GRAND RAPIDS AREA CAMPOUT (GRAC) GUIDELINES

I. PURPOSE:

This service committee is designed to serve NA members and their families to a summer camping event.

II. FUNCTION:

A. Meet the second (2\textsuperscript{nd}) Tuesday of each month or as decided by the standing committee.
B. Administers and coordinates the business and activities common to GRAC.
C. Provides activities and sell merchandise to support our purpose/event.
D. Helps unify member groups.
E. Carries the NA message through our actions.
F. Contributes to the growth of the fellowship.
G. Maintains the Twelve Traditions and Twelve Concepts of service in NA.

III. FORMAT:

A. Chair opens with a moment of silence followed by the Serenity Prayer. The reading of the 12 Concepts.
B. Roll Call is taken by secretary
C. Secretary’s Report: (Ask for corrections or additions, then motion to accept report as written, or as corrected).
D. Treasurer’s Report: (Treasurer will read report. Ask for additions or Corrections, then motion to accept report as written, or as corrected).
E. Activities Reports
F. Old Business
G. New Business
H. Announcements/ Next meeting
I. Open discussion, reflective discussion.

IV. AGENDA .

A. Chair will arrange the agenda prior to each meeting.
B. If possible, all ideas, motions, and input should be submitted to the Chair in writing, either in person or through email.
C. If verbal motion is made it needs to be immediately written during the committee meeting to be submitted to secretary by the end of the meeting or motion will be disregarded.

V. VOTING PARTICIPATION

A. Any elected member of the committee will have one (1) vote
B. A quorum will consist of a simple majority of active members present.

VI. VOTING PROCEDURES

A. All NA members in attendance will have the right to participate in discussions but NOT submit motions, (only committee members can submit motions)
B. All voting will be determined by the simple majority of quorum with the exception of Guideline changes which must be approved by a 2/3 vote of quorum.
C. In case of a tie, the Chairperson will vote to break the tie.

VII. ELECTION OF TRUSTED SERVANTS.

A. All Trusted Servant positions will be elected in October.
B. Nominations and elections of Trusted Servants to be as follows:
   1. Nominations should be solicited by group conscience of each group within the committee. Nominees should be actively involved in service at the home group level.
   2. An explanation from the approved service manual and these guidelines are used to establish each position’s responsibilities.
   3. Notification of elections will be written in the GRAC minutes.
   4. Normally scheduled elections will be announced one month in advance to all groups.
5. After accepting nominations and willingness from group conscience, the Chair will ask if there are any nominations from the floor (second required). The Chair will then ask if there is anyone with the willingness to serve. If seconded, person with willingness becomes a nominee. Chair will then entertain a motion to close nominations (second required). Chair will then explain elimination procedure to clarify second and third choices.

6. After nominations are closed, each nominee should state their qualifications service to the fellowship (state clean time, past service experience, and why they want to serve the fellowship). Questions to nominees will be addressed at this time.

7. Nominees should be present to be nominated.

8. Voting to be done by group conscious when 1 nominee and in a case where there are more than two nominees and no single nominee receives the support of a clear majority, the nominee that received the least support will be excluded prior to each subsequent vote.

9. A vote is taken and repeated until a single nominee receives a majority of support from the member groups present. If there is a tie vote between the final two nominees, the Chair will break the tie.

10. The procedure is repeated for all open positions until the positions are filled or tabled.

11. A Trusted Servant may only be elected to a maximum of two (2) consecutive terms for the same position regardless of when the term started.

12. In the event that a position is not filled by an election, the Chair may appoint a person, with the approval of a simple majority of member groups present, to temporarily fill the vacancy until the position can be filled by election.

C. RESIGNATION AND VACANCIES

1. Voluntary: Must be given to the Chair in writing or by phone before the next GRAC meeting.
2. Involuntary:
   a. Missing two (2) consecutive GRAC meetings, or four (4) during the term, without advising co or submitting a written report, without just cause.
   b. Relapse during term of office which is defined as use of a mind-altering substance other than prescribed.
   c. Removal by a vote of ¾ majority of active member groups for breach of Traditions, or failure to perform duties and responsibilities of the position.

VIII. QUALIFICATIONS AND DUTIES OF GRAC TRUSTED SERVANTS

A. Requirements for all Trusted Servants.

1. An understanding of the 12 Steps and 12 Traditions of NA, through application
2. An understanding of the NA service structure and NA’s 12 Concepts of service and the responsibilities of the position.
3. An active participation at the level they are to serve.
4. The willingness to give time and resources necessary for the position.
5. Active in NA involvement (defined by clean time, sponsorship, step work and home group involvement)
6. Should attend all GRAC meetings.
7. Willingness and desire to serve entire length of commitment.

B. Suggested Clean Time requirements:

1. Chair 3 years
2. Secretary 1 years
3. Treasurer 3 years
4. Activities 1 year

C. Duties and Responsibilities

1. Chair

   a. Arranges an agenda for and presides over all GRAC meetings.
   b. Maintains lines of communication between GRAC and all its members,
   c. Strives to be fair and impartial and is capable of conducting business meetings with a firm, yet understanding, hand in accordance with the 12 Traditions of Narcotics Anonymous.
d. Is responsible for setting and presiding over Administration meetings.

2. Secretary

   a. Keeps accurate minutes of each GRAC meeting.
   b. Types and distributes minutes of each GRAC meeting no later than ten (10) days after each meeting to all GRAC members,
   c. Maintains and updates a list of names, emails, addresses, and phone numbers of committee members for use by the committee (this list is NOT to be distributed outside of the campout committee).
   d. Attends campout and committee meetings.
   e. Sends out a reminder about the upcoming meeting on the Monday prior to the meeting.

3. Treasurer

   a. Treasurer to reconcile account monthly and prepare balance sheet.
   b. Is responsible for payments and contact with Double RR Ranch, deposits and dates for the main event.
   c. Coordinates expenses for food, activity, and other needs.
   d. Is responsible for preparing a monthly report which will include profit and loss for any events held that month, which should have separate itemization for incoming monies and outgoing expenses.
   e. Attends campout and committee meetings.