

SACNA Arts and Graphics Subcommittee Policy

- I. This policy is intended to provide guidelines for the Arts and Graphics Subcommittee of the Suffolk Area Service Convention Committee (SACNA). It is superseded by the Convention Committee policy, the SASNA policy, the 12 Concepts for NA Service, and the 12 Traditions of Narcotics Anonymous. If any of the above is changed in a way that affects this document, it should be immediately updated.

- II. **SUBCOMMITTEE PURPOSE**

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.) (Cited from SACNA policy)

- III. **VOTING PARTICIPANTS & PROCEDURES**

Any interested NA member that is in attendance at the SASNA Online subcommittee, is permitted to fully participate. Participation includes but is not limited to: voting, questioning, presenting a motion, presenting a nomination, presenting reports, presenting points of personal privilege, calling for points of order and querying the chair.

- Simple majority vote for all matters before the subcommittee except policy changes.
- Two thirds majority to change established policy.
- All policy changes must be approved by the SACNA Arts and Graphics subcommittee.

- A. **PREFERRED EXPERIENCE AND RESPONSIBILITIES FOR TRUSTED SERVANTS**

1. **CHAIR**

- Elected by SACNA main body, as per SACNA requirements

2. **VICE CHAIR**

- Elected by Arts and Graphics Subcommittee
- Same requirements as SACNA requirements for Chair, with the exception of prior convention experience

3. **SECRETARY**

- Elected by Arts and Graphics Subcommittee
- Six months clean time requirement

- IV. **DESIGNS**

All of the designs created by the Arts and Graphics subcommittee will follow the Fellowship Intellectual Property Trust (FIPT)

- A. **FUNDRAISER FLYERS**

Flyers must include the following:

- SACNA logo
- Contact information for Convention Information, Convention Chairperson, and Fundraising Chairperson
- Date, time, and location of the event
- Price of the event, including what's included in the price
- Anything that will be sold separately, such as hospitality, merchandise, and pre-registration
- SACNA website information
- The flyer must explicitly say that the event is a fundraiser

B. CONVENTION BANNER

The convention banner must include the following:

- Convention logo
- Convention name and theme
- Convention dates
- Convention venue
- SACNA logo
- Will be sized at four feet wide by six feet tall

C. MERCHANDISE

- The purpose of merchandise is to generate funds, so there are no guidelines for what goes on it other than the FIPT, and of course, the 12 Traditions of Narcotics Anonymous.
- At least one design will be created for a t-shirt to be sold at the convention, with the convention theme. This is typically the convention logo.

D. CONVENTION PRE-REGISTRATION FLYER

The convention pre-registration flyer must include the following, assuming that the information is available:

- Convention theme
- Convention dates
- Convention location
- Directions to location
- Information for mailing speaker recordings
- Hotel pricing and how to get the SACNA rate
- Mailing address for convention
- Website information
- Contact information
- Convention activities
- Pre-registration pricing