

**Sierra Sage Region Convention Committee Guidelines
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GUIDELINES FOR SIERRA SAGE REGIONAL CONVENTION COMMITTEE

ENTITIES

This body shall be known as the Sierra Sage Regional Convention of Narcotics Anonymous (SSRCNA) Committee. This committee shall serve as a standing subcommittee of the Sierra Sage Regional Service Committee (SSRSC) of Narcotics Anonymous. Serving as the legal entity for SSRCNA and SSRSC is the Sierra Sage Regional Service Office (SSRSO) of Narcotics Anonymous, Inc. SSRCNA is not an autonomous body and is directly accountable to SSRSC and must abide and follow direction given by SSRSC.

PURPOSE

The purpose of the SSRCNA Committee is to coordinate and conduct, serve as the operational and administrative body of the annual convention and perform the day-to-day implementation of the current year's convention. The SSRCNA Committee is responsible to the SSRSC and SSRSO and is entrusted to make decisions and to establish policy as necessary for the operation and administration of the SSRCNA. This convention is held by members of Narcotics Anonymous to bring our fellowship together in the celebration of recovery. Meetings, workshops, and activities are scheduled to encourage unity and fellowship among our members. Because a Narcotics Anonymous Service Committee sponsors this convention, it should always conform to the Twelve Traditions of Narcotics Anonymous and reflect our primary purpose. The guidelines of the SSRSC shall supersede these guidelines in the event of any conflict. Hereafter in these guidelines, for simplicity where possible, the SSRCNA committee shall be referred to as "the committee" or "committee."

GENERAL PLANNING

Hosting a convention is a tremendous responsibility, which requires significant planning, dedication, and effort. Conventions can be complex and overpowering endeavors; therefore, every effort should be made to select well-qualified people. Prior convention experience is strongly suggested. The planning of a convention requires the combined efforts of many people. Members work as a committee, which should be made up of representatives from all of the areas comprising the Sierra Sage Region. The committee functions as a subcommittee of the SSRSC to ensure continuity of effort.

While planning, during, and after the convention cycle, no complimentary items will be accepted for individual or committee use by any member of the convention committee. This includes free rooms, upgrades of any kind, or any other perk that could be considered a "freebie". Only those complimentary items that are for the use of the convention as a whole can be accepted.

Site selection is an ongoing process. In order to ensure adequate time to secure the best facility, booking should be performed two years in advance with regular reports given to the committee, SSRSC and SSRSO.

Any and all contracts, including hotel, banquet, recording and entertainment must be signed by an executive officer of the SSRSO, Inc.

FUNCTIONS

- 1. To hold service meetings as needed.**
- 2. To record and distribute minutes of the regular committee meetings to all committee members and others as required in a timely manner.**
- 3. To plan, coordinate, and implement the annual convention for the Sierra Sage Region of Narcotics Anonymous.**
- 4. To encourage unity and support participation from all members throughout the Sierra Sage Region.**

ELECTIONS

During the planning processes, it is necessary to elect a chairperson to preside over convention committee meetings and activities. Election of officers should be based upon qualifications and experience. A description of Executive Committee members and duties follow in section “Members, Requirements, and Duties” of these guidelines.

- 1. The chair and vice chairs will be confirmed at the SSRSC (see “4” below). All other officers and subcommittee chairs will be elected from within the committee, by the committee.**
- 2. No member shall serve in the same elected position for more than two consecutive terms.**
- 3. Nominees are to be present, state qualifications, and field questions in order to be elected.**
- 4. The outgoing committee and new SSRSCNA committee will jointly elect its officers. The Chair and vice chairs are elected and then confirmed at the SSRSC’s next meeting. Outgoing chair will serve as Site Selection Chair.**

MEETINGS AND VOTING

Voting privileges are extended to each member of the Committee. Voting members of Convention Committee will be:

- a. Executive committee members and subcommittee chairs. Chair to vote only in the event of a tie.**
- b. Any member of the committee or any member of NA who has attended two consecutive committee meetings will be granted voting rights at the beginning of the third meeting.**

Any officer, chair, or member of the committee who is absent from two consecutive meetings will be considered inactive for voting and motion-making purposes at the roll call of the third meeting. Voting rights to be re-established after attending two consecutive meetings as stated above.

Quorum consists of 51% of established voting committee members. The quorum is to be established at the beginning of the meeting. If a member chooses to leave before the meeting

concludes, the quorum will not change, and the member forfeits their vote for the remainder of that one meeting only.

Motions may only be made by current committee members with voting rights.

The chair of the subcommittee determines their subcommittee voting privileges. No executive committee member shall have voting privileges at subcommittee meetings. All subcommittees will hold separate, regularly scheduled meetings prior to the committee meetings. The subcommittee chairs will submit all reports, recommendations, and other details about their areas of responsibility to the committee for approval.

The first meeting after the convention will be held within two weeks and be considered the closeout meeting. It is suggested that all interested NA members attend the close out meeting in order to establish voting rights for the upcoming convention year. The first meeting of the new committee will be held within 2 weeks after the close-out meeting followed by a second meeting within two weeks at which time the chair and vice chairs of the incoming committee will be elected. Committee chair positions may be filled at this time as well.

It is advisable to schedule two or three hours to conduct committee meeting business.

The following agenda should be adhered to as much as possible:

1. **Opening: Begin with a moment of silence followed by the Serenity Prayer, the Twelve Traditions and Twelve Concepts**
2. **Read and approve the minutes of the last meeting**
3. **Chair's report (review progress to date and relay recent information)**
4. **Vice Chairs' report**
5. **Treasurer's report (update on expenses and new balance)**
6. **Alternate Treasurer's report**
7. **7th Tradition passed**
8. **Secretary's report**
9. **Site Selection chair's report**
10. **Subcommittee reports (include goals and progress of each committee)**
11. **Old business carried over from the last meeting**
12. **New business to be undertaken before the next meeting**
13. **Closing Prayer**

MEMBERS, REQUIREMENTS AND DUTIES

Membership in the convention committee is open to all members of the fellowship. The committee consists of an executive committee, subcommittee chairs and attending members. The SSRCNA committee is a standing subcommittee of SSRSC.

Experience, dedication, enthusiasm, and willingness to complete the required tasks are the essential qualities to keep in mind when filling all positions. We need to keep in mind that length of clean time is not the primary qualification, but should be carefully considered along with prior service experience and knowledge of the service structure of NA as a whole.

Suggested requirements for all SSRSCNA Committee members are as follows:

- Working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- Willingness to give the time, energy, resources, and commitment necessary.
- Ability to exercise patience, tolerance and acceptance.
- Active participation in Narcotics Anonymous.

Executive Committee

The executive committee carries out (executes) the will of the overall committee. It functions as the administrative committee of the convention and holds separate, periodic and special subcommittee meetings. Its function is to ensure that the various subcommittees work together and to assist subcommittees, which may need extra help. However, it is not necessary for the executive committee to involve itself directly in the specific working of each subcommittee. The members of the executive committee discuss the performance of subcommittees, as well as the convention budget and other matters, which affect the convention. The results of these discussions are included in reports at committee meetings. The executive committee will have the right to final approval on any controversial matters affecting the convention as a whole.

When scheduling the meetings, it is advisable to choose a particular day or rotation of days/times on which meetings will be held and schedule all meetings on that day throughout the duration of the planning period. Special consideration in scheduling meetings should be made to accommodate members who work swing and graveyard shifts and who wish to participate on the committee. The executive committee also makes regular reports to the SSRSC through the convention chair. Comments and suggestions from SSRSC are included in the convention chair's report during committee meetings.

Emergency meetings may be called by the chair and require a minimum of three executive committee members to deal with matters that cannot wait until the next regularly scheduled committee meeting.

The executive committee shall consist of: Chair, Vice Chair 1, Vice Chair 2, Treasurer, Alternate Treasurer, Secretary, and Site Selection Chair. Requirements and duties for committee officers are as follows:

1. Chair – Minimum of four (4) years clean time, demonstrated stability in the local NA community and administrative abilities. It is suggested that he/she have current and previous experience on the SSRSCNA committee and be willing to act as Site Selection Chair for the next committee.

- a) Organizes subcommittees and delegates major tasks to specific subcommittees. Stays informed of the activities of each subcommittee and provides help when needed.
- b) Helps resolve personality conflicts.
- c) Keeps activities within the principles of the Twelve Traditions and in accordance with the purpose of the convention.
- d) Monitors the fund flow and overall convention costs and helps organize the budgets.
- e) Negotiates logistics with host facility for banquet seating, room arrangements, audio/visual equipment, dance floor, etc.

- f) Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
- g) Allows the subcommittees to do their jobs while providing guidance and support. Although they are not autonomous, subcommittees should be given trust and encouragement to carry out the functions of their committee.
- h) Prepares the agenda, in coordination with the vice chairs for convention committee meetings and executive committee meetings.
- i) Votes only to break a tie.
- j) Chairs the convention committee meeting as well as the convention.
- k) The chair attends the monthly SSRSC meeting in order to maintain a constant relationship. If the chair is unable to attend, they may appoint a representative to attend in their stead.
- l) Prepares and submits reports to the committee and written reports to the SSRSC to enhance communication between each body effectively.
- m) Acts as site selection chair for next committee upon completion of current convention.
- n) Acts as sole contact for the media, relying on help from the SSRSC PR Coordinator.

2. Vice Chair One - Minimum of three (3) years clean time, personable and familiar with all committee members in order to coordinate all subcommittee activity. It is suggested that he/she have current and previous experience on the SSRSCNA committee.

- a) Be willing to accept nomination as chair for the next convention to ensure continuity.
- b) Acts as chair if the chair is unavailable.
- c) Coordinates subcommittees and attends as many subcommittee meetings as possible, in order to ensure that they get the necessary support to do a good job and meet all deadlines. It should be noted that the vice chair is not considered a member of the subcommittee and does not have voting privileges at subcommittee meetings.
- d) Works closely with the chair to delegate responsibilities to subcommittee chairpersons and to set agendas for committee meetings.
- e) At three months prior to the convention, starts attending the monthly SSRSC meeting to ensure continuity at SSRSC.
- f) Prepare and submit written reports to the committee.

3. Vice Chair Two - Minimum of two (2) years clean time, personable and familiar with all committee members in order to coordinate all subcommittee activity. It is suggested that he/she have current and previous experience on the SSRSCNA Committee.

- a) Be willing to accept nomination as Vice Chair One for the next convention to ensure continuity.
- b) Coordinates subcommittees and attends as many subcommittee meetings as possible, in order to ensure that they get the necessary support to do a good job and meet all deadlines. It should be noted that the vice chair is not considered a member of the subcommittee and does not have voting privileges at subcommittee meetings.
- c) Works closely with the chair and vice chair one to delegate responsibilities to subcommittee chairpersons and to set agendas for committee meetings.
- d) Prepare and submit written reports to the committee.

4. Treasurer – Minimum of four (4) years clean time. It is suggested that he/she have current and previous experience on the SSRSCNA committee with a commitment and willingness to perform the job and with accounting and computer skills sufficient to maintain accurate records.

- a) Maintains a bank account for the committee. The account shall have as signatories: convention chair, convention treasurer, alternate treasurer, and SSRSC treasurer. Only one signature is required; however regular reports and accounting shall be made to the committee.

- b) Works with the chair, vice chairs, and RSO to prepare a budget for the convention. The budget is based on the prior years' subcommittees' expenditures when all of the financial needs of the subcommittees are listed and totaled. The income should also be outlined and balanced against anticipated expenditures.
- c) Writes all checks and is responsible for collecting receipts from subcommittees for money paid out.
- d) Responsible for all money, including revenues from registrations and banquet tickets, pays all bills, and advises the chairperson on cash supply, income flow and rate of expenditures. Will issue receipts for all monies received.
- e) Review subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the Treasurer's report.
- f) All requests for reimbursement must be accompanied by receipts, bill copies, purchase orders, etc. In such cases where pre-payment or deposits must be made, disbursement can be made directly to the requesting subcommittee chair provided: a) Prior Executive Committee approval is obtained and b) A signed and dated voucher or promissory note is provided by the recipient indicating the purpose of the expenditure and the projected date when receipts can be provided and/or money returned to the treasurer.
- g) A complete treasurer's report should be presented at the close out meeting after the convention. The report should also be submitted to the SSRSC and SSRSO. All files, including the electronic bookkeeping files will be returned to the SSRSO treasurer.
- h) Convention treasurer will work closely with SSRSO treasurer to follow necessary bookkeeping procedures for accountant and tax purposes.

5. Alternate Treasurer – Minimum of three (3) years clean time. It is suggested that he/she have current and previous experience on the SSRSCNA Committee with a commitment and willingness to perform the job and with accounting and computer skills sufficient to maintain accurate records.

- a) Be willing to accept nomination as Treasurer for the following convention to ensure continuity.
- b) Work closely with Treasurer to become proficient in necessary skills for convention record-keeping.

6. Secretary – Minimum of two (2) years clean time.

Call roll and establish voting rights to set quorum at the beginning of each regular convention committee meeting. Keeps attendance records and minutes of convention committee meetings and gathers subcommittee reports.

- a) Sends minutes via email to convention committee members within six (6) days after the convention committee meeting.
- b) Maintains a list of names, email addresses, and phone numbers of committee members for committee use.
- c) Keeps a hard copy of minutes, updated after each convention committee meeting, which is available for any member wishing to review them.

7. Site Selection Chair – The previous SSRSCNA committee chair automatically assumes this position and becomes an SSRSO member.

- a) Organizes Site Selection meetings to include Executive Committee members and representatives from the SSRSC and SSRSO, beginning within the first month following the close out meeting of the Convention.
- b) Prepares a written agenda of projected meeting space, room block requirements, banquet facilities, marathon meeting room, hospitality room, merchandise room, and any other space needed for the next convention to be presented to the host facility.

- c) Acts as the main contact and negotiator with the host hotels and meeting facilities being considered.
- d) Solicits bids from host facilities to include room rates, meeting space rental, and deposits and payment schedule. Presents bids to Site Selection committee and SSRCNA committee,. Upon agreement, requests contract from host facility to be reviewed by SSRSC and SSRSO prior to signing. All contracts must be signed by an Executive Officer of SSRSO, Inc.

Subcommittees

Subcommittees are not autonomous bodies and are directly accountable to SSRCNA and must abide and follow direction given by SSRCNA.

Subcommittee chairs consist of: Arts and Graphics, Entertainment, Fundraising, Hospitality, Marathon meetings, Merchandise, Programs, and Registration. Suggested clean time requirements for the Subcommittee Chairs are as follows:

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|--------------------------|------------------|
| Arts and Graphics | 18 months |
| Entertainment | 2 years |
| Fundraising | 3 years |
| Hospitality | 18 months |
| Marathon Meetings | 1 year |
| Merchandise | 4 years |
| Programs | 2 years |
| Registration | 4 years |

Waiving clean time should be carefully considered as our experience has shown that members who meet these clean time requirements have the established experience and commitment necessary to fulfill the position.

It is suggested that subcommittee chairs have previous experience on that particular subcommittee or in that field. It is also strongly suggested that any vice chair chosen for a subcommittee have adequate clean time to fill the chair position the following year.

Duties of subcommittee chairs:

- **Coordinates the organizational meetings of their subcommittee and attends all regular convention committee meetings.**
- **Provides their subcommittee with information necessary for its functioning.**
- **Develops an agenda and a time line for meeting its responsibilities as set forth in their guidelines.**
- **Prepares a budget for the cost of carrying out their functions as outlined in “Budgeting” page 9.**
- **Provides a written report at regular convention committee meetings. When possible, the report should be emailed to the convention secretary.**
- **Provides to SSRSO contact information for any contractual needs or travel arrangements.**

ATTENDANCE AND PERFORMANCE

Subcommittee chairs or their representatives shall attend all regular convention committee meetings. In the event a member cannot attend, the convention chair shall be notified. If a subcommittee chair misses two consecutive meetings or three meetings total during one convention period, the convention chair shall address the matter with the convention committee for possible action.

If a subcommittee chair or executive committee member is not fulfilling their responsibilities, the convention chair is required to bring the matter up at the convention committee meeting. If a motion to suspend the member is made and seconded, it must pass with a two-thirds majority before action is taken. Any member suspended will have the right to petition the convention committee for a redress of a personal grievance, without fear of reprisal.

Any member of Narcotics Anonymous is welcome to attend all regular convention committee meetings as a non-voting member.

VOTING PROCEDURES

Quorum

- ❖ A quorum must be established at the beginning of each convention committee meeting prior to any old or new business.
- ❖ A quorum of this body shall be a 51% of the eligible voting members.
- ❖ Once a quorum has been established, it will be presumed that a quorum still exists throughout the meeting.

Motions

Any committee member who is eligible to vote (except the presiding officer) may make or second motions when recognized by the presiding officer of the convention committee. Once a motion is made, a second will be necessary before any discussion will be allowed.

1. Secondary motions to amend, substitute, refer, or table a motion may be made at any time prior to voting on a motion, unless the questions has been “called.”
2. Any motion that would alter the convention committee guidelines must be:
 - Submitted in writing with a written “intent’ and read during new business. It may then be seconded.
 - If the motion is seconded, copies of the motion will be distributed to all committee members and discussion will be in order at that time.
 - The motion will be tabled for at least one month.
 - The motion will be a matter for old business at the end of the specified time. If passed, the revision will be sent to SSRSC for approval.
3. Voting: A simple majority of the eligible convention committee members present and voting shall be required to pass any and all motions before the committee. Present and voting shall be defined as those who vote in “favor” or “against”. Any Committee member may request to go “on record” as abstaining, but abstentions will not be counted. If there is a tie the chair will make a ruling. Normally, voting is done by raised hands. The vote is counted and the results are announced.

RESIGNATIONS

If a member of the committee delivers a resignation, either verbally or in writing to the chair, or vice chair in the chair's absence, the resignation will be considered non-retractable. If the member wishes to be re-elected to the committee, he/she is required to do so in accordance with these guidelines.

BUDGETING

The importance of making a budget for the convention committee and subcommittees needs to be emphasized. At the earliest stages of planning, the committee will list as many financial responsibilities as possible. Each subcommittee does the same.

Invoiced expenses should be brought to the committee for disbursement on a timely basis.

Fundraising monies are to be returned to the treasurer and deposited as soon as possible after the event.

- ✓ Arts and Graphics subcommittee projects a monetary figure for banner(s) and procure pricing for all other printing needs.
- ✓ Entertainment subcommittee estimates the cost for entertainers, karaoke, disc jockeys, tickets, dance floors or any other equipment and supplies needed to carry out their duties.
- ✓ Fundraising subcommittee estimates the cost of any fliers, events, softball t-shirts, Free Ride Raffle tickets, convention prize pool items, or supplies needed to carry out their duties.
- ✓ Hospitality subcommittee estimates the cost of coffee, sodas, snacks and any other supplies needed to carry out their duties.
- ✓ Marathon subcommittee estimates the cost of any supplies needed to carry out their duties.
- ✓ Merchandise subcommittee estimates the cost of artwork, merchandise products to be sold before and at the convention, jacket/patch gift certificate for convention raffle, and other supplies needed to carry out their duties. Total actual merchandise expenditure shall be determined on a yearly basis, keeping in mind the past year's performance..
- ✓ Program subcommittee estimates the cost of transportation, rooms and registration packets for speakers, speaker gifts, table gifts, literature for cleantime countdown, program of meeting schedule and other amenities needed to carry out their duties.
- ✓ Registration subcommittee estimates the cost of flyers, registration brochures, registration packet gifts, annual bulk mail fees, mailing, paper, envelopes and other supplies needed to carry out their duties.

LOGO SUBMISSION

1. The theme for the following year's convention will be chosen by the current committee and be presented to the fellowship at the annual Chili Cook-Off (usually held at the end of September). The convention committee reserves the right to refuse acceptance of any submitted theme by group conscience.
2. Logo submissions will be accepted from the fellowship for the upcoming convention after the annual Chili Cook-Off until the Kick-Off Dinner (usually held in January). Only one submission per person will be accepted. It is suggested that logos be submitted in print and digital formats.

- 3. Logos containing any religious elements will not be accepted. The convention committee reserves the right to refuse acceptance of any logo by group conscience.**
- 4. The logo will be chosen by vote of the fellowship at the Kick-Off Dinner.**
- 5. The logo that is chosen becomes the exclusive property of the SSRCNA/SSRSO.**
- 6. Creator of the winning logo will receive one convention merchandise item of their choice when printed.**