



“THE LIE IS DEAD, WE DO RERECOVER.”

Set ‘Em Free Committee Operational Guidelines
Revised March 2012

Purpose

The purpose of this committee is to organize and be responsible for all aspects of the annual Set ‘Em Free campout and other committee-decided functions. This is intended to provide multi-area, fun events carrying the message of recovery.

Organization

The Set ‘Em Free Committee is a subcommittee of the Santa Cruz Narcotics Anonymous Area Service Committee (ASC). Therefore, it is accountable to the Santa Cruz ASC and the fellowship of NA as a whole. The Set ‘Em Free Committee of Santa Cruz will be responsible for the organization and implementation of the annual events.

Registration, entertainment, merchandise and funds shall remain the responsibility of the Committee.

Membership

Clean time requirement for Committee membership is 24 hours. A person must attend two (2) consecutive meetings in order to qualify as a voting member. To maintain active voting membership a member may not miss two (2) consecutive meetings without contacting the body.

Officers

The elected officers of the Committee shall consist of Chairperson, Vice Chair, Secretary, Committee Treasurer, Registration Chairperson, and Merchandising Chairperson. All officers will be elected from standing committee members. Officers missing two (2) consecutive meetings may be replaced at the third meeting by a majority vote.

CLEAN TIME REQUIREMENTS AND DUTIES

A. Chairperson

Minimum of two (2) years clean time, and suggested previous participation on the Set Em’ Free Committee. Duties include: arranging agenda, conducting regular meetings, co-signing all bank accounts, coordinating ad-hoc committee functions and include Vice Chair in said duties. Attends SCASC meetings every month (or delegates) with a progress report and financial report, to include monthly bank statements, balance sheets and check book reconciliation. Maintain P.O. Box key.

B. Vice Chairperson

Minimum of two (2) years clean time. Suggested previous participation on Set Em’ Free Committee. Duties include: performing the duties of the chairperson in their absence. Coordinates Set Em’ Free Campout scheduled activities, negotiates contracts with all persons concerned, plans, secures & schedules

site, produces flyers and public relations. Over sees on-site ticket sales when and where necessary and performing other duties as assigned by Chairperson or committee. Submit a monthly report detailing the status of all contracts. Suggested attendance at SCASC monthly meetings.

C. Secretary

Minimum of six (6) months clean time. Duties include: Keeping minutes of all Set Em' Free Committee meetings, maintain accurate records of committee level decisions. Printing and distributing minutes at each meeting. Maintaining and distributing current phone lists of committee members and being responsible for proper storage of archives at the completion of term.

D. Treasurer

Minimum of two (2) years clean time and be gainfully employed. Ability to maintain a checking account and willingness to do the job. Duties include: maintain Set Em' Free bank accounts; keep accurate financial records, paying all approved expenses, reporting monthly financial status of campout account with bank statement, balance sheet, and and checkbook reconciliation; co-signing hCommittee bank accounts. Provide oversight and general supervision of all Set Em' Free bank accounts, provides monthly financial report to be included in monthly Set Em' Free ASC report.

E. Registration Chairperson

Minimum of two (2) years clean time. Duties include: forming registration subcommittee, and maintaining all aspects of registration; pick up registration requests at P.O. Box, deliver money with prepared bank deposit slips to the Committee Treasurer for deposit and securing the deposit receipt from Committee Treasurer. Submitting a monthly report detailing the registration status, assignments and disputes, and maintain P.O. Box key.

F. Merchandising Chairperson

Minimum of two (2) years clean time. Duties include: forming a merchandise subcommittee, arranging agenda, conducting meetings, co-signing Merchandise bank accounts, ordering and maintaining an inventory of merchandise and may delegate responsibilities to merchandising members at NA functions and events. Responsible for key to storage locker and keeping storage organized.

VOTING PROCEDURES

Regular business cannot be conducted without a quorum. A quorum shall consist of three (3) of six (6) elected officers. A simple majority (one over half) is required to pass motions. Chairperson will vote only in the event of a tie.

ELECTIONS

New officers assume office one month after the event. The officers shall serve a one year commitment, not to exceed two consecutive terms. Elections shall be held one month prior to the annual campout event.

EXPENSES

Legitimate committee-related expenses, not to exceed \$50.00, incurred by committee members, shall be reimbursed upon submission to and approval of the Committee Treasurer. Expenses greater than \$50.00 must have Committee approval prior to spending.

OPERATIONS

The committee will meet monthly except when needed prior to the Set Em' Free events. The committee will maintain two (2) active bank accounts. At least two (2) signatures (co-signers) will be required for any activity on any and all accounts. A person must have two (2) years continuous clean time to handle

money at any function. Bank statements will be collected by the Set Em' Free committee chairperson and forwarded to the Treasurer and shall be made available for the purview of the Committee and members of the SCASC.

- 1) **Set Em' Free Operational Fund Account:** In the amount of \$6,000.00 to be used as operational resource for expenses directly related to Set Em' Free events. This will also include funds for the following years campout deposits as well as any and all entertainment requirements, including sound and lights. Co-signers on account to be the committee Chairperson, Vice Chairperson, and Committee Treasurer.
- 2) **Set Em' Free Merchandise Sales Account:** In the amount of \$4,000.00 (excluding inventory). Co-signers on account to be the Committee Chairperson, Vice Chairperson, and Merchandise Chairperson.

The Treasurer, in conjunction with the Chairperson and other elected trusted servants, will prepare a complete and detailed line-item budget for all income and all expenses of the upcoming fiscal year, to be submitted, along with Committee Operational Guidelines during the first quarter of each year. All final yearly reports will be due in a timely manner, to be submitted to the SCASC at the following SCASC meeting. Any changes in bank account status must be verified by Committee Chairperson within one week and reported at the next meeting. An annual merchandise inventory shall be conducted.

FISCAL POLICY

Fiduciary Procedure

All monies collected will remain in the Set Em' Free Committee accounts until the final accounting after the yearly campout. At this time, all net proceeds shall be donated to the SCASC.

Misappropriation

Individuals removed from office for or determined guilty of misappropriation or theft of funds shall make full restitution of said funds. Should a member who was removed for misappropriation or theft of funds fail to make full and timely restitution of funds, said individual shall be subject to civil liability and criminal prosecution to the fullest extent that the law will allow or prescribe.

I, _____, being a duly elected and authorized officer of this organization, have read and understand these guidelines and agree to all stipulations and conditions delineated herein.

Signature _____

Print Name _____

Date _____