

Arkansas Regional Convention of NA Guidelines

November 1, 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

1.1 NAME..... 1

1.2 MISSION STATEMENT..... 1

1.3 MEMBERSHIP FOR HOSTING CITY CONVENTION COMMITTEE..... 1-2

1.4 CONVENTION COMMITTEE (HOST CITY)..... 2-3

1.5 QUALIFICATIONS FOR CONVENTION COMMITTEE MEMBERS..... 3-4

1.6 DUTIES OF CONVENTION CHAIRPERSON..... 4

1.7 DUTIES OF VICE CHAIRPERSON..... 5

1.8 DUTIES OF TREASURER..... 5-6

1.9 DUTIES OF SECRETARY..... 6

1.10 HOTEL/HOST CITY..... 7-8

1.11 HOSPITALITY/HOST CITY..... 8

1.12 TRANSPORTATION/HOST CITY..... 8-9

1.13 CONVENTION INFORMATION/HOST CITY..... 9

1.14 SERENITY SEEKERS/HOST CITY..... 9-10

1.15 HOSPITALS & INSTITUTIONS/HOST CITY..... 10-11

1.16 SUB-COMMITTEE CHAIRPERSONS..... 11

1.17 FINANCIAL STIPULATIONS..... 12

1.18 CONVENTION LOGO..... 12

1.19 ENTERTAINMENT SUB-COMMITTEE..... 13

1.20 MERCHANDISE SUB-COMMITTEE..... 13-14

1.21 VENDORS/ON-SITE SALES..... 14

1.22 PROGRAM SUB-COMMITTEE..... 14-15

1.23 REGISTRATION SUB-COMMITTEE..... 15-17

1.24 REMOVAL POLICY..... 17-18

1.25 AMENDING CONVENTION COMMITTEE GUIDELINES..... 18

1.26 DISCUSSION LIMITS..... 19

1.27 QUORUM..... 19

1.28 CONVENTION PROCEEDS DISBURSEMENTS..... 19-20

1.1 Name: This body shall be known as the Arkansas Regional Convention and the Arkansas Regional Convention Committee.

1.2 Mission Statement: The Purpose of 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 committee 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 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

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.

1.4 Convention Committee (Host City):

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

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

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

4. The Convention Committee prepares a budget proposal for the convention to be submitted to the RSC. 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 and the membership at large.

6. It is recommended that the out going Chairperson and Treasurer serve on the RSC following their respective convention to assist the incoming Convention Committee.

1.5 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.*

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. Must have the time and resources to serve.

1.6 Duties of the Convention Chairperson

- 1. Chairs the annual convention.*
- 2. Presides at the ARCNA sub-committee meetings: Notifies Vice-Chair if unable to attend said meetings.*
- 3. Is a co-signer on the ARCNA checking account. Signs all contracts on behalf of all sub-committees with prior approval from the RSC.*
- 4. Must attend all RSC meetings and acts as the Liaison to the RSC on behalf of the ARCNA.*
- 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 ARCNA 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 RSC. One (1) year as the Hosting Convention Chairperson and one (1) year as the Previous Hosting Chairperson.*

1.7 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 to the Chairperson.*
- 2. The Vice-Chair will be a co-signer on the ARCNA checking account.*
- 3. Works closely with sub-committee members to help with support and guidance.*

1.8 Duties of the Treasurer:

- 1. Maintains all financial records and check book for the ARCNA. Two signatures are required on all checks or money orders. The Treasurer is one of the cosigners on the ARCNA checking account.*
- 2. No family members, significant others etc. may be cosigners on the ARCNA account.*
- 3. Provides quarterly reports for the RSC.*
- 4. Makes monthly reports to the Convention Committee.*
- 5. Prepares the final reconciliation of all ARCNA monies and turns in all records, monies and the check book over to the RSC.*
- 6. Writes all checks and is responsible for the collection of all receipts from each sub-committee. There will be no reimbursements with out a receipt.*
- 7. Responsible for all monies collected at fundraising events and at the convention, i.e., 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 records reflecting the exchange of monies between vendors and the Treasurer.

10. It is suggested that the Treasurer attend the RSC meetings.

11. The Host City Treasurer is automatically nominated to serve on the RSC upon completion of their service commitment to the ARCNA.

1.9 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.

1.10 Hotel/Host City:

This Committee is responsible for contacting hotels, convention centers etc. to gain information and prices for the purpose on renting meeting rooms, banquet facilities, main speaker hall and also discounts for multiple hotel rooms for our convention participants. Contacting your local Chamber of Commerce or Convention Bureau for assistance in determining which Hotels or Convention Centers are suitable, may be helpful. When contacting these agencies or the Hotels directly you will need to provide some basic information.

- 1. Dates of the Convention.*
- 2. Approximate number of members expected to attend.*
- 3. What meal you plan to include as part of the convention package.*
- 4. The number of members you want to accommodate at each workshop or marathon meetings and the main speakers.*
- 5. A tentative schedule of convention events.*
- 6. You will want to know what the hotel can offer the convention such as;*
 - a. room rate discounts or a number of free rooms based on the number of registrants or the number of members attending the banquet.*
 - b. does the hotel require the convention sponsors to provide liability insurance? If so, can the hotel extend coverage through there insurance company or can the hotel suggest a resource for liability insurance?*
 - c. will the hotel negotiate a reduced rate if the convention committee blocks a certain number of guest rooms per each day of the convention?*

d. Refreshments for meetings can be a major expense, particularly coffee. It may be more prudent for the convention committee to supply the refreshments.

e. Make reservations for the Hospitality Room and rooms for main speakers.

1.11 Hospitality/Host City:

Recruits members to staff the Hospitality Room, greet registrants, and provide information about locations and times of convention events.

- 1. The Hospitality Room will be staffed by volunteer members. The Hospitality Room should remain open for the duration of the convention.*
- 2. One or more volunteer members should be responsible for greeting convention speakers and guest as they arrive. May offer assistance with making arrangements for accommodations, registration etc. The volunteer members should work with the Hotel staff and may act as problem solvers if the need arises.*
- 3. Volunteer members should wear name badges that are easily identifiable.*
- 4. Beware of open-end charges that can be accrued as part of the use of the facility.*
- 5. Newcomers are encouraged to volunteer for the Hospitality Room. It is a wonderful way to get your feet wet in service to our Fellowship.*

1.12 Transportation/Host City:

Recruits volunteers to assist in providing transportation for speakers and guests to and from the airport.

1. *One or more volunteer members should be responsible for providing transportation to and from the airport.*
2. *Should have designated greeters to meet Speakers as they arrive at the airport.*
3. *Must be prudent in ensuring that the volunteer drivers are properly licensed and insured.*

1.13 Convention Information/Host City:

This sub-committee will be responsible for obtaining and distributing any convention related information to be used for PI and H&I purposes and for the Fellowship as a whole.

1. *Will maintain communication with sub-committees that need to distribute information to the fellowship, civic groups and public and private institutions.*
2. *Suggested means to distribute convention information:*
 - a. *Mailing flyers and registration forms electronically or by standard postal service to all service representatives in the Region for disbursement to Areas and Loner Groups throughout the Region.*
 - b. *By providing convention information to the NA Way, Regional and Area websites etc.*
 - c. *Prepares Media information kits containing basic information about NA and the Conventions purpose, using approved NA literature, while maintaining the spiritual principle of Anonymity.*

1.14 Serenity Keepers/Host City:

This committee is responsible to help maintain the atmosphere of recovery in the hotel or convention center during the convention.

1. *Assist convention guests with directions to events, workshops and meetings.*

2. *Try to work with another Serenity Keeper and not alone.*
3. *Assist the Convention Committee with respectfully conveying to the Convention guests that the Convention represents N.A. to the public and we should follow the Hotels rules because we are a guest of the Hotel or Convention center*
4. *Clean time requirements – Suggested 1 year*
5. *Treat the Convention Guests with courtesy*

1.15 Hospital and Institutions/Host City:

This sub-committee works directly with the hospital and institutions within the State of Arkansas to provide an opportunity for addicts in those facilities to attend the convention.

1. *About 90 days prior to the convention, this sub-committee will contact hospitals and institutions to notify them about the convention and encourage them to allow their clients to attend.*
2. *The following is essential: After the initial notification, send another letter (on convention stationary) stressing the benefits of attending the convention and enclosing a form asking the following information a) How many can we expect from your facility? b) Will they need any help with transportation? C) Will they be staying the hotel? D) Any other information that we should be aware of, pertaining to your facilities policy?*
3. *For private institutions, a statement concerning the cost of the convention needs to be included in the follow-up. Usually privately run institutions are offered a group rate for the number of patients they are sending. This is not breaking the Traditions because the patient/addict is paying for treatment.*

4. *For State funded institutions, such as half-way houses, a statement can be made to the effect that any person who wants to attend the convention can do so and will be able to attend free of charge, if the institution cannot pay. Sometimes members or groups from the community will sponsor such people.*
5. *The committee should notify Registration sub-committee as soon as possible regarding how many free registrations this committee expects. A member of the committee will be at the registration desk to greet patients and staff members and make them feel welcome.*

1.16 Sub-Committee Chair Persons:

1. *Sub-committee chairpersons are elected by a simple majority vote from those attending the sub committee meetings. Nominees must meet the requirements for committee membership.*
2. *Sub-committee chairpersons are responsible for maintaining accurate records of all sub-committee activities including any budgets, financial reports, vendor correspondence, etc.*
3. *Each sub-committee chairperson shall have a written report at each meeting. The reports shall include, but not limited to, financial needs, expenditures and receipts.*
4. *The Twelve Traditions and the Twelve Concepts of NA shall be followed and all ARCNA policies must be adhered to.*

1.17 Financial Stipulations:

- 1. The Arkansas Regional Convention Committee shall forward all proceeds of the ARCNA to the RSC upon the conclusion of the reconciliation of the Convention finances.*
- 2. Two signatures will be required for the account.*
- 3. All monies collected for registration, merchandise and fundraising events shall be deposited within three (3) business days after receipt.*
- 4. No checks for the purpose of reimbursement of expenditures over Fifty Dollars (\$50.00) shall be written without prior approval of the Arkansas Regional Convention Host Committee.*
- 5. The Arkansas Regional Convention Committee shall meet no later than thirty (30) days following the conclusion of the Convention.*
- 6. The ARCNA RSC will approve all Hotel contracts.*

1.18 Convention Logo:

- 1. The Merchandise sub-committee shall submit to the Convention Committee as a whole, three (3) designs for final selection. The selection must incorporate the NA Logo into the convention theme.....*

“UNITY IN THE.....”

- 2. The final selection will be presented to the RSC for final approval.*
- 3. All printed material, including merchandise, shall be approved by the RSC to ensure uniformity.*
- 4. The Banner for the ARCNA be 4' x 6' in size.*
- 5. When using any copyrighted NA material or symbols, the “ ® “ trademark must be present on all printed items.*

1.19 Entertainment Sub-committee:

This sub-committee will be responsible for securing any entertainment for the convention and scheduling such events in cooperation with the host city.

- 1. Plan dances, talent/fashion shows, bands, DJ's, golf, card and domino tournaments etc.*
- 2. The clean requirement is three (3) years.*
- 3. The sub-committee shall obtain three (3) bids for each entertainment contract.*

1.20 Merchandise Sub-Committee:

This sub-committee is responsible for obtaining and the selling of any approved merchandise connected to the convention i.e., coffee cups, Tee shirts etc.

- 1. All merchandise shall be printed with the approved convention theme and artwork.*
- 2. The sub-committee should obtain at least three (3) bids on any merchandise it is planning to purchase.*
- 3. The sub-committee shall present a list of items for convention merchandise it suggests be purchased, including any pre-convention items.*
- 4. Will work with the Host City to reserve a location for merchandise sales.*
- 5. The Sub-committee will maintain an accurate inventory and records of all purchases and sales on convention merchandise.*
- 6. Any monies received from merchandise sales shall be turned over to the convention Treasurer at the conclusion of the convention and a reconciliation of all merchandise turned over within 7 days.*
- 7. Any unsold merchandise left over from the convention will be turned over to the RSC so it may be archived for future sales.*

8. *Any Group, Loner Group or Area in the in the Arkansas Region must submit a written request to sell merchandise at the convention. An alternative merchandise area will be available on Sunday.*
9. *The sub-committee must have a contract approved by the RSC to allow the sale of NA approved merchandise i.e., jewelry, jackets, stickers, key chains etc., by a vendor that is licensed by NA World Services to sell NA merchandise, i.e., Lone Star WSO of Texas.*
10. *The approved vendor will be allowed to sell merchandise for the duration of the convention.*
11. *There is a suggested three (3) clean time requirement for Merchandise Chairperson.*

1.21 Vendors- On Site Sales:

1. *Only approved NA merchandise will be sold by vendors.*
2. *Get bids from vendors interested in selling merchandise at the Convention.*
3. *Set a time limit merchandise sales during the Convention*
4. *Vendors must have prior approval and a contract with the ARCNA to sell merchandise at the Convention.*

1.22 Program Sub-Committee:

This sub-committee selects and organizes the speakers at the convention.

1. *Will prepare a written program of the convention events, detailing times and places for the speakers.*

2. *The Program Chairperson shall be responsible for soliciting speaker tapes for the Friday, Saturday and the Sunday morning spiritual speaker. The clean time requirement for main speakers is five (5) years.*
3. *The Chairperson will host the Friday and Saturday night meetings. The sub-committee Vice-Chair will host the Sunday morning meeting.*
4. *The Convention Committee will provide transportation and lodging costs for the main speaker.*
5. *No relatives, including spouses, of the Hosting City Convention Committee or members of the Advisory Board shall be selected as speakers.*
6. *The Program Chair has a clean time requirement of three (3) years.*
7. *No members of the RSC shall be speakers.*

1.23 Registration Sub-Committee:

This committee is responsible for pre-registration and registration at the convention. This committee will be responsible for Banquet ticket sales.

1. *Pre-registration forms should be sent out as early as possible. A limited amount of pre-registration packages should be offered. A cut-off date should be set, particularly if a discount is offered.*
2. *All monies received for pre-registration will be turned over to the Treasurer at each committee meeting.*
3. *Chairperson should have suggested three (3) years clean time.*
4. *Individuals who pre-register for the convention should pick up their registration packet at a separate table near the registration desk. This will result in less confusion during the opening of the convention.*

5. *Personal contact is the best way to get advance registrations. It is essential to have someone from the sub-committee at all fundraising activities with a table set up with flyers, information posters and registration receipt books.*
6. *In order to keep accurate records, separate receipt books should be kept for pre-registration and on site registration packages, as well as for banquet and other optional activities.*
7. *The accuracy and upkeep of a mailing list is essential to the success of future conventions. Information on the registration form is used to compile a mailing list following each convention. In addition, the convention committee may make its list available to other N.A. convention committees and sub-committees and the Arkansas Regional Activities Chair and may request their mailing lists as well.*
8. *Copies of the finalized flyer and registration forms should be sent to the WSO for inclusion in the NA Way. This magazine reaches thousands of members around the world. It is an excellent way to circulate information at no cost. Also send fliers or information to “na.org-events calendar” for posting.*
9. *The registration package should include the convention program, a name badge, and tickets to the banquet, dance, or other optional activities as needed. A map of the general area around the convention site and/or a map of the hotel showing where specific meetings are to be held may also be included.*
10. *Return receipt envelopes should be marked with a stamp that says one individual should be responsible for picking up mail and forwarding it to the appropriate people. The Chairperson or Secretary should have a separate key to the P.O. Box as a backup.*
11. *The shift leader acts as a troubleshooter during the shift, handling any problems that may arise.*

Committee members and/or volunteers should staff the Registration desk in 2 to 3 hour shifts. About 6 six people are needed per shift. For instance, on the first day of the convention, the number of people staffing the registration desk should be doubled a) 1 for registration b) 2 for general registration c) 1 to count clean time d) 1 responsible for money e) 1 overall shift leader.

- 12. Be sure to set a cut-off date for banquet tickets and adhere to it. Most hotels have to plan on the number to be served and their cut-off date is usually several days in advance of the banquet. Be sure to keep track of vegetarian banquets.*
- 13. All registration materials should be assembled and ready to use at least two (2) weeks prior to the convention. This may require recruiting volunteers.*
- 14. Members who are unable to pay the registration fees are usually allowed to attend the convention free of charge. The sub-committee should set aside a certain number of “newcomer” registrations to accommodate those who cannot afford to pay.*

1.24 Removal Policy:

The following are grounds that represent the pre-requisites for removal, They are NOT meant to imply that removal is necessary in every case in which these grounds are present. They are simply intended as a guide when removal proceedings are instigated.

- 1. Failure to perform responsibilities and duties.*
- 2. Misappropriation of N.A. funds.*
- 3. A breach of the Traditions.*
- 4. Malicious misuse of terms and conditions.*

5. *Unethical conduct inconsistent with the role of a Convention Committee.*

6. *Relapse.*

7. *Three consecutive absences from planning meetings without an excuse or reason.*

8. *Removal Procedure:*

a) *A Motion in writing to the Chairperson, stating due cause, prior to the beginning of the Convention Committee meeting*

b) *The respondent is given a rebuttal (if so desired, not to exceed 10 minutes)*

c) *A closed ballot is taken if the respondent is present*

d) *A simple majority is necessary to remove*

e) *All voluntary resignations need to be reflected in the minutes as follows:*

1. *May be in writing,*

2. *May be handed in, emailed, or faxed to the Chairperson or Secretary,*

3. *May be verbally made at a committee meeting.*

1.25 Amending Convention Committee Guidelines:

The guidelines for the Arkansas Regional Convention of Narcotics Anonymous shall only be amended by a majority vote of the RSC. The Convention Committee may make suggestions to the RSC to consider changing or amending any part of the policy.

1.26 Discussion Limits:

- 1. Committee Members and Convention Chairperson have a voice in session.*
- 2. Committee Members can make or second motions,*
- 3. Debate on Motions:*
 - a) Main motions 2 pro, 2 con*
 - b) Amendment 2 pro, 2 con*
 - c) Reconsider 2 cons*
 - d) Raising a hand or standing shall be used to recognize someone*

1.27 Quorum:

- 1. Quorum MUST be present to do business.*
- 2. Quorum is defined as 2/3 of convention committee or subcommittee members .*
- 3. No proxies for committee members (voting) .*

1.28 Convention Proceeds Disbursements:

1. The 7th Tradition from the Arkansas Regional Convention will be distributed as follows:

- a. Convention Seed Money*

b. As long as the RSC is over prudent reserve, the remaining proceeds will be distributed 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. Ten (10) percent to WSO, with the remainder being divided equally between the areas and loner groups within the region

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 RSC must disburse all proceeds at the February RSC meeting.

The entire set of proposed convention guidelines is being sent back to groups for approval. Groups should also vote on which one of the 4 choices listed below they want included in the guidelines for how the convention proceeds are to be disbursed (after seed money).

1. As long as the RSC is over prudent reserve, the remaining proceeds will be distributed 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. Ten (10) percent to WSO, with the remainder being divided equally between the areas and loner groups within the region. [AS WRITTEN IN THE PROPOSED GUIDELINES]

2. As long as the RSC is over prudent reserve, the remaining proceeds will be distributed as follows, twenty-five (25) percent to the host area, twenty-five (25) percent to WSO, and fifty (50) percent to the region to be disbursed per regional guidelines.

3. As long as the RSC is over prudent reserve, the remaining proceeds will be distributed as follows, twenty-five (25) percent to the host area, and seventy-five (75) percent to the region to be disbursed per regional guidelines.

4. One hundred (100) percent of the remaining proceeds will be given to the region to be disbursed per regional guidelines.

