

Revised and APPROVED 9/10/2022

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 by and follow directions 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. It is suggested that signing of the contract for the following year should be no later than July of the current year.

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

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. Members need not be present to be nominated, however nominees are to be present, state qualifications, and field questions in order to be elected.**
- 4. Nominees must be willing to participate and observe online regional learning days and mentor the incoming body the following year.**
- 5. Nominations for Executive Body and Sub-Committee Chair positions begin at the first Convention Committee Meeting in September. Elections will be held at the first Convention Committee Meeting in October.**
- 6. 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 Facilities Liaison.**

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 three consecutive committee meetings will be granted voting rights at the beginning of the fourth meeting.**

Any officer, chair, or member of the committee who is absent from three consecutive meetings will be considered inactive for voting and motion-making purposes at the roll call of the fourth meeting. Voting rights to be re-established after attending three 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, monthly scheduled meetings prior to the committee meetings. Additional meetings may be held at the discretion of the subcommittee. 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 meeting prior to convention 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.

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, Birthdays.
2. Secretary will conduct Roll Call Read and approve the minutes of the last meeting along with secretary report
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. Facilities Liaison's report
9. Subcommittee reports (include goals and progress of each committee)
10. Old business carried over from the last meeting
11. New business to be undertaken before the next meeting
12. Closing Prayer

MEMBERS, REQUIREMENTS AND DUTIES

Membership in the convention committee is open to all members of the Sierra Sage Regional Fellowship. The committee consists of an executive committee, subcommittee chairs and attending members. The SSRSCNA 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.

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.

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 1, Vice Chair 2, Treasurer, Alternate Treasurer, Secretary, and Facilities Liaison. Requirements and duties for committee officers are as follows:

1. Chair – Minimum of five (5) 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) Fosters understanding by the entire committee to prevent important matters from being decided prematurely 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, while maintaining unity.

- h) Prepares the agenda, in coordination with the vice chairs for convention committee meetings and executive committee meetings, and sets the meeting schedule one year in advance.**
- i) Votes only to break a tie.**
- j) Chairs the convention committee meeting as well as the convention.**
- k) The chair attends the bi-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 Facilities Liaison for next committee upon completion of current convention.**
- n) Acts as sole contact for the media, relying on help from the SSRSC PR Coordinator.**
- o) All requests for informational booths relating to recovery or addiction shall be presented to SSRSC prior to presenting to the committee for approval.**
- p) Responsible for mentoring Vice Chair 1 for Chair duties.**

2. Vice Chair One - Minimum of four (4) 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 bi-monthly SSRSC meeting to ensure continuity at SSRSC.**
- f) Prepare and submit written reports to the committee.**
- g) Responsible for mentoring Vice chair 2 for Vice chair 1 duties.**
- h) In the event that a subcommittee does not have a chair, vice chair will fill in as acting chair.**

3. Vice Chair Two - Minimum of three (3) years clean time, have had at least two subcommittee commitments, 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.**
- e) In the event that a subcommittee does not have a chair, vice chair will fill in as acting chair**

4. Treasurer – Minimum of four (4) years clean time. It is suggested that he/she have current and previous treasury experience and experience on the SSRCA 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. A written report will be submitted to the committee along with a copy of the monthly bank statement.**

- 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, all monies received will be deposited into the convention account the following business day of being received.
- e) Review subcommittee reports for expenses 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.
- i) Works closely to mentor and train alternate treasurer.
- j) Works closely with fundraising treasurer and softball treasurer.

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 the 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. Make a motion to approve the last meeting's minutes. 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. Request any revisions to be made prior to next convention committee meeting and resubmit with revisions for approval within six (6) days of 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.
- d) Takes minutes during each convention committee meeting. Minutes should be detailed and bullet point. Minutes should only state facts and business that was conducted during the meeting.
- e) Send emails regarding Themes to be announced at chili cook off round September and all events with flyer information.
- f) acts as a single point of contact (liaison) with the Regional Webmaster.

7. Facilities Liaison – The previous SSRSCNA committee chair automatically assumes this position and becomes an SSRSO member.

- a) Organizes monthly Site Selection meetings to include Chair and Vice Chair One 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. Prepare a written report for the convention committee meeting.

c) Acts as the main contact and negotiator with the host hotels and meeting facilities before and during the Convention.

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 SSRSCNA committee. Upon agreement, requests for a contract from the 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 SSRSCNA and must abide and follow direction given by SSRSCNA.

Subcommittee chair terms are limited to two years in the spirit of rotation. If the position remains unfilled then the current chair may remain with a convention committee majority vote.

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

Arts and Graphics 1 year

Entertainment 18 months

Fundraising/Softball 3 years

Hospitality 18 months at time of convention

Marathon Meetings 18 months at time of convention

Merchandise 4 years at time of convention

Programs 3 years

Registration 4 years

Clean time requirements must be met. There will be no waiving of clean time

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 and be willing to fill the commitments required by chair position for 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 timeline 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.
- Must provide a written report at regular convention committee meetings. When possible, the report should be emailed to the convention secretary.
- Provides SSRSO contact information for any contractual needs or travel arrangements.
- See attached suggested subcommittee guideline policy and procedures

ATTENDANCE AND PERFORMANCE

Subcommittee chairs and vice chairs must attend all regular convention committee meetings. In the event a chair cannot attend, the vice chair will act as proxy and the convention chair must 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.

If the committee member remains on the convention committee and the committee member is still not fulfilling responsibilities, the issue will be brought to SSRSC for solution.

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

In accordance with attendance members must be present at every third meeting live in order to maintain all rights (i.e. voting rights). Once the committee meets every 2 weeks come September, live attendance is mandatory. Any acts of God or CDC mandate Zoom will be the source of all meeting attendance.

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 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 question 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.

Voting members need to attend 3 meetings in a row, on the 4th meeting that member establishes voting rights. If a member misses 2 meetings in a row that member loses their voting rights and will have to start over to attain rights.

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 based on previous convention year expenditures. Each subcommittee does the same.

Itemized list of expenses should be brought to the committee for disbursement on a timely basis.

Fundraising monies are to be returned to the treasurer and deposited by the next business day 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, or supplies needed to carry out their duties.
- Hospitality subcommittee estimates the cost of coffee, white sheets for newcomers, games, 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 clean time 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.
- Registration Chair to coordinate with SSRSO Treasurer all PayPal transfers.

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. Only logos submitted in print and digital formats will be accepted.

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. The winner of the logo contest will sign a release, at the time the winner is announced. Winner will relinquish all rights and ownership of the winning submission to SSRSO/SSRSC, at the event. Failure or refusal to sign release will result in forfeiture and the second place logo will be chosen.
7. Certificates for choice of available printed merchandise will be included in the winner's registration packet.

Terms

**SSRSO- Sierra Sage Regional Service Office
SSRSC- Sierra Sage Regional Service Committee
SSRCNA- Sierra Sage Regional Convention Committee**