

Convention Guidelines Draft

COVER PAGE

DAYTON AREA CONVENTION OF NARCOTICS

ANONYMOUS

“Out of the Darkness into the Light”

CONVENTION GUIDELINES

July 2012

PURPOSE

Conventions are held by members of Narcotics Anonymous to bring our membership together in the celebration of recovery. Meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members.

Because conventions are sponsored by service committees of Narcotics Anonymous, they should always conform to the N.A. principles and reflect our primary purpose.

CONVENTION COMMITTEE

Hosting a convention is a tremendous responsibility which requires significant planning, dedication and effort. Effort should be made to encourage support and participation from all members. Care should also be exercised during the planning process to involve as many groups and individuals as possible.

1. Election of Convention Chair - Prior to the first convention the ASC elects the Convention Chair to preside over the Convention Committee meetings and activities.
2. Election of the Executive/Subcommittee Chairpersons - The newly elected Convention Chair will convene two election meetings. The Chair will announce no later than two weeks prior, the election meetings location, dates and time. The location should be a public place that is accessible for any addict who wishes to participate.
3. Voting (Process /Procedure) for the Election of Executive/Subcommittee Chairpersons – Serving as a chairperson of the Executive Committee or Subcommittee is a tremendous responsibility and should not be taken lightly. Voting for a member to serve should be done with careful consideration in accordance with our service principles.
 - a. Voting privileges for elections are extended to all DASCNA members.
 - b. Attendance is required at both election meetings to be eligible to vote.
 - c. All candidates must be nominated in person or if unable to attend the nomination meeting submits in writing willingness and qualifications to serve at the nomination meeting. Candidates unable to attend the first meeting must be present at the second meeting to be interviewed by the voting body.
 - d. If a candidate is running unopposed he/she may be voted on at the first election meeting by a show of hands. All other candidates will be voted on at the second election meeting.

- e. All candidates will be asked a series of the same standard questions in addition to other questions asked by the voting members.
- 4. Convention Committee Meetings – All Convention Committee meetings should take place at a regularly scheduled time and public place that is accessible for any addict who wishes to participate. Care should be given during all aspects of the planning process to include all addicts regardless of age, race, religion or lack of religion reminding us that diversity is our strength.
- 5. Convention Meeting Agenda
 - a. Opening – Moment of Silence, Serenity Prayer, Service Prayer and Twelve Traditions.
 - b. Read and approve the minutes of the last meeting.
 - c. Chairperson’s report
 - d. Vice-Chair report
 - e. Secretary report
 - f. Treasurer’s report
 - g. Subcommittee reports
 - h. Old Business.
 - i. New Business.
 - j. Closing Prayer

CONVENTION COMMITTEE POSITIONS AND RESPONSIBILITIES

Due to nature of these positions, the DASCNA members should carefully consider the person to be elected. Specifically regarding their: Honesty, integrity, maturity and stability both in recovery and in personal finances. Please note the Executive Committee and Subcommittee Chairpersons responsibilities to the Convention and the ASC Area according to the Twelve Concepts.

- 1. Meeting Attendance - All Trusted Servants are expected to attend all Convention Committee meetings. If a trusted servant cannot attend he/she must inform the Executive Committee Chair prior to the meeting and send their vice-chair in their absence.
- 2. Meeting Schedule - All trusted servants must hold regularly scheduled meetings. Meeting time and location must be approved by the Executive Committee Chair.
- 3. Vice- Chairs - Subcommittee trusted servants must have a vice-chair on their committee.
- 4. Convention Responsibilities - All trusted servants are expected to attend the convention, purchase a registration packet, purchase a room for two nights and attend the banquet and brunch functions.
- 5. Conflict of Interest – Convention Committee trusted servants will not be permitted to engage in contracts with family members and in some cases with members of personal or recovery related relationships. Trusted servants may not vote on issues involving personal conflicts of interest or personal relationships. The Chair will determine if a member must recue him/herself from these cases.

RESIGNATION AND REMOVAL FROM OFFICE

- 1. Trusted servants may resign at any time during their term. It is suggested that a written letter of resignation be submitted to the Convention Chair before or at the time of resignation.
- 2. Convention trusted servants not attending TWO consecutive Convention Committee meetings will automatically be called up for a vote of confidence, at which time they can be removed from office by a majority vote of trusted servants present. Circumstances regarding their absences

will be considered. Request for the resignation of a trusted servant must be presented to the convention Committee in the form of a motion and be accompanied by an explanation.

3. Trusted servants may be removed from office by a majority vote of trusted servants present for any of the following:
 - a) Relapse
 - b) Excessive absence (TWO consecutive months) without notification or sending representative.
 - c) Neglect of duties.
 - d) Disregard for Convention conscience
 - e) Any act of theft or violence verbal or physical in the Convention meeting , any activity or towards committee members.
 - f) Misuse of funds
 - g) Repeated Traditions violations
 - h) Any other actions considered grossly inappropriate by the Convention Committee.
4. Assumption of Responsibilities – If a convention trusted servant is removed or resigns from his/her position it is understood that the Vice or designated alternate of that position will fulfill the position until it is filled.
5. Notification of Removal – The removed trusted servant will be notified by the Convention Chair in writing within seven days of the removal. If the individual chooses to he/she may call an emergency meeting of the Convention Committee or request to be put on the agenda at the next ASC meeting for rebuttal.

Chair

1. Have a working knowledge of ASC and Convention policy, the NA service structure, the Twelve Traditions and the Twelve Concepts.
2. Facilitates the Convention Committee and Executive Committee meetings and keeps an orderly flow of business following the convention agenda and in accordance with the Roberts Rules of Order as outlined in our Guide to Local Service.
3. Organizes the subcommittees and delegates major tasks to specific subcommittees
4. Ensures that activities stay within the principles of the Twelve Traditions, ASC and Convention policy.
5. Monitors the fund flow and overall convention costs and assists in the development of the subcommittee budgets with the Treasurer.
6. Votes only to break a tie on issues brought before the Executive Committee.
7. Helps resolve personal conflicts.
8. Chair is directly responsible to the ASC and keeps the ASC informed of the Convention Committee's progress and all fund-raising activities associated with the convention. Chair is required to attend the ASC Area meeting and provide a written report as well as answer questions on all aspects of the Convention activities.
9. Must possess the ability to be the co-signer on the Convention checking account.
10. Previous Convention Committee experience and minimum of (5) years clean time.
11. Work with the Hotel and Hospitality subcommittee to develop bid criteria for the host hotel.
12. Work with the Chamber of Commerce to solicit bids for the host hotel.

Vice Chair

1. Have a working knowledge of ASC and Convention policy, the NA service structure, the Twelve Traditions and the Twelve Concepts.
2. Perform the duties of the Chair in His/her absence.
3. Remain informed of all Convention activities i.e. attending subcommittee meetings on a regular basis and help coordinate these activities with respective trusted servants. This to include attending subcommittee meetings, activities and assisting the subcommittee chairs with issues concerning convention policy, area policy, Twelve Traditions and Twelve Concepts.
4. Work with the Treasurer and the subcommittee chairs to develop subcommittee budgets.
5. Assume the duties of any subcommittee chair that is unable to complete their term until they can be replaced.
6. Contact absent trusted servants after two consecutive absences.
7. Previous convention Committee experience and a minimum of (4) years clean time.

Secretary

1. Have a working knowledge of Convention policy, ASC policy, Twelve Traditions and Twelve Concepts.
2. Keep accurate minutes of each Convention Committee meeting, including but not limited to motions, nominations, votes, attendance and all other pertinent information. The secretary will also be responsible for copying and distributing minutes of each Convention Committee meeting to each committee member within two weeks following the meeting (copies may be mailed or sent electronically).
3. Maintain a complete set of Convention Committee minutes that must be available at all Convention and Executive committee meetings. At the conclusion of the convention the minutes will be passed on to the ASC for the new Convention Secretary.
4. When advances are required for operation expenses, the Treasurer will write a check. Once the funds are expended, the receipts and leftover cash, if any are to be returned to the Treasurer.
5. Maintain a copy of all contracts and written agreements made by the Convention Committee.
6. Must possess computer skills preferably Microsoft Word, Microsoft Excel or some comparable application.
7. Previous Convention Committee experience desired and a minimum of (1) year clean time.

Treasurer

1. Have a working knowledge of Convention Committee Policy, ASC Policy, the NA service structure, the Twelve Traditions and the Twelve Concepts.
2. Make written reports of receipts and expenditures for inclusion at each Convention Committee meeting and the ASC Area meeting.
3. Maintain records for the Convention checking account for which two administrative members of the Convention Committee shall have signature authority.
4. Maintain written records separate from checking account and keep informed of all Sub committees' use of Convention funds.
5. Responsible for all Convention funds in his/her possession and shall promptly reimburse any losses or shortages.
6. The Convention Committee shall provide the Treasurer with a Treasurer's handbook to be passed on to his/her successor.

7. Treasurer will ensure no funds will be advanced to any subcommittee without an approved budget. All other disbursements must have the Convention Committee approval before disbursement. When advances are required for operation expenses, the Treasurer will write a check. Once the funds are expended the receipts and leftover cash if any are to be returned to the Convention checking account.
8. Previous Convention Committee experience and a minimum of (5) years clean time.

Vice Treasurer

1. Have a working knowledge of Convention Committee Policy, Twelve Traditions and Twelve Concepts.
2. Vice Treasurer will perform the duties of the Treasurer in their absence.
3. Attend Convention Committee meetings in support of the Treasurer
4. Assist the Treasurer in collection of monies and distribution of Convention funds.
5. Assist the Subcommittees with budget formation and following all Convention monetary guidelines.
6. Previous Convention Committee experience preferred and a minimum of(5) years clean time.

SUBCOMMITTEE POSITIONS

The Subcommittees are vital to the convention and individuals should expect to be replaced if they are unable to serve for any reason. Naturally, relapse necessitates replacement. This is because we are concerned for the member as we are for the service responsibility. Each subcommittee has only one chairperson who recruits committee members. In addition the chairpersons hold regular subcommittee meetings and in doing so ensure the responsibilities of that committee are fulfilled.

Registration

The registration committee is one of the busiest committees of every convention. Although its most intensive work is completed several weeks prior to the convention and during the convention, its responsibilities require advance planning.

1. Registration Sub- Committee – The Registration Chair will seek the willingness of no less than (5) members to serve on the Registration Subcommittee.
2. Registration Forms - Develop registration forms and convention flyers in conjunction with arts and graphics. This should be done at least six months prior to the convention. This allows for review by the Convention Committee and distribution. (Note: the concept and design of flyers is critical because they may represent N.A. to the public. Appropriate use of language and graphics is very important. In addition the purpose of the flyers is to communicate to all concerned persons that the convention is forth coming. This is done in a spirit of providing information rather than promoting N.A. or its activities. The registration committee has the sensitive tasks of encouraging a large attendance without abandoning the principal of attraction rather than promotion).
3. Flyer Distribution - Distribute convention flyer/registration forms. This includes but is not limited to; mailings to area/regional offices, individuals, hospitals and institutions and delivery by convention committee members to meetings and other conventions. Personal anonymity should be considered when mailing information to individuals. Mailing lists should not be provided to other groups or committees.

4. Record Keeping – Collect and maintain records of pre-registration forms. Transfer all money received to convention treasurer within 24 hours. Records should be up to date and accurate and available at all Convention activities. Records should be available to other subcommittees when requested.
5. Registration Packet Materials - Ordering items included in the registration packets and preparing packets for distribution at the convention.
6. Convention Staffing - Scheduling and staffing the registration table during the convention. This also includes selecting a location and arranging for the use of a cash register.
7. Indigent Packages – Develop a policy that will address the addict who cannot pay for registration or for any other activity. This policy must be in writing and be approved by the Convention Committee.
8. Banquet Tickets – Establish price of banquet tickets and work with the Chair on the contract with the hotel regarding the price for meals and the number of meals ordered.
Budget – Establishing the Registration budget which would include all expenses i.e. flyers/registration forms printing and copying, registration packet materials and tickets. Budget should also include the estimate of revenue from the sale of registrations and banquet tickets.
9. Knowledge of Convention and ASC Policies, Twelve Traditions and Twelve Concepts. Previous convention experience preferred and a minimum of (3) years clean time.

Programming

A good program is critical for a convention. The Programming Subcommittee is largely responsible for the agenda available to those attending. A strong convention program will lay the groundwork for members to participate in and enjoy the process and celebration of recovery.

1. Programming Subcommittee – The Programming Subcommittee Chair will seek the willingness of no less than (5) members to serve on the Programming Subcommittee.
2. Programming Plan – Submit a proposed programming plan to include; topics, times, speakers, workshops and locations for the convention as well as working with the Activities Chair for speakers for fundraising events.
3. Speaker Review – Review potential speakers for fundraising and convention, workshops and main speakers. Speakers being considered should base their recovery on powerlessness over addiction, identify themselves as addicts and attend N.A. meetings to sustain their recovery.
4. Speaker Selection – A pool of speakers should be established in case replacements need to be made. Programming committee is responsible for staying in touch with the speakers and staying informed of their availability.
5. Travel Arrangements – Arrangements for flights, travel expenses, reimbursement and/or complimentary rooms and ticket packages for speakers will need to be made well in advance of the convention. Develop a policy that addresses which speakers will get what type of complimentary arrangement. This policy requires Convention Committee approval.
6. Taping – Developing a Request for bid proposal will be necessary to seek vendors for taping. The request for bid will require approval by the Convention Committee before the bid process starts. Once a vendor has been selected the contract and other arrangements should be handled by the programming committee.
7. Program – A written program detailing the convention scheduled activities should be developed, produced and made available to the Registration Committee for inclusion in registration packets, displayed in the lobby area of the workshops and for general distribution.

8. Budget – A complete budget for programming including all expenditures for travel expenses, complimentary packages, program development and printing both pre convention and convention weekend is required to be submitted to the Treasurer.
9. Knowledge of Convention and ASC policy, Twelve Traditions and Twelve Concepts. Previous convention experience preferred, minimum (3) years clean time.

Merchandising

The Merchandising Subcommittee is responsible for the acquisition and sale of all N.A. related items selected for sale at the convention fundraisers and the convention. The focus of our convention is the celebration of recovery. Efforts to generate funds through the sale of commemorative items should be based solely on what is necessary to ensure the convention is successful. Allowing commercial vendors to sell their products at an N.A. convention violates our sixth tradition and our Area policy.

1. Merchandising Committee Chair will seek the willingness of no less than (5) members to serve on the Merchandising Committee.
2. Request for Proposal – The Chair and committee will develop a request for proposal (RFP) to be approved by the Convention Committee for merchandising items (i.e. jewelry, hats, shirts cups and other N.A. approved items). This request for bid will be for vendors that sell N.A. related items that have been approved by the World Service Committee. All vendors must also have an approved vendor's license to sell N.A. approved merchandise. All received bids must be recorded in the record of the Convention Committee. The Merchandising Committee will review all submitted bids and make recommendations for approved vendors. A final approval vote from the Convention Committee will be needed to approve each vendor. No contracts, written or verbal may be made without approval from the Convention Committee.
3. Merchandise – The Merchandising Chair is responsible for all merchandise before during and after the convention. Proper storage space must be secured for vendors and for sale of items by the committee.
4. Booth Space Requests – The committee is responsible for approving space requested by other N.A. groups or other vendors at fundraisers and or the last day of the convention. These vendors must meet all vendor criteria, be approved and have a signed contract before being allowed to set up for sale at the convention.
5. Budget – A complete budget for merchandising (i.e. all expenses pre-convention and convention weekend along with revenue) projections must be submitted to the Treasurer.
6. Knowledge of convention and ASC policy, Twelve Traditions and Twelve Concepts. Previous convention experience preferred and a minimum of (3) years clean.

Convention Information

The Convention Information Subcommittee (C.I.), has two main responsibilities. This committee as the name indicates serves the purpose of providing information about the convention both to N.A. members and certain non-members. These two jobs are handled very differently and because of the resulting contacts with non-N.A. members those members chosen to serve on C.I. must have a thorough knowledge of the Twelve Traditions especially as they apply to public relations and personal anonymity.

1. The Convention Information Chair will seek the willingness of not less than (5) members to serve on the Convention Information Committee.

2. Information Content – Information provided by C.I. may include a description of the planned event, dates, locations and other pertinent information. C.I. must work closely with Programming, Hotels and Hospitality and Arts and Graphics to make sure all information is up-to-date and accurate.
3. Information Distribution
 - a. Within the Fellowship – Preparation and distribution of flyers, programs and a map of the area, Mailing and handing out of the information to the GSR's and ASR's in the hosting region with additional mailings to other RSC's and the WSO for inclusion in the News line. Careful consideration should be given to how information is distributed to protect personal anonymity.
 - b. Outside the Fellowship - Information should be limited to hospitals and institutions (i.e. our H&I institutions and other facilities) that provide treatment to addicts. Assistance from the Area's H&I Subcommittee is recommended. Information should be distributed to the Regions P.I. subcommittee to request that they assist with information distribution throughout the region.
4. Press Packet – It is the responsibility of C.I. to prepare a press packet to have available at the registration desk in case a reporter or other member of the media comes to the convention.
5. Budget – The Chair of the C.I. will prepare a budget of all C.I. expenses and submit to the Treasurer.
6. Knowledge of Convention and ASC policy, Twelve Traditions and Twelve Concepts. Previous convention experience preferred and a minimum of (3) year clean time.

Arts and Graphics

The Arts and Graphics Subcommittee is usually comprised of members who are artistic, creative and energetic.

1. The Arts and Graphics Chair is responsible for seeking no less than (5) members to serve on the Arts and Graphics Subcommittee.
2. Designs for merchandise – Arts and Graphics are responsible for developing and proposing designs for convention items. I.e. banners, programs, flyers, signs and merchandise. Several designs to be submitted for proposal are recommended. All designs are submitted to the Convention Committee for final approval. Priority for art work will be determined by the Convention Committee.
3. Budget – Arts and Graphics is responsible for submitting a budget to include expenses for the committee including materials, supplies services and any other expenses.
4. Knowledge of Convention and ASC policies, Twelve Traditions, Twelve Concepts and a minimum of (1) year clean time.

Fundraising and Entertainment

The fundraising and entertainment subcommittee is responsible for generating interest and enthusiasm for the convention as well as raising funds to support it. It also provides entertainment activities during the convention. We never under any circumstances accept any monetary contribution from any outside source. We affiliate ourselves with on one, choosing to be entirely self-supporting through our own contributions. In Narcotics Anonymous, whenever we need to raise funds we raise funds from our own membership.

1. The Fundraising and Entertainment Chair is responsible for seeking no less than (5) members to serve on the Fundraising and Entertainment Subcommittee.
2. Budget – This subcommittee will operate with two budgets, one pre-convention and one for convention weekend. Budget will include expenses for all purchases including materials and supplies, food, rentals and service contracts. Budget will also include revenue projections to be determined with the Treasurer.
3. Fund-raising Activities – Committee is responsible for planning and scheduling activities prior to the convention. Planning should include input from the Programming, Arts and Graphics and the Convention Committee.
4. Service Vendors – Committee is responsible for developing a request for bid for all service requests. The request for bids would include; D.J's, photographers, communication devices etc. Once the request for bid has been approved by the Convention Committee the committee may begin accepting proposal from potential vendors. The committee then reviews the proposals and makes recommendations to the Convention Committee for approval. No contract can be signed without approval from the Convention Committee.
5. Knowledge of the Convention and ASC policies, Twelve Traditions, Twelve Concepts and a minimum of (1) year clean time.

Hotels and Hospitality

This subcommittee has a number of responsibilities which are essential to the success of any convention.

1. The Hotels and Hospitality Chair is responsible for seeking no less than (5) members to serve on the Hotels and Hospitality Subcommittee.
2. Hotel Services – Once the host hotel has been selected the committee arranges for the use of meeting rooms, other spaces and services of the hotel. Programming and other subcommittees will need to be consulted during this process.
3. Banquet/Brunch – The committee is responsible for approval of any catering proposals i.e. coffee, banquets and brunches. Final approval of all contracts is the responsibility of the Convention Committee.
4. Budget – The committee is responsible for development of a budget for the Hotel and Hospitality subcommittee. This budget would include all expenses (i.e. food, services, equipment and other related expenses).
5. Serenity Keepers – Chair is responsible for seeking security staff known as Serenity Keepers.
6. Huggers – The Chair is responsible for seeking the welcoming personnel know as the Huggers.

FUND DISTRIBUTION

It is important to understand that conventions are not the funding source of Narcotics Anonymous and are not established to support special projects or the specific interests of the Convention Committee. Projects of the area or their support should be left to Area Service Committee contributions. Other than the generation of the prudent reserve for the next convention there should be little or no funds created as a result of the convention. At the close of the convention the distribution of those funds has proven to be a significant issue. The following information provides clarification and a method of distribution for those funds that will be helpful in avoiding conflicts.

An important consideration for a Convention Committee is the start up funds to be set aside for the following year's convention. A prudent reserve should be retained for this purpose. The amount of the prudent reserve should be retained for this purpose. The amount of the prudent reserve to be set aside should be determined by the Convention Committee and approved by the Area Service Committee. The amount should be entered into the conventions operational guidelines. (A suggested amount for a prudent reserve is \$4,000-\$5,000). Once approved changing the prudent reserve will require a 2/3 vote by the Convention Committee and a 2/3 vote by the Area Service Committee.

Once the prudent reserve has been established the next consideration will be the surplus funds over and above the prudent reserve. A Convention Committees main task is to facilitate a convention for the purpose of the celebration of recovery. Disbursement of excess funds as a result of the convention should not be a task of the Convention Committee. The Area Service Committee will distribute the funds. Once a prudent reserve is established, fund raising efforts may not be needed. The Convention Treasurer will submit a financial report and remove all signature names from the checking account. This will conclude the obligation of the Convention committee and allow the new host committee to take over.