

# **OPERATIONAL BYLAWS OF THE EASY DOES IT WEEKEND GROUP**

## **Article I.**

### **1.1 Governing Corporation:**

Easy Does It Weekend, Inc., a 501(c)(3), is the Governing Corporate entity of the Easy Does It Weekend Group and is governed by the Corporate Bylaws filed with the State of California. The Corporate Bylaws shall overrule any contradictions with Operational Bylaws. The Corporation consists of a minimum of three (3) Board of Directors and three (3) Corporate Officers (Chief Executive Officer, Secretary & Chief Financial Officer). The Corporation is responsible for maintaining and executing the following for Easy Does It Weekend, Inc. and the Easy Does It Weekend Group:

- i. All legal matters including required filings with the State of California and Federal Governments.
- ii. All financial matters and banking with the Corporate Wells Fargo Checking account. All Corporate Board of Directors and Corporate Officers shall be Signatories on the Corporate Wells Fargo Checking account.

### **1.2 Easy Does It Weekend Group:**

The Easy Does It Weekend Group consists of all Easy Does It Weekend camp event attendees ("campers") and shall be operated and run by an Organizing Committee of volunteers consisting of elected Executive Committee Officers (Camp Chairperson, Treasurer/Registrar and the Recording Secretary), previous Camp Chairpersons and elected Camp Committee Chairpersons. The Organizing Committee is governed by the Easy Does It Weekend, Inc Corporate Bylaws and the Operational Bylaws herein.

## **Article II.**

### **Purpose:**

The purpose of the Easy Does It Weekend event ("Easy Does It Weekend") is to facilitate the perpetuation of the semi-annual sober camping weekend event held at Camp Seely in Crestline, California for AA and Al-Anon participants.

## Article III.

### 3.1 Executive Committee Officers:

- Section 1. The Executive Committee Officers of the group shall be a Camp Chairperson, a Treasurer/Registrar and a Recording Secretary. These officers shall be elected at the General Meeting and shall hold office for one Term.
- Section 2. The duration of a term for Executive Committee Officers is defined as two consecutive camps beginning at the first Organizing Committee, following close of Camp and ending at the first Organizing Committee Meeting following two camps.
- Section 3. No Executive Committee Officer shall be eligible for two consecutive terms in the same office. The term limit for each Executive Committee Office is no more than one term every five years.
- Section 3. No Executive Committee Officer shall hold more than one Executive Committee Office at one time.
- Section 4. The Executive Committee Officers must have a minimum of 5 years' continuous sobriety in AA or 5 years' continuous recovery in Al-Anon. Due to the financial responsibilities inherent with these positions, Executive Committee Officers must be capable of performing the functions of their positions without legal encumbrances or prohibitions.
- Section 5. The Executive Committee Officers shall each perform the duties prescribed for them in the parliamentary authority adopted by this organization.
- Section 5. If a vacancy occurs in any Executive Committee Office *before* any remaining organizing committee meetings, a vote to fill that office shall be held at the next scheduled organizing committee meeting. If a vacancy occurs after the last scheduled organizing committee meeting, the two remaining Executive Committee Officers shall vote to fill that office. If the two Executive Committee Officers cannot agree, a Corporate Officer can be brought in to break the tie.
- Section 6. Advisory council: The former Camp Chairpersons and the Founder of Easy Does It Weekend shall constitute a standing Advisory Council to the Easy Does It Group. This group will provide the membership advisory functions, including a Bylaws Committee to review and propose changes at the General Meeting. The Executive Committee Officers are ex-officio members of this committee (voting members). The Executive Committee Officers may appoint up to five additional camp members to this committee. The Council may be called upon to perform other duties as assigned by the Executive Committee Officers.

### **3.2 Camp Committee:**

Section 1. The Camp Committee consists of Chairpersons responsible for their specific committees as listed below. Committee descriptions and budgets will be made available to Committee Chairpersons. Camp Committee Chairpersons are elected to serve for the following one-camp event term (except for Camp Fashions and Historian which will be for two consecutive camps and City of LA Liaison which is a permanent position). Camp Committee Chairpersons may be re-elected. The Camp Chairperson will select a replacement should a vacancy occur and shall have the discretion to combine assignments when necessary.

- a. Al-Anon
- b. Coffee
- c. Facilities
- d. Entertainment
- e. Publicity
- f. Speaker
- g. First Aid Attendant
- h. Food Liaison
- i. Photographer
- j. Camp Fashions (two-camp term)
- k. Camp Store
- l. Raffle
- m. Decorations
- n. Supplies
- o. Webmaster
- p. City of LA Liaison (permanent)
- q. Arts & Crafts
- r. Name tags
- s. Recreation
- t. Greeters/Parking Attendant
- u. Balloons
- v. Historian (two-camp term)
- w. Storage

### **3.3 All Committee Members:**

Section 1. All Organizing Committee Members must attend General Business Meetings held during Camp and three additional Organizing Committee Meetings held via Zoom during the three months prior to Camp. Attendance at the Organizing Committee Meetings is critical to the success of the Camp; therefore, attendance for all Organizing Committee Members is mandatory. Exceptions must be approved by the Executive Committee.

Section 2. All Organizing Committee Members are to bring gifts for the Raffle table (\$25 total value). Exceptions can be made for those who want to serve on the Committee but cannot afford to bring a raffle gift.

## Article IV.

### **4.1 General Business Meetings:**

- Section 1. A General Business Meeting of the group will be held at each Easy Does It Weekend camp event for the purpose of electing Executive Committee Officers and Camp Committee Chairpersons and conducting other business.
- Section 3. The Executive Committee Officers and Camp Committee Chairpersons shall be elected at the General Meeting held during the Easy Does It Weekend camp event. The vote shall be by nomination, duly seconded and passed by a majority vote of campers in attendance at the business meeting. (Campers can volunteer for any Committee position). Executive Committee Officers are elected after one term (every two camps); Camp Committee Chairpersons serve for the next camp only (except for Camp Fashions, City of LA Liaison & Historian which will be for two consecutive camps). Nominees must be present at the General Meeting to accept the nomination.
- Section 3. Special meetings may be called by the Camp Chairperson (or his/her designee) for an emergency purpose. However, all non-emergency business should be conducted at the general meetings and Organizing Committee Meetings

### **4.1 Organizing Committee Meetings:**

- Section 1. Organizing Committee Meetings are held via Zoom during the three months prior to Camp. Attendance at the Organizing Committee Meetings is critical to the success of the Camp; therefore, attendance for officers and chairpersons is mandatory. Exceptions must be approved by the Executive Committee.

## Article V.

### **Parliamentary Authority:**

The rules contained in "Robert's Rules of Order Revised" shall govern this board in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

## Article VI.

### **Standing Rules for the Easy Does It Weekend Group:**

The rules contained in this document shall govern the Easy Does It Weekend Group in all cases to which they are applicable and in which they are not inconsistent with the Corporate Bylaws.

1. The City of Los Angeles Department of Recreation and Parks Regulations governing the use of the Camp Seely facility shall be enforced. These rules are contained in continuing contracts with the City of Los Angeles.
2. The total number of campers (including vendors, speakers & scholarships) attending an Easy Does it Weekend camp event shall not exceed a maximum of 160 campers.
3. Only Campers registered with the "EASY DOES IT WEEKEND" group may be permitted on campgrounds. Registered campers will be furnished name badge materials by the Registration Committee when they register. All campers are required to wear their name badge at all times during the Easy Does It Weekend camp event.
4. No person under the age of 18 may attend an Easy Does it Weekend camp event.
5. No pets are allowed at an Easy Does it Weekend camp event, subject to Federal, State and local regulations concerning Service Animals.
6. No alcoholic beverages, mind-altering substances or illegal drugs are allowed on the Camp Seely facility. Campers who appear to be intoxicated or under the influence of alcohol/drugs will be asked to leave camp. Campers deemed to be medically unstable by the First Aid Attendant may not remain in Camp.
7. No smoking or vaping is allowed anywhere on Camp Seely premises (including all buildings and cabins), except in the designated smoking area by the fire pit.
8. Cabins must be cleaned up, vacated and ready for checkout inspection by 10:00 AM on the Sunday of the Easy Does It Weekend camp event.
9. There will be no refunds of any deposits or registrations fees for an Easy Does It Weekend camp event. Campers with outstanding balances will not be permitted to register for camp until they have resolved their financial differences with the Registrar/Treasurer. If camp is cancelled for any reason, registrants will have the option to receive a refund or forward funds to the next scheduled camp.

10. Any payment or obligation must have an invoice, itemized receipt or document accompanying it. Expenses approved by the previous Organizing Committee must be resolved prior to transition.
11. Any expenditure over established normal operating expenses must be approved at the General Business Meeting at the Easy Does it Weekend camp event
12. Easy Does it Weekend shall maintain a minimum of \$10,000 with a maximum of \$15,000 prudent reserve. If reserve exceeds the maximum after all camp expenses are paid the excess shall be given away as scholarships to the next camp.
13. Scholarships are only given to newcomers with less than one year of recovery (AA or AI-Anon) and who have never attended an Easy Does it Weekend event before.
14. The two speakers for the Saturday night speakers' meeting, the DJ & up to 2 helpers, the kitchen helpers and the coffee runners at the Easy Does It Weekend will receive food and lodging without fees.
15. A written Treasurer/Registrar's report will be submitted to the Board at each General Business Meeting.
16. Operational Bylaws shall be reviewed and passed by the membership at least every five years as needed. The Advisory Council will serve as the Ad-Hoc Operational Bylaws Committee.
17. If, for any reason, Easy Does It Weekend cannot continue and is dissolved, any remaining assets shall be equally divided and donated to AA and AI-Anon as determined by Article 7 of the Corporate Bylaws.