

**COLORADO REGIONAL ROCKY MOUNTAIN CAMPOUT
OF NARCOTICS ANONYMOUS (CRRMCO)**

Jan 2023

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COLORADO REGIONAL ROCKY MOUNTAIN CAMP-OUT OF NARCOTICS ANONYMOUS

GENERAL GUIDELINES

This annual event shall be known as the Colorado Regional Rocky Mountain Camp Out of Narcotics Anonymous (hereafter known as CRRMCO). The service body (administrative committee members and subcommittee chairs) functions financially and reports to the Colorado Regional Service Committee of Narcotics Anonymous (hereafter known as CRSC) and is responsible and accountable to the Colorado Fellowship of Narcotics Anonymous.

1. The purpose of CRRMCO is to sponsor campouts held by members of Colorado NA to bring our fellowship together in a celebration of recovery from the disease of addiction. Reasons for holding CRRMCO include helping addicts around the region to overcome isolation, gain new information about recovery and service, raise money, and most importantly, to further our primary purpose. CRRMCO is open to NA activities/events only.
2. Each CRRMCO event will maintain the basic theme of "UNITY". CRRMCO is held annually in a summer month.
3. Relapse of any CRRMCO administrative committee or subcommittee chair requires replacement. It is a contradiction of our primary purpose to allow anyone to serve who cannot stay clean.
4. Seed money for CRRMCO is \$1500.00. Four signatures are required to be on the CRRMCO checking account. One of the four signers must sign checks.

LEGAL

1. CRRMCO accepts no monies from outside sources. Members without money are not turned away. The Colorado Narcotics Anonymous Convention, Inc. (CNAC) has a resale sales exemption license only, renewable annually in November. All purchases of non-resalable materials and the like are subject to sales tax as specified by law. Likewise, all sales by CRRMCO of supplies, merchandise, entry fees, and the like are subject to payment of sales tax as specified by law. CRRMCO uses the financial tracking and recording mechanism as set within this document.
2. According to NA Intellectual Property Trust, the name "Narcotics Anonymous" and the symbols (N.A. with or without the double circles and/or the diamond circle) can be used on flyers, merchandise, etc. An "R" in a circle, ®, for a registered trademark, however, must accompany them. The exterior of any mailing or correspondence, with or without a return address, uses only the CRRMCO abbreviation, not the NA logo or the words "Narcotics Anonymous", to protect personal anonymity.

OVERVIEW OF CRRMCO ADMINISTRATIVE COMMITTEE

General requirements of the CRRMCO administrative committee members and the subcommittee Chairs are an active commitment to service, a working knowledge of the 12 Steps of Narcotics Anonymous, the 12 Traditions of NA and the 12 Concepts of Service of Narcotics Anonymous, and active participation in the NA fellowship. The ability to exercise patience and tolerance, along with a willingness to ask for help are preferred and strongly encouraged.

The CRRMCO administrative committee will consist of a Chair, Vice Chair, Treasurer. Election to these positions requires a CRSC vote at the November, or subsequent, CRSC. Any addict seeking any of these positions shall be present at the November, or subsequent, CRSC to be elected.

- Suggested clean time is a minimum of 3 years for the Chair, Vice Chair and Secretary, and 5 years for treasurer.
- Terms for these offices end with the conclusion of all business for the CRRMCO to which she/he is elected (at the July CRSC meeting following that CRRMCO).
- Vice Chair position will roll over to Chair for the next CRRMCO if approved by a CRSC vote of confidence and confirmed at the November CRSC.
- The CRRMCO Administrative Committee (Chair, Vice Chair, Secretary and Treasurer) will attend every CRRMCO committee meeting.
- The CRRMCO Chair, Vice Chair, and Treasurer will attend every CRSC.
- The CRRMCO administrative committee will meet with, and independent of, the rest of CRRMCO members if necessary.
- The CRRMCO administrative committee submits to the CRSC in March (for CRSC approval) proposed budgets for the administrative committee, each CRRMCO subcommittee and the convention in general.
- Any and all outside services provided for and/or to the entire CRRMCO Committee will have written contracts with receipts for CRRMCO treasurer.

CRRMCO CHAIR

The CRRMCO Chair guides the planning of, oversees the execution of, and summarizes the final report(s) of, CRRMCO. This elected trusted servant is responsible for coordination (through experience) of all CRRMCO activities and communication (through sharing) of any needs of problems both within the CRRMCO committee and onward to the CRSC.

TASKS

- Is responsible for CRRMCO correspondence and maintaining CRRMCO.
- Set the agenda and shall preside over all general CRRMCO meetings, including any CRRMCO meetings held at the CRSC.
- Opens the meeting at the appropriate time.
- Recognizes members and observers who are entitled to the floor.
- States and resolves all legitimate proposals based on CBDM and announces the final outcome of each proposal.
- Enforces the rules relating to debate, order and decorum with the CRRMCO committee.
- Co-signs the CRRMCO bank account.

- Oversees the dissemination of convention information through electronic and printed media (flyers, NA Way magazine, web site).
- Creates a timeline for all subcommittee responsibility/tasks.
- Submits a written report at each CRSC and Regional Assembly meeting and is financially responsible to the CRSC during his/her term as CRRMCO Chair.
- Coordinates all CRRMCO subcommittees, especially the Program, Registration, and Merchandising Subcommittees. This coordination requires the ability to attend meetings of these subcommittees and to work with the Vice Chair to ensure that all parts of CRRMCO are progressing smoothly and effectively. The CRRMCO Chair assists these subcommittees in setting timelines and meeting deadlines.
- Works with CRRMCO Treasurer to establish and supervise an overall CRRMCO budget
- Chairs the convention and handles all final negotiations along with the CRRMCO Treasurer.
- Secures the campsite, with the cooperation of CNAC, for the next camp out.
- Has access to storage and ensures that all campout supplies and information are stored for the next year.
- Is a member of the CNAC Board and will fulfill any CNAC requirements.

CRRMCO VICE CHAIR

The CRRMCO Vice Chair works under the direction of the Chair, performing all duties necessary for successful completion of CRRMCO activities and events. This elected trusted servant is available to other CRRMCO administrative committee members and to subcommittees as a resource.

TASKS

- Serves as Chair in the absence of the Chair.
- Co-signs the CRRMCO bank account.
- In conjunction with the Chair, coordinates all CRRMCO subcommittees. This coordination requires the ability to attend meetings of these subcommittees and to work with the Chair to ensure that all parts of CRRMCO are progressing smoothly and effectively. The CRRMCO Vice Chair assists these subcommittees with setting timelines and meeting deadlines.
- Submits a written report at each CRRMCO meeting.
- Submits a written report at each CRSC and Regional Assembly meeting.
- Advises Chair on business meeting process.

CRRMCO TREASURER

The CRRMCO Treasurer is in charge of CRRMCO funds, income and expenditures. This elected trusted servant is responsible for financial accounting of CRRMCO, not only to the CRRMCO committee but also to the CRSC.

TASKS

- Works with the CRRMCO Administrative Committee and each subcommittee to prepare an effective proposed budget due to the CRSC in May.
- Keeps all records of transactions through a financial system approved by the CRRMCO committee.
- Keeps track of income, expenditures, taxes collected and expended plus any other financial information necessary to conduct CRRMCO business as directed by the CRSC.

- The Treasurer or another appointed Administrative Committee member should attend each fundraising event. That Administrative Committee member will deposit the money from the event in a timely manner.
- Co-signs the CRRMCO bank account, deposits all revenues in a timely manner, and reconciles the bank account with records at least once per month.
- Disburses CRRMCO funds as directed by CRRMCO.
- Prepares and distributes to all CRRMCO members the appropriate financial forms for income/expenditure tracking, bringing a supply of these forms to each CRRMCO meeting.
- Provides a copy of the CRRMCO bank statement (as often as they are received) and make them available upon request.
- Keeps a careful and thorough record of all contributions and expenditures. Providing this information in writing at each CRSC and submits a final written CRRMCO financial report which is included in the end CRRMCO report from the Chair to the CRSC.
- Prior to the campout, the Treasurer will obtain a locked bank bag. Throughout or following the close of the campout, the Treasurer and at least one other Administrative Committee member will make the deposit in a timely manner.
- Submits a written report at each CRSC and Regional Assembly meeting.
- Keeps a careful and thorough record of all CRRMCO funds, providing this information in writing as directed to the CRSC for the purpose of tax filing and completion of the legal financial responsibilities of CRRMCO.
- Forwards all receipts to the CRRMCO Chair at the close of CRRMCO and. In the case of an IRS audit, have financial records of CRRMCO up to date.
- At the end of outgoing Treasurer's term all passwords should be changed by the new incoming Treasurer for financial systems.
- Is a member of the CNAC board and fulfills any CNAC requirements.

CRRMCO SECRETARY

The CRRMCO Secretary is responsible for obtaining, producing and maintaining the written records of the proceedings of the CRRMCO committee. This elected trusted servant functions as an information resource to all concerning CRRMCO.

TASKS

- Gathers information from the previous CRRMCO final report to inventory and produce a relevant packet for each Administrative Committee member and each Subcommittee Chair for the upcoming CRRMCO.
- Keeps accurate minutes of each CRRMCO general meeting and maintains the current CRRMCO archives.
- Types and distributes copies of these minutes to each CRRMCO Administrative Committee member, to each Subcommittee Chair, to the CRSC no later than 10 days following a CRRMCO meeting and maintains a copy in the CRRMCO archives.
- Keeps on file all CRRMCO committee and subcommittee reports.
- Furnishes administrative committee members and subcommittee chairs with whatever documents (with the exception of the financial forms) that are required for performance of their duties.
- Keeps on hand at each CRRMCO meeting a list with e-mail and phone numbers of administrative committee members, the subcommittee chairs, providing a current list to the CRSC Secretary for

CRSC minutes (note: telephone numbers will not be posted on the CRRMCO web site). Provide contact list to all CRRMCO members having this list updated at each meeting.

- Assembles a final written report along with the CRRMCO Chair to the CRSC of all CRRMCO activities, finances and meetings.
- Submits all current (and any future) CRRMCO records, information and archives to the CRSC when finished.
- Attend any CRSC meeting only in the event that neither the CRRMCO Chair nor the Vice Chair can attend.
- The Secretary or another Administrative Committee member checks CRRMCO P.O. Box on a weekly basis, distributing items as necessary to appropriate subcommittee Chairs; items of question are given to the CRRMCO Chair.
- CRRMCO mailing address is PO Box 1437, Denver, CO 80203. However, CRRMCO mail can be forwarded if deemed necessary by CRRMCO Administrative Committee.