



**Southern California Region
of Narcotics Anonymous Cruise Committee
Guidelines**

By the **Southern California Regional Service Conference of Narcotics Anonymous**

I. This body shall be known as the Southern California Region of Narcotics Anonymous Cruise Committee (SCRNACC), and shall operate as a committee of the Southern California Regional Service Conference of Narcotics Anonymous (SCRSCNA).

II. Purpose:

To coordinate and conduct a regional cruise by members of Narcotics Anonymous to bring our fellowship together in the celebration of recovery. During the cruise meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members.

III. Membership:

Any member of Narcotics Anonymous may participate on the SCRNACC.

IV. SCRNACC Service Positions:

The SCRNACC is made up of members of Narcotics Anonymous and consists of an Executive Committee and Coordinators.

- A. Chairperson
- B. Vice Chairperson
- C. Secretary
- D. Treasurer
- E. Vice-Treasurer

The Subcommittees are as follows:

- A. Merchandise
- B. Registration
- C. Program Coordinator
- D. Transportation
- E. Operations



V. Voting Privileges:

- a. Any member present at the first meeting of the Cruise Committee term has full voting privileges.
- b. Any member joining after the first meeting of the Cruise Committee term must attend two consecutive meetings to obtain voting privileges, i.e., you are eligible to vote at your second meeting.
- c. Any member of the Cruise Committee who is absent two consecutive meetings will be considered inactive for voting purposes at the roll call of their third meeting. They may regain their voting privileges after attending two consecutive meetings. The sign-in sheet shall determine voting membership. It is each member's responsibility to sign in on the sign-in sheet at each meeting.
- d. Should any member miss 6 (six) meetings throughout the Cruise Committee term they will be considered inactive for voting purposes for that term. Any executive member missing 4 (four) meetings in a term will be replaced.
- e. Cruise Committee meetings are held on the fourth Wednesday of each month, except two months prior to the cruise, when they will be called as needed.
- f. An inventory meeting will be held on the fourth Wednesday following the cruise.
- g. The new cruise committee term will begin the fourth Wednesday of the following month of the inventory meeting.

VI. Elections:

- a. Elections are held at the inventory meeting.
- b. All nominees must be present to be nominated and to accept their nomination.
- c. All nominees must meet guideline requirements and be an active voting member.
- d. Anyone who steals NA funds, assets, or assists in that theft, misrepresents or misappropriates the NA name for personal gain or for the gain of any associate is automatically ineligible for any SCRNACC position for five years; they may also be subject to suspension by the Southern California Regional Service Conference of Narcotics Anonymous (SCRSCNA), as per their guidelines.
- e. Title of Terms: All elected officers have a maximum of 2 consecutive terms.

VII. Executive Body:

- A. The executive body shall consist of Chairperson, Vice Chairperson, previous cruise Chairperson, Secretary, Treasurer and Vice Treasurer. All executive body trusted servants must be active voting members in good standing. Executive trusted servants' duties begin at the first Cruise Committee meeting.
- B. Qualifications for the executive committee shall be:
 1. Chairperson. Minimum 5 years clean time; 3 years service experience at the area or regional level; a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
 2. Vice-Chairperson. Minimum 5 years clean time; 3 years service experience at the area or regional level; a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
 3. Secretary. Minimum 5 years clean time; 3 years service experience at the area or regional level; a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
 4. Treasurer. Minimum 5 years clean time; 3 years service experience at the area or regional level; a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
 5. Vice-Treasurer. Minimum 5 years clean time; 3 years service experience at the area or regional level; a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.

VIII. Duties of the Executive Body:

1. Chairperson:
 - a. Preside over all Cruise Committee meetings.
 - b. Prepares the agenda.
 - c. Insures that Cruise Committee members are informed of any sudden changes in meeting time or location.
 - d. Is the primary person between Cruise Committee and Cruise Ship Administration and Travel Agent.
 - e. Shall attend any meeting pertaining to Regional Service Committees as needed.
 - f. Shall supply reports to all committees as needed.
 - g. Shall receive and be knowledgeable of all contracts related to the SCR/NACC.

- h. Shall be party to all decisions made.
 - i. Submits written and oral report to SCRSCNA monthly, including Travel Agency financials.
 - j. Shall be a signer on the bank account.
 - k. Shall obtain three bids for the next Cruise.
 - l. Shall submit successful bid to BoD for signature.
 - m. Shall review all contracts for submittal.
2. Vice Chairperson:
- a. Will assume the responsibilities of the Chairperson in the event of the Chair's absence.
 - b. Assists Chairperson in overall coordination.
 - c. Maintains direct contact with subcommittees.
 - d. Shall be aware of all operational procedures of sub-committee requirements and deadlines, and offer input as necessary.
 - e. Shall attend any meeting pertaining to the SCRSCNA as needed.
 - f. Shall receive and be knowledgeable of all contracts related to the SCRNACC.
 - g. Shall be party to all decisions made.
 - h. Shall work with Chair to obtain three bids for the next Cruise.
 - i. Shall work with Chair to review all contracts for submittal.
3. Secretary:
- a. Shall record minutes, make copies and distribute them at all Cruise Committee meetings.
 - b. Shall maintain records and minutes for the year.
 - c. Handles all correspondence as directed by the Chairperson.
 - d. Shall maintain an active voting member list (approval copies) of the actual sign-in sheet attached to the minutes.
 - e. Shall keep a file of passenger list.
 - f. Shall maintain all records, sign in sheets, contracts, minutes for archive each cruise term.
4. Treasurer:
- a. The newly elected treasurer will open a new bank account with the prudent reserve and all previous checks turned over to the RSO and destroyed.
 - b. Shall maintain all financial records for cruise term.
 - c. Shall be main signer on bank account.
 - d. Shall provide a final financial report to cruise committee, BoD and RSC within 90 days of the Cruise.

- e. Shall assist in merchandise on Cruise sight.
 - f. Shall review all contracts for submittal to BoD.
5. Vice-Treasurer:
- a. Shall be a signer on the bank account.
 - b. Shall assist maintaining all financial records for cruise term.
 - c. Shall assist in providing a final financial report to cruise committee, BoD and RSC within 90 days of the Cruise.
 - d. Shall assist in merchandise on Cruise sight.
 - e. Shall review all contracts for submittal to BoD.

IX. Operational Policies:

- A. All committee members are required to participate at sea.
- B. Sub-committees will be elected at the Cruise Committee inventory meeting of the current term. All elected coordinators shall be voting members in good standing. Duties shall start at the first Cruise Committee meeting of the new Cruise Term.
- C. All contracts and invoices of any kind shall be sent to the Executive Body in duplicate.
- D. No member of the Cruise Committee or any relation thereof, either business or personal, or any person related to (either through blood or marriage), shall submit bids or secure contracts to provide services to be performed at or prior to the regional cruise, without prior disclosure and approval by the Cruise Committee.
- E. There must be a minimum of three (3) written bids submitted from separate vendors/contractors before awarding a contract for service and/or product over \$500.00, with the following exception: there are not three sources.
- F. Registration packets are to be assembled prior to travel.
- G. No cash payments will be made to any vendor, contractor or Cruise Committee member.
- H. No two signers in same household shall be on the bank account.

X. Subcommittee Chairpersons Qualifications:

- A. Program Chair: Minimum 5 years clean time, with 3 years service at the Southern California regional level; a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- B. Operations Chair: Minimum 5 years clean time, with 3 years service at the Southern California regional level; a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.

- C. Merchandise Chair: Minimum 5 years clean time, with 3 years service at the Southern California regional level; a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- D. Transportation Chair: Minimum 5 years clean time, with 3 years service at the Southern California regional level; a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- E. Registration Chair: Minimum 5 years clean time, with 3 years service at the Southern California regional level; a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.

XI. Duties of Subcommittee Chairs:

- A. Program Chair:
 - 1. Coordinates program meetings.
 - 2. Communicates to the SCR NACC.
 - 3. Coordinates leader and reader selection.
 - 4. Must submit expenditures to SCR NACC when appropriate for approval.
 - 5. Personally contacts all selected speakers, leaders, and readers.
 - 6. Maintains regular communication with executive committee.
 - 7. Distributes speaker tapes.
- B. Merchandise Chair:
 - 1. There must be a minimum of three (3) written bids submitted from separate vendors/contractors before awarding a contract for service and/or product over \$500.00, with the following exception: there are not three sources.
 - 2. Conducts inventory and list prior to sail date.
 - 3. Coordinate with treasurer for distribution of merchandise.
 - 4. Maintains sales record prior to sail date.
- C. Registration Chair:
 - 1. Submit 3 bids for registration packets.
 - 2. Responsible for distribution of all registration packets.
 - 3. Maintain list of registered members from past passengers.
 - 4. Maintains sales record prior to sail date.
- D. Operations Chair:
 - 1. Plan, coordinate and suggest room arrangements, e.g., meetings, registration, entertainment, hospitality, etc.
 - 2. Orders and maintains walkie talkies.
 - 3. Works with other sub-committees.

XII. Main Speaker Selection:

- A. Main speakers shall be active members of Narcotics Anonymous with a minimum of 8 years clean time and a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous, carrying a message of recovery.
- B. All main speaker candidates must submit a tape to qualify as a main speaker.
- C. No speaker shall be a member of the Cruise Committee.
- D. No speaker shall repeat as a speaker within 4 years, regardless of whether they spoke at a main meeting or a workshop.
- E. All voting members will select speakers provided by the program committee.

XIII. Workshop Speaker Selection:

- A. Workshop speakers shall be active members of Narcotics Anonymous with a minimum of 8 years clean time and a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous, carrying a message of recovery.
- B. The cruise committee selects workshop speakers.

XIV. Prudent Reserve:

- A. The prudent reserve is \$10,000. All monies over this amount shall be donated to the RSC, along with a final financial report, ninety (90) days after the Cruise.