

Arkansas Regional Convention of NA Guidelines

May 03, 2008

"The boards and committees we 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."

Narcotics Anonymous It Works How and Why, pg. 193

Table of Contents

Arkansas Regional Convention of NA, Guidelines.....!

Table of Contents.....2&3

1.1 Name.....4

1.2 Mission Statement.....4

1.3 Advisory Board.....4

1.4 Membership for Hosting City Convention Committee.....4&5

1.5 Convention Committee.....5&6

1.6 Qualifications for Convention Committee Members (host city).....6&7

1.7 Duties and Responsibilities of the Chairperson.....7&8

1.8 Duties and Responsibilities of Vice-Chairperson.....8

1.9 Duties and Responsibilities of the Secretary.....7

1.10 Duties and Responsibilities of the Treasurer.....10

1.11 Sub-Committee Chairpersons.....10

1.12 Financial Stipulations.....10

1.13 Convention Logo.....11

1.14 Amending Guidelines.....11

1.15 Entertainment Sub-Committee.....11

1.16 Hotel Subcommittee.....12

1.17 Hospitality Sub-Committee.....13

1.18 Transportation Sub-Committee.....13

1.19 Art and Graphics Sub-Committee.....14

1.20 Fundraising Sub-Committee.....14

1.21 Merchandise Sub-Committee.....15

1.22 Vendors.....16^

1.23 Convention Information Sub-Committee.....16

1.24 Program Sub-Committee.....17

1.25 Registration Sub-Committee.....18

1.26 Serenity Keepers Sub-Committee.....19

1.27 *Hospitals and Institutions Sub-Committee*.....19

1.28 *Removal Policy*.....20

1.29 *Discussion Limits*.....20

1.30 *Quorum*.....20

1.1 Name The bodies shall be known as the Arkansas Regional Convention Advisory Board and the Arkansas Regional Convention Committee (hosting city). These Guidelines apply to the bodies as a whole.

1.2 Mission Statement The Purpose of the Advisory Board and the Convention Committee is to plan, coordinate and conduct the annual Arkansas Regional Convention of Narcotics Anonymous (ARCNA). The purpose of the annual convention is to celebrate recovery throughout the Arkansas Region and Narcotics Anonymous as a whole. The bodies will provide information about NA and Recovery, while practicing unity, to fulfill our Primary Purpose, "to carry the message of recovery to the still suffering addict." The convention planning committees should be a body of men and women from all walks of life in order to represent the diverse cultures found in the Arkansas Region and NA as a whole, so that any addict attending the convention may overcome the isolation and loneliness that accompanies the disease of addiction and witness the work of a Power greater than any one member.

1.3 Advisory Board Facilitates the election of the Chairperson and Secretary for the convention Committee.

1.4 Membership of the Convention Committee

1. The committee may consist of a variable number of members who meet the requirements listed below.

2. The convention committee shall consist of recovering addicts from within the Arkansas Region.

3. Voting privileges are extended to members of the convention committee. A member who holds an office or participates on a sub-committee on a regular basis is considered a member.

4. Each member of the Executive Committee, except the Chairperson, and each sub-committee shall have one vote. The Chairperson votes only in the case of a tie

1.4 Members of the Convention Committee (continued)

5. Election of officers and sub-committee chairpersons shall be by a simple majority of voting members present.

6. The convention chairperson must reside within the Arkansas Region. Relocation outside the Arkansas Region will constitute an automatic resignation.

7. Qualifications for Trusted Servants a.

Suggested one (1) year clean.

b. Fundraising, Merchandise, Programming, Entertainment and Registration chairpersons must have three (3) years clean time.

c. A good working knowledge of the 12 Traditions and the 12 Concepts of NA.

d. Attendance at the ARCNA.

e. Have the commitment, willingness, time and resources to serve.

f. Have the ability to exercise patience and tolerance.

1.5 Convention Committee

1. The Convention Committee shall be directly accountable to the Advisory Board for all activities related to the convention

2. A complete financial report will be provided at each Advisory Board meeting by the Convention Committee.

3. The Convention Committee is subject to an audit by any NA member.

1.5 Convention Committee (continued)

- 4. The Convention Committee prepares a budget proposal for the convention to be submitted to the Advisory Board. The proposal will be prepared using sub-committee recommendations for estimated expenditures.*
- 5. The Convention Committee prepares a schedule of meetings for each sub-committee to be sent to the ARSC, the ARCNAAB and the membership at large.*
- 6. It is recommended that the out going Chairperson and Treasurer serve on the Advisory Board following their respective convention to assist the incoming Convention Committee.*

1.6 Qualifications for Convention Committee Members

1. Chairperson

- a. Five (5) years clean time.*
- b. Experience with convention sub-committees or Area level activities is recommended.*
- c. Must have the time and resources to serve.*

2. Vice-Chairperson

- a. Four (4) years clean time.*
- b. Experience with convention sub-committees or Area activities is recommended.*
- c. Must have the time and resources to serve.*

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1.6 Qualifications for Convention Committee Members (continued)

3. Secretary

- a. One (1) year clean time.*
- b. Experience as secretary at the Group or Area Level.*
- c. Have the ability to keep accurate minutes of committee meetings.*
- d. Must have the time and resources to serve.*

4. Treasurer

- a. Must have five (5) years clean.*
- b. Experience as a treasurer at the Area or Regional level.*
- c. Must have the ability to keep accurate records of all convention committee expenditures and prepare reports for the ARSC and the ARCNAAB.*
- d. Must have the time and resources to serve.*

1.7 Duties of the Convention Chairperson

- 1. Chairs the annual convention.*
- 2. Presides at the TSCNA sub-committee meetings: Notifies Vice-Chair if unable to attend said meetings.*
- 3. Is a co-signer on the TSCNA checking account. Signs all contracts on behalf of all sub-committees with prior approval from the Advisory Board.*

4. *Must attend all Advisory Board meetings and acts as the Liaison to the Advisory Board on behalf of the TSCNA.*
5. *Votes only in the event of a tie.*
6. *Is responsible for the budget of each Convention sub-committee by monitoring the flow of funds and overall costs as set forth in the budget.*
7. *Drafts a schedule for each Convention Committee meeting. Prepares an agenda for each TSCNA meeting.*
8. *Organizes sub-committees: stays informed of the activities for each sub-committee; Provides support and guidance to each sub-committee chairperson.*
9. *Fosters unity by asking for support from Areas, Groups and Loner Groups from within the Arkansas Region.*
10. *Provides resolution to internal problems through the use of the 12 Traditions and the 12 Concepts. Fosters an atmosphere of fellowship and communication to help avoid these pitfalls.*
11. *Serves as a Member of the Advisory Board. One (1) year as the Hosting Convention Chairperson and one (1) year as the Previous Hosting Chairperson.*

1.8 Duties of Vice-Chairperson

1. *Acts as Chairperson, at the Convention and at all meetings, in the absence of the Chairperson and assumes all duties assigned the the Chairperson.*
2. *The Vice-Chair will be a co-signer on the TSCNA checking account.*
3. *Works closely with sub-committee members to help with support and guidance.*

1.10 Duties of Secretary

- 1. Records minutes at all convention committee meetings.*
- 2. Provides the minutes to all convention committee members and posts the minutes on the Regional web page.*
- 3. Notifies all convention committee members of the dates and times of all meetings.*
- 4. Works with all convention committee members to prepare an agenda for upcoming convention committee meetings.*
- 5. Maintains a file for Vendor and Hotel contracts.*
- 6. Maintains the Archives of the ARCNA.*
- 7. Is a co-signer on the ARCNA checking account.*

1.9 Duties of Treasurer

- 1. Maintains all financial records and check book for the ARCNA. Two signatures are required on all checks or money orders. Treasurer is a co-signer on the ARCNA checking account.*
- 2. No family members, significant others etc. may be co-signers on the ARCNA checking account.*
- 3. Provides quarterly financial reports to the Advisory Board.*
- 4. Makes monthly financial reports to the Convention Committee*
- 5. Prepares final reconciliation of all ARCNA monies and turns in all records, monies and check book to the Advisory Board at the first ARSCNA meeting following the convention.*
- 6. Writes all checks and is responsible for the collection of all receipts from each sub-committee. There will be no reimbursement without a receipt.*

7. *Responsible for all monies collected at fund raising events and at the convention ie. Registration, banquet tickets, auctions, fifty/fifty raffle etc.*
8. *Works with the Convention Committee to formulate the budget. The budget will be based on the needs of each sub-committee to fulfill their respective duties.*
9. *Each sub-committee will keep separate financial records reflecting the exchange of monies between vendors and the treasurer.*
10. *It is suggested that the Treasurer attend the Advisory Boards meetings.*
11. *The Host City Treasurer is automatically nominated to serve on the Advisory Board upon completion of their service commitment to the ARCNA.*