



GUIDELINES OF THE SOUTH PUGET SOUND AREA MAKING NEW MEMORIES SUBCOMMITTEE

® *Adopted 2007/Revised 2011-2012/2016/2019/2024*

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

PURPOSE OF THE MAKING NEW MEMORIES SUBCOMMITTEE

This section defines our purpose—the reason we exist. Our purpose is based on NA’s 5th tradition, “Each group has but one primary purpose—to carry the message to the addict who still suffers,” and the 12th step, “we tried to carry the message to the addict who still suffers”. Everything we do in NA Service must be motivated by the desire to successfully carry the message of recovery—that an addict, any addict can stop using drugs, lose the desire to use, and find a new way to live. The Making New Memories Subcommittee is the working body of the South Puget Sound Area that creates an annual recovery event and it is directly accountable to the ASC and the groups with all its actions, “The final responsibility and authority for NA Services rests with the NA Groups.” (2nd Concept)

- 1.1 The name of this assembly shall be Making New Memories
- 1.2 The purpose of the Making New Memories Subcommittee is to hold an NA family retreat in the summer of each year, in a camping environment, to enhance our primary purpose and unity within the fellowship of the South Puget Sound Area of Narcotics Anonymous.
- 1.3 The Making New Memories Subcommittee receives its authority from the South Puget Sound Area and all its groups.
- 1.4 The Making New Memories Subcommittee shall be directly accountable to the South Puget Sound Area and its groups in all its actions.
- 1.5 The Making New Memories Subcommittee officers and coordinators shall not make any decision, pass any motion or take any actions that conflict with the Twelve Traditions, Twelve Concepts of Narcotics Anonymous, ASC or these guidelines.
- 1.6 The Making New Memories Subcommittee shall comply in all its actions with the following documents in order of priority as listed below:
 - a. The Twelve Traditions and Twelve Concepts of Narcotics Anonymous
 - b. The current Guidelines of the Making New Memories Subcommittee.
 - c. The current Guidelines of the South Puget Sound Area
 - d. A Guide to Local Services in NA, and conference approved service handbooks
 - e. Roberts Rules of Order (Short Form: found in the Guide to Local Service)

MEMBERSHIP & COMMITTEE MEMBERS

Although anyone can be a member of Narcotics Anonymous as long as they have “a desire to stop using” (3rd Tradition), the Making New Memories Subcommittee has been created by the South Puget Sound Area. Therefore, membership within the subcommittee is limited to those trusted servants selected by the subcommittee represent them. However, any interested member may attend the Making New Memories Subcommittee.

- 2.1 Any Narcotics Anonymous member or interested person may attend the Making New Memories Subcommittee meeting.
- 2.2 Voting and decision making at the Making New Memories subcommittee shall be restricted to coordinators and to other subcommittee members as permitted by these guidelines.
- 2.3 The members of the Making New Memories Subcommittee are all officers and coordinators.
- 2.4 The officers are Chair, Vice Chair, Secretary, Treasurer, and Treasurer Trainee.
- 2.5 The coordinators are Flyers/Tickets, Fundraising, Merchandising, Programming, Registration, Food, Survivor, Serenity keeper, and Childrens Activities.

MAKING NEW MEMORIES SUBCOMMITTEE MEETING / EVENT

The subcommittee meeting is a place to conduct the necessary business that pertains to the work associated to our purpose. The open forum sharing session provides a way to discuss planning/ issues in an informal setting. Ideally, this helps to achieve consensus when decisions need to be made in the business portion of the subcommittee meeting. The subcommittee will establish a consistent time and place to meet that will accommodate the needs of the subcommittee members and other trusted servants.

- 3.1 All committee members must attend all meetings & events from beginning to end, unless previously excused.
- 3.2 Any member may request an excused absence from either all or part committee meeting. In order to do so, said member must contact committee chair. This will be done in person, by email or by phone. Also, a report must be submitted for the chair to read at the meeting, plus a copy emailed to the secretary to put in the minutes. Failure to do so will result in an unexcused absence. Anyone may be allowed two absences within a year.
- 3.3 The Chair shall give a 72 hour advance notice of all committee meetings and changes.
- 3.4 The committee will use SPSA resources for all correspondence. This will require communication with ASC chair, PI chair, Helpline, Directories, and Website. PO box 2133 Olympia Wa. 98507-2133/spsana.org.

- 3.5 The vice chair shall communicate to the public information committee all meeting times and locations to be posted in schedule, on website, and with helpline.
- 3.6 All members are required to have written reports.
- 3.7 All committee members shall stay 1 night committee paying for both nights as applicable.
- 3.8 The reserved sites before the event are limited to committee members, their significant other and the committee members children only.
- 3.9 The committee may approve a list of additional people to stay the night before and after the event for the sole purpose of set up/clean up for the event. This requires coordinators to submit a list of names for approval by committee at the first meeting in month prior to campout.

DECISION MAKING/ELECTIONS

As a spiritual body, we try to reach all decisions by consensus; we believe that a loving God's will is expressed through our group conscience (2nd Tradition). In the event we cannot reach consensus, we utilize a simplified version of Roberts Rules of Orders as printed in A Guide to Local Services in NA to reach our decision. One of the reasons we try to achieve consensus is it insures that we follow our 9th Concept, "All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process." By carefully discussing and respectfully listening to all points of view we try to make sure this happens within this subcommittee. The reason all subcommittee members are allowed to vote on many decisions is the 7th concept, which states, "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." We do need to adhere to the 2nd and 3rd concepts which state, "The final responsibility and authority for NA services rests with the NA groups," and "The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it." We believe that when a decision is so important it needs to go back to groups for a group conscience.

- 4.1 All motions and decisions except elections will first be considered using consensus-based decision making. For the subcommittee's purposes, the process for consensus-based decision making allows for pros and cons to be heard and fairly considered within the subcommittee. If at the end of the discussion the subcommittee has not reached an agreement, those dissenting from the majority will be given an opportunity to state the reason for their dissent if they choose. If their rationale does not persuade the majority to change their view, the dissenting member(s) may be asked if they can support the majority view, even though they themselves do not agree with it. In matters where dissenters cannot assent with the majority, a decision will be reached using these guidelines, and

the short form of Roberts Rules of Order from "A Guide to Local Services in NA".

- 4.2 An amendment to these guidelines may be made by any member but must be seconded by a voting member.
- 4.3 An amendment must be approved by 2/3 majority vote and sent back to SPSASC for ratification.
- 4.4 All committee members except the subcommittee chair or acting chair may vote or participate in all decision-making and elections except where listed in these guidelines.
- 4.5 In case of a tie vote, the chair will cast the tie breaking vote.
- 4.6 The subcommittee chair or acting chair shall act as a neutral party and refrain from active debate on all motions.
- 4.7 All motions must be submitted in writing to the subcommittee chair to ensure accuracy.
- 4.8 The secretary will keep a copy of all passed or failed motions.
- 4.9 A quorum is defined as 2/3 of the committee less the chair. A quorum is required for all voting.
- 4.10 Votes to abstain are not counted for or against.
- 4.11 A majority vote is required to elect committee members.
- 4.12 All new money expenditures will require a 2/3 majority vote.
- 4.13 All motions must be seconded by a committee member.
- 4.14 The loss of abstinence is an automatic loss of service position.
- 4.15 The chair of the subcommittee will be elected at the September ASC. A recommendation must be submitted to the August ASC.

FINANCIAL RESPONSIBILITY

The basis of this section is the 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 insure 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.

- 5.1 Seed money to start each year is at \$1000.00.
- 5.2 Monies will be dispensed by check per receipt or with prior subcommittee approval with receipt to follow.
- 5.3 All funds turned in for deposit shall be deposited within 48 hours after the event.
- 5.4 All funds not obligated after the event shall be donated to the SPSASC.
- 5.5 There shall be a minimum of two bids submitted for any contracted services over \$100.00.

5.6 Treasurer shall provide receipts for all monies coming in.

5.7 Budgets shall include:

- a. Tickets/Flyers coordinator shall have a budget not to exceed \$20.00 a month.
- b. Secretary shall have a budget not to exceed \$10.00 a month.
- c. Programming coordinator shall have a budget not to exceed \$300 per event.
- d. Fundraising coordinator shall have a budget not to exceed \$750 per fundraiser.
- e. Merchandising coordinator shall have a budget not to exceed \$1,000 per order.
- f. Registration coordinator shall have a budget not to exceed \$600 per event.
- g. Food coordinator shall have a budget not to exceed \$1,000 for food.
- h. Chair shall have a bi-monthly budget not to exceed \$20.00.
- i. Treasurer shall have a bi-monthly budget not to exceed \$20.00.
- j. Survivor shall have a budget not to exceed \$300 for event.
- k. Serenity Keepers shall have a budget not to exceed \$50.00 for event and \$300.00 for drinks at the campout event.

5.8 Financial Responsibility

- a. Each member is to fill out a financial responsibility form.

TRUSTED SERVANTS

“For our group purpose there is but one ultimate authority—a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.” (2nd tradition). Being of service to the fellowship of Narcotics Anonymous is recognized as a valuable tool for the addict seeking recovery. This section lists many of the basic responsibilities for those members who serve as a Making New Memories trusted servant. Our groups have shown their trust in these individuals by, “delegating to the service structure the authority necessary to fulfill the responsibilities assigned to it.” (3rd Concept). We trust our trusted servants.

6.1 Chair

Requirements:

- a. Working knowledge of Twelve Traditions, Twelve Concepts, A Guide to Local Services in NA, current ASC and Making New Memories Guidelines.
- b. Minimum of 3 years clean.

Duties:

- a. Coordinates and facilitates all Making New Memories subcommittee meetings.
- b. Cooperates with and assists the other officers and coordinators.
- c. Schedules event upon committee approval.

- d. The chair will attend all SPSASC meetings and submit a written report, minutes, and financial statement.
- e. Coordinates with SPSASC for all correspondence.
- f. Provides written report at all subcommittee meetings.
- g. Will stay the night before; as applicable.
- h. Shall give a 72-hour advance notice of all committee meetings and changes.
- i. Shall communicate to the public information committee all meeting times and locations to be posted in schedule, on website and with the helpline.

6.2 Vice-Chair

Requirements:

- a. Working knowledge of Twelve Traditions, Twelve Concepts, A Guide to Local Services in NA, current ASC and Making New Memories Guidelines.
- b. Willingness to serve as MNM Chair if elected to the following term.
- c. Minimum of 2 years clean.

Duties:

- a. In the absence of the chair, the vice chair assumes all responsibilities normally carried out by the chair.
- b. Communicates and assists with all the coordinators monthly and at the event.
- c. Vice chair will maintain communication with the SPS Activities subcommittee.
- d. Provides written report at all campout meetings.
- e. Will stay the night before; as applicable.

6.3 Secretary

Requirements:

- a. Working knowledge of Twelve Traditions, Twelve Concepts and Making New Memories Guidelines.
- b. Minimum of 1 year clean.

Duties:

- a. Take the minutes at each meeting.
- b. Will provide an agenda at each subcommittee meeting.
- c. Will produce and distribute the minutes at the following campout meeting.
- d. Will provide the chair with a copy of the minutes prior to the SPSASC meeting.
- e. The secretary will maintain the archives.
- f. Provides written report at all campout meetings.
- g. Will stay the night before; as applicable.
- h. Will provide all committee members with a copy of guidelines after all updates have been approved by the ASC (if no updates made provide a current copy to all committee members).

6.4 Treasurer

Requirements:

- a. Working knowledge of Twelve Traditions, Twelve Concepts and Making New Memories Guidelines.
- b. Minimum of 3 years clean.

Duties:

- a. Shall maintain clear records of income and expenses through bank records.
- b. Disburse budgets as defined.
- c. Provides written report at all campout meetings.
- d. Will stay the night before; as applicable.
- e. Shall make deposits within 72 or the next business day following events/meetings.

6.5 Treasurer Trainee:

Requirements:

- a. Working knowledge of Twelve Traditions, Twelve Concepts and Making New Memories Guidelines.
- b. Willingness to serve as Treasurer if elected to the following term.
- c. Minimum of 2 years clean.

Duties:

- a. Aid Treasurer in all duties listed above.
- b. Provides written report at all campout meetings.
- c. Will stay the night before; as applicable.

6.6 Flyers/Tickets Coordinator

Requirements:

- a. Working knowledge of Twelve Traditions, Twelve Concepts and Making New Memories Guidelines.
- b. Minimum of 2 years clean.
- c. Have a computer or access to one.

Duties:

- a. Produce a flyer announcing the event to be distributed at the April RSC.
- b. All flyers shall have the SPSA contact info only. i.e., Helpline, Website, PO box.
- c. Produce flyers for fundraisers two months prior to be distributed at the ASC, RSC, Clean and Free and WNIRNCA as directed by the committee.
- d. Provides written report at all campout meetings.
- e. Will stay the night before; as applicable.
- f. Upon committee approval, produce tickets for the event.
- g. Keep list of all people selling tickets. Maintain a log of tickets sold & tickets being held.
- h. Distribute no more than 10 tickets at a time to any person without committee approval.
- i. Keep accurate monthly accounting of cash received from ticket sales and cash turned into the treasurer.

- j. Issue receipts for all monies collected.
- k. Maintain financial archives regarding ticket sales.
- l. Provides written report at all campout meetings.

6.7 Fundraising Coordinator

Requirements:

- a. Working knowledge of Twelve Traditions, Twelve Concepts, Making New Memories Guidelines.
- b. Minimum of 2 years clean.

Duties:

- a. Upon committee approval, create and produce items to be sold or raffled to generate funds to support the event.
- b. Produce such items to sell prior to and during the event.
- c. Hold monthly fund-raising meetings.
- d. Will work with merchandise to have merchandise available for WNIRCNA, Clean & Free, and SPSANA events; as applicable.
- e. Provides written report at all campout meetings.
- f. Will stay the night before; as applicable.

6.8 Merchandise Coordinator

Requirements:

- a. Working knowledge of Twelve Traditions, Twelve Concepts, Making New Memories Guidelines.
- b. Minimum of 2 years clean.

Duties:

- a. Hold logo contest with winning logo decided at the December campout meeting.
- b. Research costs for T-shirts and other merchandise with the current logo.
- c. Get committee approval on all merchandise to be purchased.
- d. Produce such items to sell prior to and during the event.
- e. Contact other event committees to gain permission to sell such items during their function.
- f. Hold monthly merchandising meetings.
- g. Have merchandise available for WNIRCNA, Clean & Free, and SPSANA events; as applicable.
- h. Provides written report at all campout meetings.
- i. Will stay the night before; as applicable.

6.9 Programming Coordinator

Requirements:

- a. Working knowledge of Twelve Traditions, Twelve Concepts, Making New Memories Guidelines.
- b. Minimum of 2 years clean.

Duties:

- a. Research entertainment for the event, including adult and children's activities.
- b. Responsible for coordinating and establishing workshops and meetings for the event.
- c. Research speakers for the event.
- d. Speakers to be approved by committee.
- e. Speakers must carry a clear Narcotics Anonymous message.
- f. Work with Flyers/Tickets Coordinator to distribute flyer requesting a speaker for the event.
- g. Hold monthly programming meetings.
- h. Provides written report at all campout meetings.
- i. Will stay the night before; as applicable.

6.10 Registration Coordinator

Requirements:

- a. Working knowledge of Twelve Traditions, Twelve Concepts, Making New Memories Guidelines.
- b. Minimum of 1 year clean.

Duties:

- a. Coordinate with ticket chair on registration information.
- b. Responsible for producing registration packets, upon committee approval.
- c. Form a welcoming crew to hand out registration packets and provide information at the event.
- d. Provides written report at all campout meetings.
- e. Will stay the night before; as applicable

6.11 Food Coordinator

Requirements:

- a. Working knowledge of Twelve Traditions, Twelve Concepts, Making New Memories Guidelines.
- b. Minimum of 1 year clean.

Duties:

- a. Research costs amounts of food.
- b. Be present at all meetings, fundraising events, and at campout.
- c. Get committee approval on purchase of food for the campout.
- d. Provides written report at all campout meetings.
- e. Will stay the night before; as applicable.

6.12 Survivor Coordinator

Requirements:

- a. Working knowledge of Twelve Traditions, Twelve Concepts, Making New Memories Guidelines.
- b. Minimum of 1 year clean.

Duties:

- a. Research and plan challenges for Friday night, Saturday morning, and Saturday night at campout.
- b. Hold monthly sub-committee meetings.
- c. Provide written report at all campout meetings.
- d. Will stay the night before; as applicable.

6.13 Serenity Keeper Coordinator

Requirements:

- a. Working knowledge of Twelve Traditions, Twelve Concepts, Making New Memories Guidelines.
- b. Minimum of 1 year clean.

Duties:

- a. Provide a list of Serenity Keepers to the committee.
- b. Provide a schedule and assign Serenity Keepers to maintain coffee stations.
- c. Provide a schedule and assign Serenity Keepers for gate.
- d. Will be responsible for providing and selling refreshments i.e. water energy drinks for the campout.
- e. Get committee approval on purchase of refreshments.
- f. Provide written report at all campout meetings.
- g. Hold monthly sub-committee meetings.
- h. Will stay the night before; as applicable.

6.14 Children's Activities Coordinator

Requirements:

- a. Working knowledge of Twelve Traditions, Twelve Concepts, Making New Memories Guidelines.
- b. Minimum of 1 year clean.

Duties:

- a. Research and plan activities for Friday, Saturday and Sunday during the campout.
- b. Hold monthly sub-committee meetings.
- c. Provide written report at all campout meetings.
- d. Maintain a budget of \$400.
- e. Stay the night before at campout, as applicable.