

Arkansas Regional Convention of Narcotics Anonymous

Ad-Hoc Committee Formulation of
Guidelines and Policy/Procedures

Arkansas Regional Convention

Seated February 03, 2008

Officers:

Chair: Roger W. Vice

Chair: Kristi E.

Secretary: Dawn M.

Members at Large:

Mark S. K.

Michael P. Bill

Le.

Mission Statement:

" The boards and committees we do organize, we organize on the basis of need only, using the simplest guidelines possible. We organize them solely to serve us, not to establish a complex governing bureaucracy."

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Guidelines for the Arkansas Regional Convention of Narcotics Anonymous Advisory Board

Arkansas Regional Convention of NA
Advisory Board

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- 1.1 Name The bodies shall be known as the Arkansas Regional Convention Committee (Hosting City) and the Arkansas Regional Convention Advisory Board. These policies apply to the Bodies as a whole.
- 1.2 Mission Statement The purpose of the Advisory Board and Convention Committee to plan, coordinate, and conduct the annual Arkansas Regional Convention of NA (ARCNA). The purpose of the annual convention is to celebrate recovery through out the Arkansas Region and in Narcotics Anonymous as a whole. The bodies will provide information about NA, recovery, practice unity and provide service for our primary purpose of NA " to stay clean and carry the message of recovery." The Regional Convention Committees will be a diverse body of Men and Women, from all walks of life. The bodies shall represent the diverse cultures of the Arkansas Region and NA as a whole. So any addict who attends the convention may overcome the isolation and loneliness from the Disease of Addiction and witness the work of a Higher Power.
- 1.3 The Advisory Board The Advisory Board of the Arkansas Regional Convention of NA shall assist the Convention Committee with organizing the annual convention. The Advisory Board shall assume the responsibility for distribution of the Seventh Tradition received from the annual convention following procedures set forth in the Advisory Board policy. The Advisory Board will meet on the dates scheduled for the regular ARSCNA meeting. The Advisory Board will maintain final point of accountability to the Fellowship as a whole.
- 1.4 Terms Of the Advisory Board
- 1) No member may hold two positions.
 - a) Chair Person 2 years
 - b) Vice Chair 2 years
 - c) Secretary 2 years
 - d) Treasurer 2 years
 - e) Policy Chair 2 years
 - f) Last years Host City Chair 1 year
 - g) Last years Host Treasurer 1 year
 - h) Current Convention Chair 1 year
 - i) One representative from each Area and Loner Group seated in the Arkansas Region may be seated on the Advisory Board if the Area or Loner Groups choose to do so. 2 years

- 1.4 Terms of Advisory Board
- 2) The Host city convention chair and treasurer are automatically nominated to the Advisory Board after their* term on the Convention Committee has been fulfilled.
 - 3) Advisory Board meetings will take place two hours prior to the regularly scheduled ARSCNA meeting.
- 1.5 Convention Proceeds Disbursement
- 1) The 7th Tradition from the Arkansas Regional Convention will be disbursed as follows:
 - a) Off the top expenses will include the seed money for the convention. 20% will go to the Advisory Board for the prudent reserve and yearly operating costs. Yearly operating costs to include seed money for fund raising events through out the Arkansas Region. The 20% will be divided into 5% for prudent reserve and 15% for yearly operating costs.
 - b) The rest of the proceeds will be disbursed as follows, with the understanding that in the future, as new Areas are added to the Region, the proceeds will be divided equally to include all Areas and Loner groups in the Arkansas Region. Disbursement: 10% to WSO, 20% to the Advisory Board, with the remainder to be divided up equally between the Areas and Loner Groups.
 - c) In order to receive disbursements each Area and Loner Group must be seated and in good standing in the Arkansas Region of Narcotics Anonymous.
 - d) The Advisory Board must disburse all proceeds after the first scheduled Advisory Board meeting after the conclusion of the convention.
- 1.6 Suggested Qualifications for Advisory Board
- 1) Recommended 3 years clean.
 - 2) Experience with an activities committee or prior convention at the Area or Regional level.
 - 3) Advisory Board Members must reside within the boundaries of the Arkansas Region.
 - 4) A move outside the Arkansas Region requires an automatic resignation.
 - 5) Have the ability to exercise patience and tolerance.
 - 6) Have commitment, willingness and the time and resources to serve.

1.7 Duties of
The Advisory
Board
Members

- 1) Chair Person:
 - a) Presides over Advisory Board meetings.
 - b) Organizes sub-committees and delegates major tasks to specific sub-committees: stays informed of the activities of each sub-committee and provides guidance and support for the sub-committee chair persons.
 - c) Keeps activities within the principles of the Twelve traditions of NA and in accordance with the purpose of the convention.
 - d) Helps resolve personality issues: helps foster an atmosphere of teamwork and good communication to prevent premature action on important issues and questions.
 - e) Facilitates the election for the Chair, Vice-Chair and Treasurer of the Host City Convention Committee.

- 2) Vice-Chair:
 - a) Assumes Chair Persons duties in said Chair Persons absence.
 - b) Coordinates sub-committee meetings to provide support and guidance, as needed, to sub-committee Chair Persons: works closely with the Chair Person to help delegate responsibilities to sub-committee Chair Persons.
 - c) In the case of a vacancy of the Secretary, Treasurer or Policy Chair, the Vice Chair will assume the vacated position and duties until the position can be filled through the normal election process.

- 3) Treasurer:
 - a) Maintains the checking account for the Advisory Board and provides a financial statement at each Advisory Board meeting.
 - b) Is responsible for bank debit card for the Advisory Board checking account and may make online purchases as directed by the Advisory Board, ie. Purchase of airline tickets etc.
 - c) Will be responsible for issuing funds for seed money, disbursements and other expenses as directed by the Advisory Board.
 - d) Experience at the Area or Regional level is highly suggested.

- 4) Secretary:
 - a) Records and Keeps accurate minutes of all Advisory Board meetings.
 - b) Maintains an archive of all minutes, reports and financial documents.
 - c) Experience at the Group, Area or Regional level is suggested.

- 5) Policy Chair:
 - a) Records and updates the Policy and Procedures for both the Advisory Board and the Convention Committee according to the meeting minutes of both bodies.

1.8 Removal
Policy for the
Advisory
Board

- 1) Failure to perform responsibilities and duties.
- 2) A violation of the Twelve Traditions of NA.
- 3) Malicious misuse of terms and conditions.
- 4) Unethical conduct inconsistent with the role of an Advisory Board Member.
- 5) Relapse
- 6) Two consecutive unexcused absences from Advisory Board meetings.
- 7) Misappropriation of NA funds.
- 8) Removal Procedure:
 - a) Must present a motion in writing to the Chair Person, stating due cause, prior to the beginning of the Advisory Board meeting.
 - b) The respondent may give a written resignation at this time or is given 10 minutes for rebuttal, if so desired.
 - c) If there is no resignation provided a closed ballot is taken.
 - d) A simple majority is necessary to remove.

1.9 Financial
Stipulations

- 1) Two checking accounts will be maintained : one for the Arkansas Regional Convention Advisory Board and one for the Arkansas Regional Convention Committee.
- 2) Two signatures are required for all Convention accounts.
- 3) No Reimbursement checks can be written without prior approval by the Advisory Board.
- 4) All expenses for the Convention must be approved by the Advisory Board.
- 5) Advisory Board will approve all contracts for Hotels, Vendors etc.

1.10 Convention
Artwork

- 1) The Artwork selected by the Arkansas Regional Convention Committee for each Convention shall be presented to the ARSCNA for approval.
- 2) The Arkansas Regional Convention Committee shall conduct a art contest to promote participation by all members of the Arkansas Region in creating artwork for each convention.
- 3) The artwork will become the property of the Arkansas Region of Narcotics Anonymous.

1.11 Bidding
For the Annual
Convention

1) When a city is considering placing a bid to host the annual convention or presenting a letter of intent to hold a future convention, the NA members of that city should take responsibility for assessing the resources available in the geographical area. The committee should also take into consideration its local NA groups to provide adequate emotional and financial support to reasonably assure success of the convention, a) Bidding Criteria:

- 1) The City seeking to host the annual ARCNA must be located within the Arkansas Region.
- 2) The bidding city should have at least two (2) registered meetings per week
- 3) The bidding city should have at least three (3) delegates present. A recommended clean time of three years or more is suggested.
- 4) The bidding city should submit a bid package detailing sufficient resources of the city and group or Area to insure the success of the convention.
- 5) A letter of intent must be submitted to the ARCNA-AB at the May ARCNA-AB meeting to be considered for City. The Host City will be chosen at the August ARSCNA meeting.

Host

- 2) Bid Package:
 - a) The purpose of the bid package is to provide as much information as possible to the Advisory Board in order to select candidates for recommendation to the ARCNA for the next Host City. The bid package should contain as much of the following information as possible.
 - b) Hotel/Motel accommodations: room rates, banquet facilities and any other amenities or special discounts.
 - c) Transportation to and from the convention site: shuttle, taxi, city bus etc.
 - d) Letters of support from city officials, Business Associations, Chamber of Commerce etc.
 - e) Letter of introduction: Why the City or Area should be considered to host the convention.

1.11 Bidding
For the Annual

- 3) Bid Selection:
- a) The bid for the next convention and letters of intent for future conventions will be presented at the regular ARSCNA in May and the Host City for the next convention will be selected at the regular ARSCNA in August.
 - b) Members presenting a bid or letter of intent will be given ten (10) minutes to present their proposal. The ARSCNA may ask questions at this time, as needed for clarification.
 - d) The Host City will be selected by paper ballot by the voting members of the ARSCNA. The ballots will be collected and counted by the Advisory Board and the selected Host City will be announced at the conclusion of the regular ARSCNA meeting.
 - e) After the Host City has been selected said Host City will schedule a meeting to be facilitated by the Advisory Board for the election of the Executive Board of the ARCNA. This meeting should be scheduled prior to the October convention in order to seat the new committee at the conclusion of the convention.

1.12 Merchandise

- 1) The merchandise will adhere to a main theme: to be selected by the ARSCNA. The art work will be selected by having a contest each year, to open after the conclusion of the ARCNA in October and closed and voted on at the Unity Campout in April. All entries in the art contest may be submitted at any time to the Advisory Board, including the day of the election at the campout.
- 2) The theme and artwork will remain the property of the ARSCNA. The art work may be changed only for reasons of cost ie; color choices, set up fees etc. The original artist will be consulted if the need arises.
- 3) All unsold merchandise will be turned over to the ARSCNA to be offered as sale items at future fundraising events.

1.13 Program

- 1) To encourage diversity in carrying the message of recovery no relatives (including husbands or wives) of the Hosting City Sub-Committee or the Area in which the Host City is located shall be speakers.

1.14 Amending
Convention
Committee
Guidelines

The guidelines for the Arkansas Regional Convention of Narcotics Anonymous shall be amended only by the majority vote of the ARSCNA.