

## SUFFOLK AREA CONVENTION COMMITTEE

### POLICY PAMPHLET

(Ratified October 2008 with revisions voted on by Suffolk Area Groups up to and including September 2012)

- I. Suffolk Area Policy and the Narcotics Anonymous Convention Guidelines (Revised 4/88) are the policy of this committee, as supplemented by this pamphlet. “Roberts Rules of Order” will govern the conduct of the Convention Committee meeting, except where it conflicts with our 12 Traditions, 12 Concepts Of NA Service, the Guide to Local Services (GTLS) or a specific Suffolk Area Policy. All motions must be made in accordance with the aforementioned Principals.
  
- II. **Meeting Time and Place, Attendance Policy**
  - A. The Suffolk Area Convention Committee (CC) will hold regularly scheduled meetings. The meeting time and place will be scheduled by the CC Chair or Vice Chair. The meeting time and place will be listed in the Suffolk Area Secretary report. (Revised 6/19/08 to remove Specific meeting place and time)
  
  - B. The Steering Committee will consist of the Chairperson, Vice-Chair, Secretary, Treasurer, Assistant Treasurer, all subcommittee Chairs, the Suffolk E&A Liaison and Inter-Area Liaisons.
  
  - C. Attendance of the Steering Committee members at the CC meetings is mandatory. If unable to attend a meeting, the Chair or Vice must be notified (preferably 24 hours or more in advance). In the event of no notice, two (2) consecutive absences may result on a person being removed from their position. (Revised 6/19/08)
  
- III. **Meeting Format**
  - A. Opening –Serenity Prayer (suggested “We” version)
  - B. Reading of the Service Prayer & the 12 Concepts of N.A. Service
  - C. Reading by the Secretary and motion to accept the minutes of the Last CC meeting. **If any information is wrong or missing, it must Be brought to the body’s attention at this time.** The motion to accept The minutes may be passed by consensus. (The Chair needs only to ask If there are any objections)
  - D. Chairpersons Remarks
  - E. Vice Chair’s Remarks
  - F. Treasurer’s Report

- G. Subcommittee Reports:
  - 1. Arts & Graphics
  - 2. Convention Information
  - 3. Entertainment & Fundraising (Rev. 11/26/06 to combined  
The 2 separate committees)
  - 4. Hospitality
  - 5. Merchandise
  - 6. Programming
  - 7. Registration
  - 8. Serenity Keepers
  - 9. Set-Up and Clean-Up
- H. Liaisons' Reports (E&A, Areas)
- I. Old Business
- J. New Business
- K. Motion to Close (consensus) & Closing Prayer
- L. Next Meeting

#### IV. Agenda/Motion Making

- A. An agenda or motion sheet will be made available at the table at the start Of the CC meeting and will be closed by the Chairperson **before the Start of old business**. No new motions may be submitted after this time.
- B. In new business the motion maker is given the opportunity to speak to the Intent of the motion, and may be asked questions (up to 5 minutes of Discussion, including any “points of information” or “points of reference”) The Chairperson will then entertain two (2) “cons” and two (2) “pros” to the motion (starting with a “con”). If no “con” is forthcoming, the debate is closed. The motion is then voted on by the eligible members of the Steering Committee (See Voting-Section VI).
- C. Only CC Subcommittee Chairs (or Vice Chairs in their absence), or the Liaisons may make a motion, except for:
  - 1. Motions on procedures-which may be made by the Chair or Vice Chair and;
  - 2. Motions on Money Management-which may be made by the Treasurer or Assistant Treasurer.

#### V. Trusted Servants (Steering Committee):

- A. **Convention Committee Positions** (for a more in-depth discussion of duties see the Narcotics Anonymous Convention Guidelines (Rev 4/88))

It is suggested that all persons running for positions on the Convention Committee meet the following qualifications:

1. Working knowledge of the 12 Steps and 12 Traditions Of NA.
2. Willingness to give the time and resources necessary
3. Ability to exercise patience and tolerance
4. Active participation in Narcotics Anonymous
5. Prior Convention experience

Specific Positions:

1. **Chairperson:** Responsible for conducting the CC meeting, preparing the agenda and various administrative duties. At the CC meeting, votes only In case of a tie, A co-signer on the CC bank account.

**Requirements:** 4 years NA Street Clean time  
1+ years prior service to Suffolk Area  
Prior convention experience  
Must be financially secure with a verifiable source of income. (Rev 6/04/08 by vote of Suffolk Area Groups)

2. **Vice Chairperson:** Coordinates all subcommittees, assists Chairperson in Conducting the CC meeting, conducts the CC meeting in the Chairperson's absence. A co-signer on the CC bank account.

**Requirements:** 3 years NA street Clean time  
1+ years prior service to Suffolk Area  
Prior Convention Experience  
Must be financially secure with a verifiable source of income. (Rev. 6/04/08 by vote of Suffolk Area Groups)

3. **Secretary:** Takes clear, concise minutes of the CC meeting, and prepares And distributes the minutes to the CC members.

**Requirements:** 2 years NA Street Clean time  
6 months prior service to Suffolk Area  
Prior Convention Experience  
Access to a computer

4. **Treasurer:** Receives all funds, administers and keeps accurate records of The CC's treasury and bank account (see Treasury) reports on the Financial condition of the CC at every CC meeting and Area Service

Meeting; monitors all subcommittee funds, reimburses expenses with Proper receipts, pays the rent for the CC meeting place (if necessary). A Co-signer on the CC bank Account.

**Requirements:** 3 years NA street clean time  
1+ years prior service to Suffolk Area  
Must be financially secure with a verifiable source  
Of income (Rev 7/02/08 by vote of Suffolk Area  
Groups)  
Accounting/bookkeeping skills  
Must have access to computer (Rev 6/19/08)  
**Must have knowledge of or be willing to learn  
A money management program**

5. **Assistant Treasurer:** Assists the treasurer with his/her duties at the CC meeting. A co-signer on the CC bank Account,

**Requirements:** 2 years NA street Clean time  
1+years prior service to Suffolk Area  
Must be financially secure with a verifiable  
source of income (Rev 7/02/08 by vote of Suffolk  
Area Groups)  
Accounting/bookkeeping skills  
Must have access to computer (6/19/08)

**6. Subcommittee Chairpersons:** Responsible to hold regular meetings and Conduct the day to day operations of their subcommittees, the attend the CC Steering committee meetings, to regularly communicate with the CC Vice-Chair, And to provide the members of the CC with regular **written** reports. Each Subcommittee is responsible to develop and submit a budget for their Subcommittee. The Convention Subcommittees are as follows:

1. Arts & Graphics
2. Convention Information
3. Entertainment & Fundraising
4. Hospitality
5. Merchandise
6. Programming
7. Registration
8. Serenity Keepers
9. Set-Up and Clean Up

**NOTE:** While the CC elects all subcommittee chairs, each subcommittee may Elect their own Vice-Chair, Secretary, etc.

**Requirements:** 2 years NA street clean time  
1+ years prior service to Suffolk Area  
Prior Convention experience.  
\*\*Arts & Graphics, Convention Information and  
Registration Chairs must have access to computer  
\*\*Merchandise and Registration Chairs must be financially  
secure with a verifiable source of income (Rev 6/04/08  
by vote of Suffolk Area Groups).  
\*\*Entertainment & Fundraising Chair must be financially  
Secure with a verifiable source of income (rev 1/07/09 by  
Vote of Suffolk Area Groups)  
\*\*Serenity Keeper Chairperson must be financially  
Secure with a verifiable source of income (rev 3/03/10  
By vote of Suffolk Area Groups)

**7. Liaisons:** Elected representatives from the Suffolk Area E & A committee and Any other participating Areas. Responsible for communications between those Bodies and the CC, distribution of flyers/registration materials and to provide Regular reports to the CC.

**B. Terms and Elections:**

- 1. Terms:** Convention Committee terms are up one month following each Convention. The Suffolk Area Service body will accept nominations for The next Convention Chairperson and Convention Treasurer three (3) months prior to the current convention. If no nominations are presented, then the area will follow Suffolk Area's policy on accepting nominations from the floor up until one (1) month prior to the current convention. Elections will follow the month after the nominations (Rev 6/04/08 by vote of Suffolk Area Groups)
- 2. Nominations and Elections:** Once a Chair and Treasurer have been elected, nominations for all other CC positions may take place at the 1<sup>st</sup> scheduled meeting of the Convention Committee and elections may take place at the second CC meeting.
- 3. Attendance:** All nominees for CC trusted servant positions must be present for their nominations AND for the elections
- 4.** Anyone attending two (2) consecutive Convention Committee meetings may vote at elections only.
- 5.** All members of the Convention Committee executive body (including Subcommittee Chairs) are limited to two (2) consecutive terms. An individual must step down for at least one (1) term of service before

becoming eligible to run for the same position (Suffolk Area Policy)

**C. Specific Subcommittee Duties:**

1. **Arts & Graphics:** Prior to the convention, this committee is responsible for the designing and/or printing flyers, programs, tickets, convention posters and directional posters. Arts & Graphics coordinates the variety of designs to be voted on the full Convention Committee for use on the Banner, coffee mugs, T-shirts and other merchandise. Once a design is selected by the CC, Arts& Graphics is responsible to provide the design in the forms needed by the other Subcommittees (Registration, Merchandise, etc.)
2. **Convention Information:** This is really a two-part committee, providing Information about the convention to both NA members and certain non-members. These two jobs are handled very differently, and due to contact with the public, it is important that C.I. members have a thorough knowledge of the 12 Traditions, particularly as they apply to public relations and personal anonymity, Information provided by C.I. may include a description of the placed event, dates, locations and other pertinent information. All information must be kept up-to-date and accurate. C.I. works closely with the facility, treatment centers, the Area P.I Committee and all of the other Convention Subcommittees, communicating with all concerned about coming events, and prepares a press packet for use at the convention (for a more in-depth look at C.I. please see the Convention Guidelines pgs 13-15 and page 25)
3. **Entertainment & Fundraising:** This committee is responsible for helping ensure the success of our convention by holding events and other fund-raising activities (for example auctions, raffles etc.,) prior to the convention. It also prepares for any entertainment events, for example dances, fashion shows and comedy shows which will happen at the convention (working closely with the Programming Subcommittee on scheduling) (The duties of this committee were revised 9/25/08 since the Entertainment Committee & Fundraising Committee were combined into one committee on 11/26/06 and at that time their specific duties were not combined)
4. **Hospitality:** Prior to the convention, the Hospitality Subcommittee assists in providing refreshments at Fund-raising events and activities. On the Dates of the convention, Hospitality is responsible to provide refreshments Not provided by the facility (If permitted by the contract with the facility) They are also to provide games in the “Hospitality Suite” and to serve as “meeters & greeters” at the facility. (Rev 6/19/08)
5. **Merchandise:** Prior to the convention, the Merchandise Committee is

Responsible to produce any T-Shirts or other merchandise (working Closely with Arts & Graphics) required to raise funds for the convention. The Merchandise committee should have members available to sell merchandise at any area E&A or Convention Fund-Raising event, and should solicit volunteers to do the same at any N.A. events outside out area. It is important that any subcommittee members handling funds be responsible members of N.A. with at least two (2) years clean and a current job. The Merchandise Subcommittee is responsible for the production of any merchandise agreed to by the Convention Committee and is responsible for selling that merchandise at the Convention.

A. A receipt in triplicate must be generated for all merchandise Sales made. The original is be given to the customer, one copy to the merchandise committee, and one copy to the convention chairperson. (Revised 9/02/09 by vote of Suffolk Area groups)

6. **Programming:** Prior to the convention, the Programming Subcommittee Works closely with Entertainment & Fundraising to provide appropriate Speakers at their events. The Programming Subcommittee plans all of the Workshops and meetings at the convention, and is responsible to work In conjunction with Arts & Graphics and Registration to produce the Actual program to be distributed at the convention.

7. **Registration:** Prior to the convention, the Registration Subcommittee Drafts the flyers and registrations forms for the convention, bringing Them to the Convention Committee for approval. Once approved, the Subcommittee is responsible for their production (in conjunction with Arts & Graphics) and distribution with in the Fellowship. At the Convention, the Registration Subcommittee greets the attendees, collects The registration fees, and hands out the registration packets which have Been prepared. (See Convention Guidelines pgs 15-19 for guidance).

A. That prior to the convention a receipt in triplicate must be generated for all cash registrations received. The original is to be given to the registrant, one copy to the registration committee, and one copy to the convention chairperson. The receipt number must be reflected on the registration form. (Revised 9/02/09 by vote of Suffolk Area Groups)

8. **Serenity Keepers:** We utilize Serenity Keepers at both Fundraising events Prior to the convention and at the convention itself. These members are responsible to give directions, accompany members carrying funds (those with the required 2 years clean time), aid in communications across the entire facility, and to “keep the peace”. Most often, this is

accomplished simply by the Serenity Keepers' presence. It is important that Serenity Keepers have good people skills. Under no circumstances are they allowed to use force to solve a problem. Should a person need to be physically removed from an area, the appropriate authorities should be called.

9. **Set-Up and Clean-Up:** This subcommittee helps at Fund Raising events And at the convention, making sure that everything is physically in Order and that the facility is prepared to receive our attendees. They Make sure that we leave every facility that we use in at least as good of Condition as we found it, upholding the good name of Narcotics Anonymous.

## VI **Voting**

- A. Once the Steering Committee members have been elected (see Nominations & Elections-Section V Subsection B. 2), they become The voting body at the CC meetings (except for the Chair, who only Votes in the case of a tie)
- B. A simple majority (half plus 1) is required to pass a motion, except for Policy changes which require a 2/3 majority vote.
- C. Pros, cons and abstentions on all motions will be recorded by the CC Secretary.
- D. At least 2/3 of the elected Steering Committee members must be present for a motion to be voted on. (Rev 3/08. by vote of Suffolk Area Groups)

## VII **Treasury**

- A. The Convention Committee maintains a bank account separate from Suffolk Area, but remains fully accountable to the groups of Suffolk Area and the ASC.
- B. There may be four (4) eligible co-signers on the Convention Committee Checking Account. They must be 4 of the 6 following individuals:

The CC Chairperson  
The CC Vice Chair  
The CC Treasurer  
The CC Assistant Treasurer  
The Suffolk Area Chair  
The Suffolk Area Vice Chair

Two (2) of the (4) signatures must appear on any Convention Committee



Check. (Revised 6/19/08)

- C. The Convention Committee Treasurer will disburse funds only in check form prior to the convention, in order to facilitate accurate bookkeeping. Proper receipts must be presented in order to receive any reimbursements.
- D. All fundraising proceeds (from leftover convention merchandise, new Fundraising merchandise, auctions, events, etc.) are to be deposited In to the Convention Committee bank Account
- E. Mini-Conventions will be utilized as fundraisers for weekend conventions; Only monies loaned by the Area will be returned after a Mini-Convention. All other proceeds will remain in the Convention Committee treasury to Fund weekend conventions
- F. Proceeds from the weekend conventions will be distributed as follows:
  - 1. All loans from Area to be repaid in full, then
  - 2. \$ 23,000.00 is to be maintained in the Convention Committee Checking account (Rev 12/02/10 by vote of Suffolk Area Groups)
  - 3. The remainder of the proceeds are to be donated to the Area (Rev 9/05/07 by vote of Suffolk Area Groups)
- G. In order to protect prior signatories, at the end of each convention the Convention Committee Checking account will be closed and a check will be issued to the incoming Convention Committee for them to open a new account. (Rev 7/24/08 by vote of Suffolk Area groups)
- H. Checks may not be written out to cash. (Revised 9/2/09 by vote of Suffolk Area Groups)
- I. Checks cannot be issued from the convention committee account without a completed check request form with proper receipts and documentation attached. (Revised 9/2/09 by vote of Suffolk Area Groups)
- J. A copy of each check received by SACNA must be maintained by the Convention treasurer. (Revised 9/2/09 by vote of Suffolk Area Groups).
- K. No Debit and or Credit cards may be issued to and or used on any Suffolk Area Bank Account of account opened bu any subcommittee of the Area. (by vote of Suffolk Area groups 10/06/10)
- L. A money management program must be used to operate the Convention Committee Bank Account (by vote of Suffolk Are groups 10/06/10)

VII. **Miscellaneous Policies:**

- A. All fundraising events that occur in conjunction with any other areas Or committees shall be entirely funded by the Convention Committee to facilitate bookkeeping. After all of the expenses have been paid, Profits will be split between the Convention Committee and the other Committees/area.
- B. There will be no 50/50 raffles at any Convention Committee events. Any raffles will be for prizes only.
- C. One workshop speaker for each workshop at the convention shall be selected by the groups of the participating areas.
- D. Any subcommittee expenditure over \$200.00 (excluding Hospitality) is to be bid out (comparatively priced) to three (3) different suppliers. (Suffolk Area Policy)
- E. All monies collected at any function should be accounted for by at least Two (2) responsible NA Members (Suffolk Area Policy).
- F. No member of the Convention Committee or its sub-committees can receive personal financial gain from the convention or its fund-raising events (Rev. 9/08 by vote of Suffolk Area Groups.)
- G. An insurance rider must be obtained through the Region for all group, subcommittee and area events that are not held at the groups normal meeting time and place. This includes the convention fundraising events and convention itself which requires a “Special Events Insurance Rider for its convention. (Suffolk Area Policy)
- H. The Convention Committee shall maintain its own storage facility. (Suffolk Area Policy rev 3/03/10 by vote of Suffolk Area Groups)
- I. Each and every Suffolk Area Subcommittee in possession of any Suffolk Area assets, must provide a written inventory to the area containing a list of all of the assets in its possession by November of each and every year (revised 8/1/2012 by vote of Suffolk Area Groups)