

**SOUTHERN OREGON AREA WOMENS RETREAT  
OF NARCOTICS ANONYMOUS GUIDELINES**

**Approved by SOAWRNA (2/20/2023)**

**Approved by SOANA (3/26/23)**

**ARTICLE ONE**

**NAME**

- 1.1** The name of the retreat shall be known as "Southern Oregon Area Women's Retreat of Narcotics Anonymous "here after known as "SOAWRNA".

**ARTICLE TWO**

**PURPOSE**

- 2.1** To celebrate recovery, keeping within the Twelve steps, Traditions, Concepts, and all the principles of Narcotics Anonymous at all times.
- 2.2** To encourage unity and fellowship among female members.
- 2.3** To hold meetings, workshops and other activities related to recovery in Narcotics Anonymous.

**ARTICLE THREE**

**POLICIES**

- 3.1** A prudent reserve of one thousand six hundred dollars (\$1600) will be maintained yearly. Any monies over the prudent reserve at the end of the retreat shall be donated to SOANA.
- 3.2** Any voting member, excluding an executive committee member, may hold more than one voting position. In case of a member holding more than one voting position, only one vote per person will be allowed.
- 3.3** All committee members are required to read the Guidelines upon election.

## **ARTICLE FOUR**

### **COMMITTEE MEMBERSHIP**

**4.1** The committee shall consist of:

**A. Executive Committee**

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Treasurer
5. Alternate Treasurer

**B. Sub-Committee Chairpersons**

1. Arts & Graphics/Merchandise
2. Fundraising
3. Facility/Catering
4. Programing/Entertainment
5. Inventory

**C. Sub-Committee Members**

1. Anyone with the desire to participate.

**4.2** Voting members of the committee shall consist of the executive committee members, excluding the chairperson who can only vote to break a tie. Sub-committee chairperson and sub-committee members who have attended two or more meetings consecutively.

**4.3** All committee members including the chairperson will vote on the logo.

**4.4** Nominations and motions can be made by any committee member, excluding the chairperson, but must be seconded by a committee member.

## **ARTICLE FIVE**

### **ELECTION OF COMMITTEE MEMBERS**

- 5.1 The SOAWRNA committee will nominate, at the close of the retreat, an incoming Chairperson that must attend the Southern Oregon Area Narcotics Anonymous (ASNA) to be elected by the GSR's.
- 5.2 Elections for incoming executive and sub-committee chairpersons will be held at the following meeting of the retreat committee. Terms of office will begin at the following committee meeting.
- 5.3 A term of office is one to two (1-2) years depending on the position. A person may serve two (2) consecutive terms in any position if there is no one else available.
- 5.4 An election to fill a vacancy in any position will occur at the committee meeting following the vacancy.

## **ARTICLE SIX**

### **REMOVAL OF COMMITTEE MEMBERS**

- 6.1 Any committee member will be removed from their position for non-compliance, which includes:
  - A. Loss of clean time
  - B. Non-fulfillment of duties
  - C. Misappropriation of committee funds.
  - D. The unexcused absence of two (2) consecutive committee meetings. An excused absence is prior notification to the chairperson or vice chairperson.
- 6.2 Any committee member may resign from their position by providing written or verbal notice to the retreat chairperson at the regular meeting prior to their resignation.
- 6.3 A six-month moratorium will be required for any committee member who resigns or is removed from office before the end of their regular term, except when that resignation is to assume the duties of a newly elected position.

## **ARTICLE SEVEN**

### **REQUIREMENTS AND DUTIES OF COMMITTEE MEMBERS**

This section will list individual requirements and duties of the SOAWRNA committee members according to the SOAWRNA guidelines. There may, however, be further obligations and requirements to the SOANA Bi-Laws and/or guidelines.

## **7.1 CHAIRPERSON**

### **A. Requirements**

1. Willingness, time, and resources to fulfill duties.
2. Two (2) year commitment.
3. Minimum two (2) years' clean time.
4. Minimum one (1) year elected service in Narcotics Anonymous.
5. An understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.
6. Experience or an understanding of the Sub-Committee functions and guidelines.
7. The ability to exercise patience and tolerance.

### **B. Duties**

1. Must attend the SOANA meeting, make a report of sub-committee activity, progress, goals and needs or send another executive committee member of their choice in their place. All reports must be in writing to the SOANA secretary.
2. Delegate major tasks to specific members, asks questions, stays informed and provides help when needed.
3. Helps resolve personality conflicts, may request assistance from SOANA if needed.
4. Keeps activities within the principles of the Twelve Traditions and Concepts, In accordance to the purpose of the retreat.
5. Monitors the fund flow and overall retreat costs.

6. Prevents important questions from "being decided prematurely", in order to Foster understanding by the entire committee prior to action.
7. Allows sub-committees to do their jobs while providing guidance and support.
8. Prepares the agenda for the committee meeting and ensures that agenda is adhered to.
9. Chairs the committee meeting as well as the retreat or delegates responsibility to the vice-chair and/or treasurer.
10. Appoints all Ad-Hoc committees when needed.
11. Always upholds the SOAWRNA and SOANA guidelines and bylaws.
12. Is a co-signer on the SOAWRNA checking account or can appoint another member of the executive committee.
13. Must give a report, at all committee meetings in writing, to the secretary, unless there is nothing to report.

## **7.2 VICE-CHAIRPERSON**

### **A. Requirements**

1. Willingness, time, and resources to fulfill duties.
2. One (1) year commitment.
3. Minimum one (1) year clean time.
4. Minimum six (6) months of elected service in Narcotics Anonymous.
5. An understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.
6. Experience or an understanding of the Sub-Committee functions and guidelines.
7. The ability to exercise patience and tolerance.

### **B. Duties**

1. Acts as chairperson in the absence of the chairperson.

2. Coordinates subcommittees and attends sub-committee meetings when needed, in order to ensure that they get the necessary support.
3. Works closely with the chairperson to help delegate responsibilities to sub-committee chairpersons and Ad-Hoc committee chairs.
4. Must attend all SOAWRNA meetings to assist the chairperson.
5. Must deliver all pre-registration money collected to the retreat treasurer.
6. Must give a report, at all committee meetings in writing, to the secretary, unless nothing to report.

### **7.3 SECRETARY**

#### **A. Requirements**

1. Willingness, time, and resources to fulfill duties.
2. One (1) year commitment.
3. Minimum six (6) months clean time.
4. Prior committee experience
5. An understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.

#### **B. Duties**

1. Keeps an extra set of minutes updated after each committee meeting, for any member who requests a complete set.
2. Maintains a list of names, phone numbers and e-mail addresses of all committee members.
3. Maintains an archive of the committee meeting written reports from committee members.
4. Must deliver all pre-registration money collected to the retreat treasurer.
5. Must give a report, at all committee meetings in writing, to the secretary, unless  
There is nothing to report.

### **7.4 TREASURER**

**A. Requirements**

1. Willingness, time, and resources to fulfill duties.
2. Two (2) year commitment.
3. Minimum two (2) years' clean time.
4. Minimum two (2) years of service to Narcotics anonymous.
5. An understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.
6. Have a steady source of income, be able to manage their personal finances, as well as inspiring the trust of the SOAWRNA and SOANA.
7. Experience and understanding of the sub-committee functions and guidelines.

**B. Duties**

1. Maintains the SOAWRNA bank account.
2. Works with the executive members to prepare and create a budget.
3. Writes all checks and is responsible for collecting all receipts for money paid out.
4. Responsible for all retreat money. Pays bills and advises the committee on cash supply, income flow and rate of expenditure.
5. Must have a complete report of all financial records at each meeting prior to the retreat, and another complete report to SOANA within sixty (60) days of the retreat.
6. Serves as the chairperson in the absence of the chairperson and vice-chairperson.
7. Will attend the SOANA meeting whenever asked.
8. Fills out the income and expense report after each event the committee holds to give to the Chair to take to area.
8. Is the holder of the post office box key and is responsible for checking the post office box periodically.
9. Responsible for collecting, compiling, and keeping a list of who is attending via registration forms if they are a NO show or attend partially. For security, safety and

meal planning purposes.

10. Must give a report, at all committee meetings in writing, to the secretary, unless, nothing to report.

## **7.5 ALTERNATE TREASURER**

### **A. Requirements**

1. Willingness, time, and resources to fulfill duties.
2. One (1) year commitment.
3. Minimum of one (1) year clean time.
4. Minimum one (1) year of service to Narcotics Anonymous.
5. An understanding of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.
6. Have a steady source of income, be able to manage their personal finances, as well as inspiring the trust of the SOAWRNA and SOANA.
7. Experience and understanding of the sub-committee functions and guidelines.
8. Must deliver all pre-registration money collected to the retreat treasurer.

### **B. Duties**

1. Acts as treasurer in the absence of the treasurer.
2. Helps the treasurer and executive committee members with preparing and creating the budget.
3. Works closely with the treasurer, helping with the collection of receipts for money paid out.
4. Will attend the SOANA meeting whenever asked.
5. Must give a report, at all committee meetings in writing, to the secretary, unless, nothing to report.

## **7.6 ARTS AND GRAPHICS/MERCHANDISING**

### **A. Requirements**



1. Minimum one (1) year clean time.
2. Prior service experience.
3. Willingness, time, and resources to fulfill duties.
4. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.

**B. Duties**

1. Attends monthly SOAWRNA committee meeting.
2. Must present a budget to the treasurer of all estimated committee costs.
3. Be in charge of organizing and running a logo contest, introducing a new retreat theme and logo each year.
4. Be responsible to obtain a release from all persons submitting artwork and or written materials, being considered before use, by the committee, releasing all rights and privileges of ownerships to the retreat committee. Such release must be, signed by the donating person, or the material will be returned to the submitter and not used. No donated items will be returned without prior approval of the SOAWRNA committee.
5. Be responsible to put the original logo in digital format and saved on a disk before The approved logo is used for anything.
6. Be responsible for the designing of all banners, programs, tickets, convention posters and all retreat merchandise using approved logo flyers and Uploading fliers to the SOANA website.
7. Provide all information, in a timely manner to the SOAWRNA committee for the design and set up of pre-registration form.
8. Be responsible for preparing and distributing a complete registration package. A minimum of three bids must be obtained, for approval by the retreat committee for any items the sub-committee would like to provide to registrants in the

registration package.

9. Must deliver all pre-registration money collected to the retreat treasurer.
10. Be responsible for setting up and maintaining a registration table at all fund-raising events once the pre- registration form is complete and during the retreat.
11. Must deliver all registration money collected at the registration table to the retreat treasurer periodically throughout the day and immediately at the close of the retreat.
12. Be responsible for contracting all retreat merchandise. A minimum of two (2) bids must be obtained for approval by the retreat committee. All contracts must be presented to and approved by the retreat committee. Bids should be submitted to the committee no less than 120 days prior to the retreat.
13. Must ensure that all merchandise is purchased from the contracted company.
14. Must maintain an accurate ledger of all merchandise purchased/sold.
15. Be in charge of the sale of all current NA merchandise.
16. Must give a report of all left over merchandise at the first regular committee meeting following the retreat.
17. Must give a report, at all committee meetings in writing, to the secretary, unless, nothing to report.

## **7.7 ARTS AND GRAPHICS MERCHANDISE VICE-CHAIRPERSON**

### **A. Requirements**

1. Minimum six (6) months clean time
2. Willingness, time, and resources to fulfill duties
3. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.
4. The desire to serve and learn.

## **B. Duties**

1. Acts as arts & graphics/merchandise chairperson in their absence, when acting as chairperson, a written report must be given to the retreat secretary at all committee meetings.
2. Must attend all arts & graphics/merchandise committee meetings.
3. Works with the arts & graphic/merchandising chairperson to fulfill all duties of the sub-committee.
4. Complete other duties as requested by the committee chairperson or the arts & graphics/merchandise chairperson.
5. Must deliver all pre-registration money collected to the retreat treasurer.
6. Must give a report, at all committee meetings in writing, to the secretary, unless, nothing to report.

## **7.8 CATERING/FACILITY CHAIRPERSON**

### **A. Requirements**

1. Minimum one (1) year clean time.
2. Prior service experience.
3. Willingness, time, and resources to fulfill duties.
4. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.

### **B. Duties**

1. Must present an itemized budget to the treasurer of all estimated sub-committee expenses each month.
2. Responsible for the cooking & cleaning of all meals at the retreat, or to make appropriate selection of food choices if prepared by another party.
3. Follow all local laws and ordinances that have to do with food handling including all verification of current food handlers permits and licensing.

4. Be responsible for, in corporation with fundraising and merchandise committee for the cooking and cleaning of all meals and fundraising events.
5. Be responsible for table decorations at all events and retreat meals.
6. Propose for approval, a location, for the retreat and be in charge of all negotiations of contracts with the facility. All contracts must be in writing and signed by the facility representative within ninety (90) days before the retreat. Any contract for meals must be signed within sixty (60) days before the retreat or in accordance with facilities policy. All contracts must be submitted for approval by the SOAWRNA committee no later than thirty 30 days before the event.
7. Using all information available, is responsible for projecting an estimated attendance figure.
8. Must present the committee with a menu of all meals, as well as the proposed cost of each meal, for registration package. Must stay within proposed budget. Be in charge of authorizing and signing for services (coffee, rooms, before and during the retreat. Appoints a maximum of three (3) people who will be allowed to sign/approve of Services.
9. Be in charge of setup and maintaining a hospitality site.
10. Must deliver all pre-registration money collected to the retreat treasurer.
11. Must give a report, at all committee meetings in writing, to the secretary, unless, nothing to report.

## **7.9 CATERING/FACILITY VICE-CHAIRPERSON**

### **A. Requirements**

1. Minimum six (6) months clean time
2. Willingness, time, and resources to fulfill duties
3. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.

4. The desire to serve and learn.

**B. Duties**

1. Acts as catering/facility chairperson in the absence of the chairperson.
2. Must attend all committee meetings.
3. Works in conjunction with the chairperson to fulfill all duties pertaining to the Committee.
4. Completes other duties as requested by the retreat chairperson or the sub-committees.
5. Must deliver all pre-registration money collected to the retreat treasurer.
6. Must give a report, at all committee meetings in writing, to the secretary, unless, nothing to report.

**7.10 FUNDRAISING CHAIRPERSON**

**A. Requirements**

1. Minimum one (1) year clean time.
2. Prior service experience.
3. Willingness, time, and resources to fulfill duties.
4. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.

**B. Duties**

1. Must present itemized budget to the treasurer of all estimated sub-committee costs.
2. Must ensure that all events, hosted by the SOAWRNA committee comply the with the Twelve Traditions and the concepts of service and abide by all local laws and ordinance. Fundraising is only permitted within the NA fellowship.
3. Must attend all fundraising events.
4. All events must be pre-approved by the retreat committee before they are

implemented. Events need to be planned far enough in advance to provide the fellowship with adequate information and time for fliers to be distributed to ASC and placed on the SOANA website.

5. Makes contact with other SOANA sub-committees and neighboring areas to confirm that we are not planning an event at the same time as they are.
6. A list of expenses must be presented, for approval, before each event. After the committee has approved the event, and expenses, the retreat treasurer will issue the fundraising chairperson, a check for the amount approved. Expenses will include change, refreshments, auction items and rent.
7. Be responsible to deliver all money raised from the event and an itemized statement to the retreat treasurer within three (3) business days of the event.
8. Work closely with the arts & graphic/merchandise committee for the design of merchandise prior to contracting with a company.
9. Must deliver all pre-registration money collected to the retreat treasurer.
10. Must give a report, at all committee meetings in writing, to the secretary, unless, nothing to report.

#### **7.11 FUNDRAISING VICE CHAIRPERSON**

##### **A. Requirements**

1. Minimum one (1) year clean time.
2. Prior service experience.
3. Willingness, time, and resources to fulfill duties.
4. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.

##### **B. Duties**

1. Acts as the fundraising chairperson in the absence of the chairperson.
2. Must attend all committee meetings.

3. Works in conjunction with the chairperson to fulfill all duties pertaining to the committee
4. Completes other duties as requested by the retreat chairperson or the sub-committee.
5. Must deliver all pre-registration money collected to the retreat treasurer.
6. Must give a report, at all committee meetings in writing, to the secretary, unless, nothing to report.

## **7.12 PROGRAMMING/ENTERTAINMENT CHAIRPERSON**

### **A. Requirements**

1. Minimum one (1) year clean time.
2. Prior service experience.
3. Willingness, time, and resources to fulfill duties.
4. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.

### **B. Duties**

1. Attends all monthly committee meetings.
2. Maintains the committee's collection of speaker tapes.
3. Informs the Narcotics Anonymous community of the opportunity to submit speaker tapes as well as sets the Deadline, to be considered as a speaker for the upcoming event.
4. Be responsible for scheduling all of the retreat events and must submit the retreat program to the committee within thirty (30) days prior to the retreat for approval.
5. Be in charge of setting up all speaker meetings, marathon meetings and workshops. All speakers must be members of Narcotics Anonymous.
6. Be in charge of planning and conducting all entertainment events at the retreat. All money raised at the retreat events must be delivered to the retreat treasurer

immediately after the event.

7. Must deliver all pre-registration money collected to the retreat treasurer.
8. Must give a report, at all committee meetings in writing, to the secretary, unless, nothing to report.

### **7.13 PROGRAMMING/ENTERTAINMENT VICE CHAIRPERSON**

#### **A. Requirements**

1. Minimum one (1) year clean time.
2. Prior service experience.
3. Willingness, time, and resources to fulfill duties.
4. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.

#### **B. Duties**

1. Acts as the programming/entertainment chairperson in the absence of the Chairperson.
2. Must attend all committee meetings.
3. Works in conjunction with the chairperson to fulfill all duties pertaining to the Committee.
4. Completes other duties as requested by the retreat chairperson or the sub-committee.
5. Must deliver all pre-registration money collected to the retreat treasurer.
6. Must give a report, at all committee meetings in writing, to the secretary, unless nothing to report.

### **7.14 INVENTORY CHAIRPERSON**

#### **A. Requirements**

1. Minimum six (6) months clean time
2. Willingness, time, and resources to fulfill duties



3. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.
4. The desire to serve and learn.

**B. Duties**

1. Attends all monthly committee meetings
2. Maintains and stores the committees' supplies
3. Creates and maintains an inventory report after each event and the retreat.
4. Informs the committee of any supplies needed.
5. Must deliver all pre-registration money collected to the retreat treasurer.
6. Must give a report, at all committee meetings in writing, to the secretary, unless, nothing to report.