

# GUIDELINES FOR SIERRA SAGE REGIONAL CONVENTION COMMITTEE

Adopted 4/7/99 by SSRANA Committee and Approved by SSRSC.  
Retyped 8/2002 by Linda D., Secretary of SSRANA.

## I. ENTITIES

This body shall be known as the Sierra Sage Regional Convention of Narcotics Anonymous (SSRANA) 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 SSRANA and SSRSC is the Sierra Sage Regional Service Office (SSRSO) of Narcotics Anonymous, Inc.

## II. PURPOSE

The purpose of the SSRANA Committee is to coordinate and conduct, serve as the operational and administrative body of the biennial convention and perform the day-to-day implementation of the current convention. The SSRANA 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 SSRANA. This convention is held by members of Narcotics Anonymous to bring our membership 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 SSRANA committee shall be referred to as "the Committee" or "Committee."

## III. GENERAL PLANNING

Hosting a convention is a tremendous responsibility, which requires significant planning, dedication and effort. Conventions can be complex and overpowering endeavors; therefore, effort should be made to select key people who have had prior convention experience. The planning of a convention requires the combined efforts of many people. These people work as a committee, which is made up of representatives from all of the areas comprising the Sierra Sage Regional Service body. The committee functions as a subcommittee to the SSRSC to ensure continuity of effort.

Site selection process is to begin immediately following the previous convention to ensure adequate time to secure the best facility and reports to the Committee, SSRSC and the SSRSO.

All Contracts, including hotel, banquet, recording and entertainment must be signed by an Executive Officer of the SSRSO, Inc.

## **IV. FUNCTIONS**

- A. To hold monthly service meetings or as needed.
- B. To record and distribute minutes of the regular Committee Meetings to all committee members and others as required.
- C. To plan, coordinate and implement the biennial convention for the Sierra Sage Region of Narcotics Anonymous.
- D. To encourage support and participation from all members throughout the Sierra Sage Region.

## **V. 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 VII of these guidelines.

- A. The Chair and Vice Chair will be confirmed at the SSRSC (see “E” below). All other officers and subcommittee chairs will be elected from within the Committee, by the Committee.
- B. No member shall serve in the same elected position for more than two consecutive two-year terms.
- C. Nominees are to be present, state qualifications and field questions before the election.
- D. The Chair will assign other duties.
- E. At the second meeting after the convention, the outgoing Committee and new SSRSCNA Committee will jointly elect its officers. The Chair and Vice Chair are then elected and confirmed at the SSRSC’s next meeting. Outgoing Chair will serve as Site Selection Chair for next convention.

## **VI. MEETINGS AND VOTING**

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

1. Executive committee members and subcommittee chairs;
2. Any member of the Committee, or any member of NA, who has attended the last two regular committee meetings.

Any Officer, Chair or member of the Committee who is absent at two consecutive meetings (without prior notice of absence) will be considered inactive for voting purposes at the roll call of the third meeting. Quorum consists of 51% of Executive Committee and Subcommittee Chairs or their designated alternates.

The Chair of the subcommittee determines subcommittee-voting privileges. All subcommittees will hold separate, regularly scheduled meetings prior to the committee meetings. The Subcommittee Chairs submit all reports, recommendations and other details about their areas of responsibility to the Committee for approval.

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 site selection meetings will begin immediately after the Convention and be chaired by the existing Chair of the committee. Members should include the Executive Committee of the convention and SSRSC and SSRSO representatives.

The first meeting after the convention will be within two weeks and be considered the closeout meeting. The second and third meetings will be held quarterly after the convention (at the second meeting, 3 ½ months after the Convention, elections will be held for the Chair and Vice-Chair). Meetings will then be scheduled monthly until four months prior to the convention, at which time they take place every two weeks. At two months prior to the convention, meetings take place weekly. It is advisable to schedule two or three hours to conduct Committee Meeting business. An agenda or format should be prepared prior to meetings.

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 Chair's report
5. Treasurer's report (update on expenses and new balance).
6. Secretary's report.
7. Site Selection Chair's report.
8. Subcommittee reports (include goals and progress of each committee).
9. Old business carried over from the last meeting.
10. New business to be undertaken before the next meeting.
11. Closing Prayer.

## VII. MEMBERS, REQUIREMENTS AND DUTIES

Membership in the Convention Committee should be 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.

Suggested requirements for all SSRCNA Committee members are as follows:

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

### A. 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.

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.

The Executive Committee shall consist of: Chair, Vice Chair, 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 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 Convention.
  - a. Organizes subcommittees and delegates major tasks to specific subcommittees. Stays informed of the activities of each subcommittee and provide help when needed.
  - b. Helps resolve personality conflicts
  - c. Keeps activities within the principles of the Twelve Traditions and in accord with the purpose of the convention.
  - d. Monitors the fund flow and overall convention costs and helps organize the subcommittee budgets. Prepares a budget for the Executive committee functions.
  - e. Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
  - f. Allow the subcommittees to do their jobs while providing guidance and support. Subcommittees should be given trust and encouragement to use their own judgment.
  - g. Prepares the agenda, in coordination with the Vice Chair for Convention committee meetings and Executive Committee meetings.
  - h. Votes only to break a tie.
  - i. Chairs the convention committee meeting as well as the Convention.
  - j. The Chair or their representative attends the monthly SSRSC meeting and maintains a constant relationship.
  - k. Prepares and submits reports to the committee and written reports to the SSRSC to enhance communication between each body effectively.
  - l. Acts as Site Selection chair for next convention upon completion of current convention.
  - m. Acts as sole contact for the media, relying on help from the SSRSC P.I. Chair.
  
2. Vice Chair- 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.
  - 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. Treasurer – Minimum of four (4) years clean time. It is suggested that he/she have current and previous experience on the SSRCNA 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 checks shall require any two of the following four signatures: the Convention Committee Chair, Vice Chair, Treasurer and SSRSO Treasurer. The cards and account information are filled out at the committee meeting.
  - b. Works with the Chair, Vice Chair and RSO to prepare a budget for the convention. The budget is based on the subcommittees' recommendations as to the money they will need to carry out their tasks. 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.
  - 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 direct to the requesting subcommittee Chair provided: 1) Prior Executive Committee approval is obtained and 2) 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 within three months after the convention should be submitted to the SSRCNA committee, SSRSC and SSRSO along with funds being returned to the SSRSO. The electronic bookkeeping files will also be returned to the SSRSO Treasurer.
  
4. Secretary – Minimum of two (2) years clean time.
  - a. Keeps minutes of committee meetings and subcommittee reports.
  - b. Mail minutes to committee members and RSO/RSC Secretary after approval by the Executive Committee Chair. Copies of minutes are to be handed out to the RSC Executive Committee. Minutes are mailed out within six (6) days after the Committee meeting.
  - c. Maintains a list of names, addresses and phone numbers of committee members for committee use.
  - d. Keeps extra sets of minutes, updated after each committee meeting for members who request a complete set.
  - e. Assists all committees in mailing and correspondence.

5. Site Selection Chair – previous SSRSCNA Committee Chair automatically assumes this position.
  - a. Organizes Site Selection meetings to include Executive Committee members and representatives from the SSRSC and SSRSO, beginning within the first quarter following the Convention.
  - b. Prepares a written agenda of projected meeting space, room block requirements, banquet facilities, marathon meeting room, hospitality room and merchandise room for the next Convention to be presented to host hotels.
  - c. Acts as the main contact and negotiator with the host hotels and meeting facilities.
  - d. Solicits bids from host hotels to include room rates, meetings space rental, deposits and payment schedule. Presents bids to Site Selection committee and SSRSCNA committee, upon agreement requests contract from host hotel to be reviewed by SSRSC and SSRSO prior to signing. All contracts must be signed by an Executive Officer of SSRSO, Inc.
  - e. Negotiates logistics with host hotel for banquet seating, room arrangements, audio/visual equipment, dance floor, etc.

B. Subcommittees

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

Registration	4 years
Program	2 years
Arts and Graphics	2 years
Merchandising	4 years
Entertainment	2 years
Hospitality	2 years
Marathon	1 year
Fundraising	4 years

It is suggested that Subcommittee Chairs have previous experience on that particular Subcommittee or in that field.

Duties:

1. Coordinate the organizational meeting of the subcommittee and attend all regular subcommittee meetings.
2. Provides the subcommittee with information necessary for its functioning, including the convention guidelines, proposed budget and the past year's subcommittee minutes, reports and records.
3. Develops an agenda and a time line for meeting its responsibilities as set forth in the guidelines.

4. Prepares a budget for cost of carrying out their functions as outlined in Section XI.
5. Provides the SSRCNA Committee with a written operations guide, outlining ways and means of carrying out their Subcommittee responsibilities. It is suggested that previous experience and the World Convention Workbook provide guidance.
6. Provides written report at monthly committee meeting.

## **VIII. ATTENDACE AND PERFORMANCE**

A. Subcommittee Chairs or their representatives shall attend all regular Committee meetings. In the event a member cannot attend, the chair shall be notified. If a Subcommittee misses two consecutive meetings or three meetings total during one convention period, the Chair shall address the matter to the Committee for possible action.

B. If a Subcommittee Chair or Executive Committee member is not fulfilling their responsibilities, the chair is required to bring the matter up at the 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 Committee for a redress of a personal grievance, without fear of reprisal.

C. Any member of Narcotics Anonymous is welcome to attend all regular committee meetings as a non-participant observer. The Chair, at his/her discretion may call upon a non-participant observer to speak.

## **IX. VOTING PROCEDURES**

A. Quorum

1. A quorum must be established prior to any old or new business.

2. A quorum of this body shall be a 51% of the active (filled) chairs.
  3. Once a quorum has been established it will be presumed that a quorum still exists.
- B. Motions: Any Committee member (except the presiding officer) may make, second or speak to motions when recognized by the presiding officer of the 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 Committee guidelines must be:
    - a. Submitted in writing with a written “intent”, read during new business and may then be seconded.
    - b. If the motion is seconded, copies of the motion will be distributed to all committee members and discussion will be in order at this time.
    - c. The motion will be tabled for at least one month.
    - d. The motion will be a matter for old business at the end of the specified time, then, if passed, sent to SSRSC for approval.
  3. Voting: A simple majority of the 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.

## **X. 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 the guidelines.

## **XI. 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.

Anticipated expenses should be brought to the committee for disbursement on a timely basis. Fundraising monies are to be returned to the Treasurer and deposited within 30 days of the event.

Arts and Graphics Subcommittee projects a monetary figure for banner(s), literature, and other displays and graphics that will be used at the convention.

The Program Subcommittee estimates the cost of transportation, rooms and registration packets for speakers, program of meeting schedule and other amenities needed to carry out their duties.

The Registration Subcommittee estimates the cost of flyers, registration forms, registrations packet gifts, mailing, paper, envelopes and other office supplies needed to carry out their duties.

Merchandise Subcommittee estimates the cost of artwork, merchandise products to be sold before and at the convention and any amenities or supplies needed to carry out their duties.

Entertainment Subcommittee estimates the cost of contracts for entertainers, Karaoke, disc jockeys, tickets, dance floors or any other equipment and supplies needed to carry out their duties.

Hospitality Subcommittee estimates the cost of coffee, sodas, snacks and any other amenities or supplies needed to carry out their duties.

Marathon Subcommittee estimates the cost of any amenities or supplies needed to carry out their duties.

Fundraising Subcommittee estimates the cost of any amenities or supplies need to carry out their duties.