manner and can be changed more easily as the needs of SOC change.

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BYLAWS

For procedural and operational questions not answered in these guidelines, SOC may refer to consensus based decision making as defined by WCNAA, the 12 Traditions of NA, and or the 12 Concepts of NA Service, all of which have been utilized in the writing of these guidelines.

**Chapter 1 Charter**

This body shall be known as the Stepping Outdoors Committee (SOC) and shall operate as a Subcommittee of the Washington County Narcotics Anonymous Area (WCNAA).

**Chapter 2 Purpose**

The purpose of SOC is to plan and present an NA Campout in the city of Barview, Oregon with participation from NA members in Washington County Area and outlining Areas to bring NA members together in a celebration of recovery. Meetings, workshops, and other activities will be scheduled to encourage unity and fellowship amongst NA members.

**Chapter 3 Membership**

3.1 Any member of Narcotics Anonymous may participate on the SOC.

3.2 Willingness to give the time and resources necessary, ability to exercise patience, tolerance, and active participation in Narcotics Anonymous is required.

3.3 All SOC voting members are required to participate and required to attend two committee meetings to have a vote and membership.

**Chapter 4 Attendance and Voting Privileges**

4.1 SOC meetings are held monthly until 6-8 weeks prior to Campout. 6-8 weeks prior to Campout, meetings to be held as needed, generally bi-weekly (twice a month).

4.2 Any member present at the first meeting of the Campout year has voting privileges during that initial meeting. To join and to keep voting privileges, member must attend 2 consecutive meetings. Voting privileges will be granted during the second meeting. Attendance records, by way of sign-in sheet, will determine voting eligibility. This requirement may be waived at any meeting by a ¾ majority vote by members present with voting privileges.

4.3 Any member of SOC who is absent 2 consecutive meetings will be considered inactive for voting purposes at the roll call of the next meeting. They may regain their voting privileges after subsequently attending 2 consecutive meetings.

**Chapter 5 Elections**

5.1 Chairperson can vote in elections. Chairperson may vote, but needs to remain completely unbiased.

5.2 All nominees must understand and agree to guidelines specific to their nomination. Refer to chapters 9 and 10 for all guidelines.

5.3 All nominees must be present to be nominated and must be present during elections.

5.4 Nominations and elections will be held at the first meeting following the campout. Nominations for chairperson and vice chairperson will be held during the campout.

5.5 No member can keep the same position for more than 5 terms.

5.6 It is suggested that members periodically work on different committees not only to enrich their experience but to increase the morale, strengthening of SOC as a whole.

**Chapter 6 Procedural Guidelines**

6.1 SOC operates under majority based procedures. This body as a whole understands “majority” to mean a minimum of 51% of present voting members.

6.2 In the event of a tie vote, the Chairperson must break the tie.

6.3 A phone or email vote of SOC members may be taken outside the confines of the regular SOC meeting upon the Chairperson or the Vice Chairperson being apprised of a matter which requires immediate attention. A record of the date, the motion, each member contacted, and the outcome of the vote must be kept and entered into the minutes of the next regular SOC meeting.

6.4 SOC shall hold regular monthly meetings. Special meetings may be called by:

a. ¾ vote by all present voting members

b. The Committee Chairperson on being apprised of a matter of special and major determination, such as major policy changes, or large and unusual expenditures. Notice must be given to all SPC members 7 days in advance if applicable.

6.5 The Chairperson shall set the Agenda for all SOC meetings. The order of the Agenda shall be at the discretion of the Chairperson.

6.6 Anyone wishing to address SOC who is not a regular participating member of SOC should approach the Chairperson prior to the meeting so that the Chairperson may schedule time for them in the Agenda.

6.7 Any committee member may be removed during their term after a ¾ vote of all present voting members.

**Chapter 7 Procedure for Making/Disposing of Motions**

7.1 All motions are suggested to be presented in writing to the SOC Chairperson. If, in the opinion of the Chairperson, modifications are needed, Chairperson shall work with the maker to correct it. The maker of the motion may, however, present the original motion as is if he or she insists. All motions are to be recorded and included in the secretaries minutes.

7.2 All motions must be seconded by a member of SOC present with voting privileges.

7.3 The Chairperson shall determine the order in which motions shall be considered by SOC. The Chairperson may not hold back any motion from debate.

7.4 Any motions submitted for New Business that are not brought to the floor shall automatically be brought to the floor for debate during Old Business of the following regular SOC meeting.

7.5 The maker of a motion and/or the voting member who seconds the motion must be present when the motion comes to the floor for debate.

7.6 The maker of a motion shall be allowed to speak first during the debate on that motion.

7.7 Votes shall be calculated by show of hands, or voiced. Generally, show of hands for larger groups. Methods for calculation shall be at Chairperson’s discretion.

7.8 SOC Treasurer must be consulted on budgetary expenditures.

**Chapter 8 Funds**

8.1 Anyone found guilty or assisting in misappropriating NA funds, or assets is automatically ineligible for any position for a five year period of time, and will be prosecuted. Refer to SOC Anti-Theft Policy, Appendix A, page 12.

8.2 All existing WCNAA financial guidelines will apply to the distributing of checks for SOC.

8.3 No funds over $500.00 shall be disbursed without SOC approval.

8.4 Any person handling any amount of WCNAA funds must sign and agree to SOC Anti-Theft Policy. Refer to Appendix A, page 12.

**Chapter 9 Executive Committee**

9.1The Executive Committee shall consist of the Chairperson, Vice Chairperson, Treasurer, and Secretary. The Executive Committee duties begin at the first SOC meeting, with the exception of the newly elected Treasurer. The outgoing Treasurer Chairperson shall work with the current Treasurer until the finalization of the prior Convention Treasurer’s report.

**9.2 Qualifications for Executive Committee Members**

9.2.1 A minimum of 5 years clean, with the exception of secretary and fundraising chairperson. Secretary and fundraising chairperson must have 2 years minimum.

9.2.2 Working knowledge of the 12 Steps of NA, 12 Traditions of NA, and knowledge of the 12 Concepts of NA Service.

**9.3 Duties of Executive Committee Members**

**1. Chairperson**

1. Preside over all SOC meetings and delegate major tasks to specific members as necessary.

2. Prepare a written agenda for all SOC meetings.

3. Create and distribute a timeline to the Executive Committee and to all members.

4. Be knowledgeable of the terms of all contracts related to SOC and possess a copy of all contracts.

5. Supply reports to all members as needed.

6. Will serve as secondary contact person between SOC and Barview Jetty Campground and Campground workers.

7. Ensure that all SOC members be informed of any changes in meeting time and or location.

8. Preside over final money count at Barview Jetty Campground.

9. Submit report at each meeting for inclusion in the minutes.

10. Be in good standing in terms of voting privileges by maintaining SOC meeting attendance. As stated in Chapter 4.3: Any member of SOC who is absent 2 consecutive meetings will be considered inactive for voting purposes at the roll call of the next meeting. They may regain their voting privileges after subsequently attending 2 consecutive meetings.

11. Provide SOC with a detailed monthly cash flow statement, accompanied with the current bank account statement and any cash on hand reflecting all items used. Treasurer and vice treasurer responsible for credit card(s).

12. Continue to be available to assist the new Chairperson as requested.

**2. Vice Chairperson**

1. Assume the duties of the Chairperson in the event of their absence or if Chairperson steps down.

2. Assist Chairperson in overall coordination.

3. Be knowledgeable of all operational procedures, requirements and deadlines of all members and offer input when necessary.

4. Be knowledgeable of the terms of all contracts related to SOC.

5. Attend WCNAA and any other meeting pertaining to SOC as needed.

6. Assume the responsibility of a vacant Executive Committee position until position is filled.

7. Submit report at each meeting for inclusion in the minutes.

8. Be in good standing in terms of voting privileges by maintaining SOC meeting attendance. As stated in Chapter 4.3: Any member of SOC who is absent 2 consecutive meetings will be considered inactive for voting purposes at the roll call of the next meeting. They may regain their voting privileges after subsequently attending 2 consecutive meetings.

9. Continue to be available to assist the new Vice Chairperson as requested.

**3. Treasurer**

1. Treasurer must understand, accept, and sign “Trusted Financial Servant Responsibility Agreement”. See Appendix A.

2. Keep accurate journal of checks issued.

3. Ensure that all checks written have proper receipts and are accompanied by a check request, filled out accurately with proper information.

4. Record all financial transactions in bookkeeping ledger. Transactions include purchases, sales and deposits, receipts, and payments by an individual or organization.

5. Checks written with errors must be recorded in ledger with check number and listed as voided check. Voided checks must be included in written report with explanation for inclusion in minutes.

6. Any mail received shall be disbursed and included in report during SOC meeting for inclusion in minutes.

7. Acquire and program all credit card machines needed for members that will be handling funds.

8. Train all members who will be operating credit card machines.

9. Participate in final money count at campout.

10. Provide SOC and WCNAA with a final financial report detailing all financial activity throughout the year at a date determined by SOC.

11. Submit report at each meeting for inclusion of minutes.

12. Be in good standing in terms of voting privileges by maintaining SOC meeting attendance. As stated in Chapter 4.3: Any member of SOC who is absent 2 consecutive meetings will be considered inactive for voting purposes at the roll call of the next meeting. They may regain their voting privileges after subsequently attending 2 consecutive meetings.

13. Continue to be available to assist new Treasurer as requested.

**4. Fundraising Chairperson**

1. Fundraising Chairperson must understand, accept and sign “Concept to Fundraising” found in Appendix C.

2. Plan and carry out activities to generate interest and support from local and surrounding NA communities and to raise funds that will finance the Campout.

3. Utilize assistance from any member to successfully complete projects when necessary.

4. Help any members as requested to meet any of their needs.

5. Distribute flyers and post website announcements of planned functions throughout WC and surrounding areas, and WCNAA. Encourage SOC members to announce upcoming events at Home Groups and within NA communities.

6. Submit budget request and all expenditures to SOC for approval.

7. Submit all locations or contracts to Chair, Vice Chair, and Treasurer for SOC review and approval.

8. Promptly submit all invoices to Treasurer.

9. Coordinate money drop policy with Treasurer and or Executive Committee prior to event.

10. Assist in cash register and credit card machine programming with Treasurer. Ensure that all checks written have proper receipts and are accompanied by a check request, filled out accurately with proper information.

11. Submit report at each meeting for inclusion of the minutes.

12. Be in good standing in terms of voting privileges by maintaining SOC meeting attendance. As stated in Chapter 4.3: Any member of SOC who is absent 2 consecutive meetings will be considered inactive for voting purposes at the roll call of the next meeting. They may regain their voting privileges after subsequently attending 2 consecutive meetings.

**5. Secretary**

1. Record minutes of all SOC meetings. Minutes to include: date and time of meeting, attendance, motions made, motions passed, motions denied, and motions tabled, record of whom motions were made and seconded by, amendments to motions, exact numbers in votes, new business, old business, member check ins, treasury report, sites sold report.

2. Type records into minute format and email to SOC members.

3. Create attendance record for voting privilege verification.

4. Create meeting schedule.

5. Create Gmail account for SOC and SOC members; use GoogleDocs when attaching documents to ensure SOC access to all records.

6. Provide motion submittal forms as stated in Chapter 8.1: All motions are suggested to be presented in writing to the SOC Chairperson. If, in the opinion of the Chairperson, modifications are needed, Chairperson shall work with the maker to correct it. The maker of the motion may, however, present the original motion as is if he or she insists.

7. Handle all correspondence as directed by SOC Chairperson.

8. Keep current record of bylaws, attend post campout meetings concerning bylaws changes, and update any changes.

9. Be in good standing in terms of voting privileges by maintaining SOC meeting attendance. As stated in Chapter 4.3: Any member of SOC who is absent 2 consecutive meetings will be considered inactive for voting purposes at the roll call of the next meeting. They may regain their voting privileges after subsequently attending 2 consecutive meetings.

11. Create 1 binder with all information concerning Secretary’s position to be given to new Secretary. Portfolio to include: reports, copies of budgets, contracts, and invoices, end of campout year report, etc. End of Campout year report suggested to include personal statement pertaining to what went well and areas of improvement.

12. Continue to be available to assist new Secretary as requested.

Appendix A

Stepping Outdoors Committee

Trusted Servant Financial Responsibility Agreement

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intend to accept a money-handling volunteer position in service of the Stepping Outdoors Committee (SOC).

I understand that it is a requirement of Stepping Outdoors Committee (SOC) that all trusted servants that will be handling funds sign this agreement prior to engaging in service to the committee, and I do so under no duress.

I understand that Narcotics Anonymous funds are not to be used for any form of personal benefit, and that to do so constitute misappropriation. I understand that should I be suspected of misappropriation of funds, an investigation will be required with SOC or Washington County Narcotics Anonymous Area representatives and or on-site host facility security performing such an investigation.

Should I be found to have misappropriated funds, I understand that the matter will be turned over to proper authorities.

Signed on this day of \_\_\_\_\_/\_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This document was created to implement the SOC Anti-Theft Policy, as outlined in the SOC guidelines, Chapter 8, Funds, page 6. For additional information, please refer to those guidelines.

Appendix B

Concept to Fundraising

New members not familiar with the 12 Traditions of NA may be confused by the concept of fundraising in Narcotics Anonymous because it is not like the kind of fundraising done in other organizations—even nonprofit organizations. We, never under no circumstance, accept any monetary contribution from any outside source. We affiliate ourselves with no one, choosing to be entirely self-supporting through our own contributions. In NA, whenever we do need to raise funds, we do so from within our own membership. With the adoption of these guidelines, funds are divided by the group conscience of SOC as a whole as expressed.

The experience of many regions and areas find that fundraising for campouts is extremely important as it generates interest and support from local NA communities, in addition to raising money. Our guidelines do not prohibit groups, areas or regions from hosting fundraisers on behalf of the campout. We would, however; caution against placing unreasonable financial drain on local resources for funds in support of the campout, while at the same time welcoming activities which motivate attendance by increasing awareness of how campouts—like meetings—help us as members in our personal recovery. Any fundraising should be well planned and discussed with SOC.

Campouts will probably continue to have a need for fundraising members. They would plan and carry out activities such as dances and picnics and will need to interface with other members to successfully complete its projects.

These members also have responsibility for entertainment activities, selecting the bands or disc jockeys to be used at all fundraising. They also arrange for all other forms of entertainment provided for fundraisers for the campout.

Activities can be held throughout the year. Communication about your event is extremely important. A list of planned functions should be prepared and distributed throughout the area and regional service structures to the groups you serve to spark interest, encourage participation and support. Functions which are successful are well planned and publicized. Poor turnout and unsuccessful fundraisers can generally be traced back to a lack of planning and or exposure within the local NA community.

Care should be exercised concerning the concept and design of flyers. This is especially critical because many of these flyers find their way into hospitals, institutions, and other facilities which relate to NA. Appropriate use of language and graphics is crucial; these flyers may represent NA to the public.

Use of the campout theme for fundraising events is more likely to excite and increase the local members’ involvement in the upcoming convention. Refer to the 12 Traditions of NA for guidance in deciding appropriate fundraising activities.

In conclusion, fundraising events for conventions should be held first to generate interest and support for the convention, and second to raise money. All fundraising events held in support of the convention should include an explanation as to why money is needed. Finally, all of our events, be they raise money or simply to provide entertainment for our Fellowship, should always be in good taste, consistent with our spiritual principles, and set a tone which emphasizes caring and sharing the NA way.