

# UPPER ROCKY MOUNTAIN REGIONAL CONVENTION GUIDELINES



Guidelines Updated and Approved: 06/04/2022  
Previous Guidelines - 2010

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## Upper Rocky Mountain Regional Convention Guidelines

### ARTICLE I (1) – NAME

#### Section 1: Name

The name of this Convention shall be the UPPER ROCKY MOUNTAIN REGIONAL CONVENTION OF NARCOTICS ANONYMOUS (URMRCNA)

### ARTICLE II (2) – PURPOSE

#### Section 1: Purpose

Purpose of this convention is to provide an annual celebration of recovery in NA event through following the Principles in the Twelve Steps of NA, Twelve Traditions of NA, and Twelve Concepts of NA service; to further our primary purpose in carrying the message of recovery in NA throughout the Upper Rocky Mountain Region while supporting the host area and local NA Fellowship; to provide speaker meetings, workshops and other events that carry the NA message of recovery.

## ARTICLE III (3) – CONVENTION COMMITTEE MEMBERSHIP

### Section 1: Executive Committee

The Executive Committee shall be made up of the following:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer
- Alternate Treasurer

### Section 2: Sub-Committee Chairpersons

All Sub-Committees of the Convention Committee shall work closely together at all times. The Convention Committee may combine Sub-Committees if needed.

- No person shall be elected to any position or Sub-Committee Chairperson if the Convention Committee feels that a conflict of interest exists.
- If the Convention Committee decides, by a majority vote, that there is a conflict of interest, the nominee will not be eligible for election for the position.
- If a majority vote determines a conflict of interest exists with someone already serving a position, that person shall be removed.

The Sub-Committees shall be made up of the following:

- Arts and Graphics Chairperson/Vice Chairperson
- Convention Information Chairperson/Vice Chairperson
- Fundraising and Entertainment Chairperson/Vice Chairperson
- Hotels and Hospitality Catering Chairperson/ Vice Chairperson
- Merchandise Chairperson/Vice Chairperson
- Program Chairperson/Vice Chairperson
- Registration Chairperson/Vice Chairperson

### Section 3: Sub-Committee Members

NA members committed to doing service in NA, developing a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA.

### Section 4: Ad-Hoc Committees

- The Chairperson of the Convention Committee shall have the authority to appoint Ad-Hoc Committees for such purpose as may, from time to time, be deemed necessary to fulfill specific function.
- The Chairperson shall specifically designate the purpose, membership, and duration of existence of any such Ad-Hoc Committee at the time of appointment.

## Section 5: Voting Members

- Voting Members of the Committee shall consist of the Sub-Committee Chairpersons including the Ad-hoc Chairs and the Executive Committee, except the Alternate Treasurer.
- The Chairperson votes only in the case of a tie, if Roberts Rules are applied, or follows the CBDM process if this is the method the committee utilizes. **(02/05/22)**

## Section 6: Non-Voting Members

- Non-Voting Members shall consist of the Alternate Treasurer, Sub-Committee Vice-Chairpersons, Sub-Committee Members, Sub-Committee Vice-Chairpersons will become a Voting Member in the absence of the Sub-Committee Chair.
- The Alternate Treasurer will become a Voting Member in the absence of the Treasurer.

## Section 7: Nominations and Motions

Nominations and motions can be made by any Committee Member, excluding the Chairperson (unless positions are appointed by the chairperson) **(02/05/22)**, but must be seconded by a Voting Member.

## Section 8: Voting Membership

- Any Voting Member, excluding Executive Committee Members, may hold more than one Voting Membership or combination of Voting and Non-Voting Membership, if approved by the Convention Committee.
- In the case of a member holding more than one Voting Membership, only one vote will be allowed.

## ARTICLE IV (4) – ELECTION OF COMMITTEE MEMBERS

### Section 1: Election / Appointment

Election or appointment **(02/05/22)** of Convention Executive Committee will be held soon after the Region elects the Convention Chair, at the discretion of the newly elected Convention Chair.

### Section 2: Vacancy

An election to fill a vacancy in any position will occur at the following Convention Committee meeting. It will be the duty of the Convention Committee Chairperson to notify the URMRCSC Committee of the vacancy so intent to fill the vacancy can be given to the fellowship.

## ARTICLE V (5) – REMOVAL OF COMMITTEE MEMBERS

### Section 1: Removal of Committee Member

An Executive Committee Member, Sub-Committee Chairperson or Sub-Committee Vice-Chairpersons will be automatically removed from their position for non-compliance, which includes:

- Loss of clean time.
- Non-fulfillment of duties.
- Misappropriation of Convention funds.
- Absence of two consecutive Committee Meetings without prior notification given to member of the Convention Executive Committee and approval by the Chairperson.

### Section 2: Resignations

Any Committee Member can resign from their position by providing written notice to the Convention Committee Chairperson at the regular meeting prior to their resignation.

## ARTICLE VI (6) – DUTIES OF CONVENTION EXECUTIVE COMMITTEES

### Section 1: Convention Chair

#### ***Chairperson Requirements:***

- 18-month commitment or as long as needed. **(06/04/22)**
- Minimum five (5) years clean time for Chairperson.
- Minimum of five (5) years of NA service.
- Willingness and time to serve.
- A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA, through application.
- Previous Service Experience a must.
- Experience on and understanding of their subcommittee functions and guidelines.

#### Duties:

- Appoints all Ad-hoc committees, organizes sub-committees and delegates major tasks to specific sub-committees or Ad-hoc committees.
- Will be a signer on the convention bank account, and will be the account holder who adds or removes all signers **(06/04/22)**
- Stays informed of the activities of each sub-committee and provides help when needed.
- Keeps activities within the principles of the Twelve Traditions and in accord with the purpose of the Convention.
- Monitors the fund flow and overall Convention costs and helps organize the sub-committee budgets.
- Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to taking action.
- Allows the sub-committees to do their jobs while providing guidance and support. Exercises patience and tolerance while helping resolve personality conflicts.
- Prepares agendas and chairs the convention committee meetings as well as the convention.
- Must attend all URMRS C meetings and reports on progress of the Convention Committee and all pertinent information.
- Submits an executive committee budget within thirty days of being elected.
- Always upholds the CONVENTION COMMITTEE GUIDELINES!
- A written report must be presented at all Convention Committee meetings.
- Has Convention Guidelines copies available for NA members serving on the committees and helps members understand their duties.
- The Chair will submit a final report in the month of August following the convention held in May of that year. At that time the checkbook will be handed over to the next convention chair. **06/04/22 – wording will be given to region for final approval.**



## Section 2: Convention Vice-Chair

### ***Vice-Chairperson Requirements:***

- Minimum four (4) years clean time for Vice-Chairperson.
- Minimum of four (4) years of NA service.
- Willingness and time to serve.
- The ability to exercise patience/tolerance.
- A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA through application.
- Prior Service Experience.
- Experience on and understanding of their subcommittee function and guidelines.

### Duties:

- Acts as chair in the absence of the Chairperson.
- Coordinates sub-committees and attends sub-committee meetings when needed, in order to assure that they get the necessary support to do a good job.
- Works closely with the Chairperson to help delegate responsibilities to sub-committee chairpersons and ad-hoc committees.
- A written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.

### Section 3: Convention Secretary

#### **Secretary Requirements:**

- Suggested minimum of 1 year clean.
- Prior service experience
- Willingness and time to serve.
- Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.
- Previous Secretary experience a plus.

#### Duties:

- Keeps an extra set of minutes, updated after each committee meeting, for members who request a complete set.
- Keeps Extra copies of Convention Guidelines available for NA members.
- Maintains a list of names, addresses, and phone numbers of all committee members for committee use.
- Maintains an archive of the convention for history and for future convention committees.
- Prepares the agenda, in coordination with the Chairperson, for the Convention Committee Meetings.
- A written report must be presented at all Convention Committee meetings.
- Submits a budget for printing if needed **(06/04/22)**

## Section 4: Convention Treasurer

### ***Treasurer Requirements:***

- Minimum five (5) years clean time.
- Minimum of (5) years of NA service.
- Willingness, time to serve.
- A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA through application
- An understanding of the URMRS C policies including the URMRS C money management
- Be financially secure and good at managing his/her personal finances, as well as inspiring the trust of the URMRS C Committee.
- Experience and understanding of their subcommittee function and guidelines.

### Duties:

- Utilizes the bank account that is set up specifically for the convention. This account has an EIN (51-0608032 – need to verify) that should remain on the account **(06/04/22)**
- A debit card issued to the treasurer or chair is allowed for any online purchases or electronic payments for services **(06/04/22)**
- Use of a PayPal account is allowed as a form of accepting payment for registrations and merchandise, the treasurer should have access to this account for reporting purposes **(06/04/22)**
- Writes all checks and is responsible for collecting all receipts for money paid out.
- Responsible for all Convention money.
- Pays all bills, and advises the Committee on cash supply, income flow, and rate of expenditures.
- Reviews Sub-Committee reports for departures from their original budgets so an accurate budget can be maintained.
- Makes records available and maintained for audit to be conducted at the discretion of the Convention Committee or at the request of URMRS C. The reporting should be in the form of a ledger or easily read spreadsheet **(06/04/22)**
- Helps perform audit when deemed necessary.
- Serves as the Chairperson in the absence of the Chairperson or Vice-Chairperson.
- A written report must be presented at all Convention Committee meetings.
- Submits a budget for printing or other if needed **(06/04/22)**

## Section 5: Convention Alternate Treasurer

### ***Alternate Treasurer Requirements:***

- Minimum four (4) years clean time. Minimum of four (4) years of NA service
- Willingness and time to serve.
- A working knowledge of the Twelve Steps Twelve Traditions and Twelve Concepts of NA through application, and an understanding of the URMRS policies including the URMRS money management.
- Be financially secure and good at managing his/her personal finances, as well as inspiring the trust of the URMRS Committee.
- Experience and understanding of their subcommittee function and guide.

### Duties:

- Shares the responsibility of all Convention finances with the Treasurer.
- Acts as the Treasurer in the absence of the Treasurer. When acting as the Treasurer, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
- Meets monthly with the Treasurer.
- Works with the Chairperson and Vice-Chairperson to prepare a Convention budget. The budget is based on the recommendations as to the monies they will need to carry out their tasks.
- Works with Sub-Committees, at their requests, to develop budgets using information from previous financial records.
- Acts as a witness to all financial transactions that take place at the Convention.
- Helps perform any audits conducted.
- Does not sign any Convention Checks. Does not open any Convention Accounts.

## ARTICLE VII (7) – DUTIES OF CONVENTION SUB-COMMITTEES

### Section 1: Convention Arts and Graphics Chair

#### ***Arts and Graphics Chairperson Requirements:***

- Suggested minimum of two years clean
- Willingness and time to serve.
- Prior service experience.
- Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

#### Duties:

- Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.
- Hold a monthly Sub-Committee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- Be in charge of introducing a new Convention theme and logo each year.
- Be responsible to obtain a release from all persons submitting artwork, written materials, etc., used by the Convention Committee, releasing all rights and privileges of ownership to the convention committee. Such a release must be signed by the donating person, or the material will be returned and not used.
- Be responsible for table decorations at all events and the Convention Banquet and Breakfast
- Be responsible to ensure that the original logo be put into digital format before it is used for anything.
- Be responsible for the designing of all banners, programs, tickets, flyers, convention posters, and all Convention merchandise using the Convention logo.
- A written report must be presented at all Convention Committee meetings.
- Must present a budget to include the costs of the banner, programs, tickets, flyers, convention posters / signage, table settings

## Section 2: Convention Vice-Chair Arts and Graphics

### ***Arts and Graphics Vice-Chairperson Requirements:***

- Suggested minimum of One year clean.
- Willingness and time to serve.
- Prior service experience.
- Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

### Duties:

- Time and commitment to fulfill duties.
- Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.
- Acts as the Arts and Graphics Chairperson in the absence of the Arts and Graphics Chairperson. When acting as the Chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
- Must attend Sub-Committee meetings monthly.
- Works in conjunction with the Chairperson to fulfill all duties pertaining to that Committee.
- Completes other duties as directed by the Convention Committee or the Arts and Graphics Chairperson.
- Be responsible for table decorations at all events and the Convention Banquet and Breakfast.

### Section 3: Convention Information Chair

#### **Convention Information Chairperson Requirements:**

- Suggested minimum of 2 (two) years Clean.
- Willingness and time to serve.
- Prior service experience.
- Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

#### Duties:

- Hold a monthly Sub-Committee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- Be in charge of informing all surrounding N.A. communities of upcoming Convention and upcoming Fund-Raising Events.
- Be in charge of informing the NA WAY, as well as any other related publication, of upcoming Convention and Fund-Raising Events.
- Be responsible for supplying Convention information to Webmasters of the Regional and Area Websites, along with other Regional Websites in the Rocky Mountain Forum.
- Be in charge of informing all local treatment facilities/treatment programs of the upcoming Convention 3 months and 1 month prior to the convention. Make information about number of attendees from any local treatment facilities/ programs available to the Registration Sub-Committee. **(06/04/22)**
- Make press packets available at the Convention, in coordination with the host area Public Information committee in accordance with the Twelve Traditions of NA (make this a simple small packet with the rules of the convention a few IP's) **(06/04/22)**
- A written report must be presented at all Convention Committee meetings.
- Submit a budget for possible printing needs for media kits and purchase of IP's and or newcomer kits **(06/04/22)**

#### Section 4: Convention Information Vice-Chairperson

##### ***Convention Information Vice-Chairperson Requirements:***

- Suggested minimum of One year clean.
- Willingness and time to serve.
- Prior service experience.
- Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

##### Duties:

- Acts as the Convention Information Chairperson in the absence of the Chairperson. When acting as the Chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
- Must attend Sub-Committee meetings monthly. Works in conjunction with the Chairperson to fulfill all duties pertaining to that Committee.
- Completes other duties as directed by the Convention Committee or the Convention Information Chairperson.



## Section 5: Convention Fund-Raising and Entertainment Chair

### ***Fund-Raising and Entertainment Chairperson Requirements:***

- Suggested minimum of Three years clean.
- Willingness and time to serve.
- Prior service experience
- Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

### Duties:

- Hold a monthly Sub-Committee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- Must make sure that all events are done within the Twelve Traditions of N.A. and the 12 Concepts of NA. Abide by all local laws and ordinances. Fund Raising should only be done within the NA fellowship.
- Be in charge of all fund-raising and entertainment. All events must be approved by the Convention Committee before they are carried out. Events need to be planned far enough in advance to provide the fellowship with adequate information, flyers etc.
- A list of all expenses must be presented for approval before each event. After the Convention Committee has approved the event, and the expenses, the Treasurer will issue the Fund-Raising Chairperson a check for the amount approved. Expenses will include change, refreshments, raffle prizes, decorations, rent, etc.
- Be responsible to deliver all money raised from the events to the Convention Treasurer within 72 hours after the event.
- Be in charge of planning and carrying out all entertainment events at the Convention.
- All money raised at the Convention events must be delivered to the Convention Treasurer immediately after the event.
- A written report must be presented at all Convention Committee meetings.
- Present a budget for approximate costs for events and the entertainment at the convention (prudent with funds to book entertainment, if they are profiting then the convention should not pay their way – possible put in money matters) **(06/04/22)**

## Section 6: Convention Fund-Raising and Entertainment Vice-Chair

### ***Fund-Raising and Entertainment Vice-Chairperson Requirements:***

- Suggested minimum of one year clean.
- Willingness and time to serve.
- Prior service experience.
- Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A. Service.

### Duties:

- Acts as the Fund-Raising and Entertainment Chairperson in the absence of the Chairperson.
- When acting as the Chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
- Must attend Sub-Committee meetings monthly. Works in conjunction with the Chairperson to fulfill all duties pertaining to that Committee.
- Completes other duties as directed by the Convention Committee or the Fund Raising and Entertainment Chairperson.

## Section 7: Convention Hotels and Hospitality Chair

### ***Hotels and Hospitality Chairperson Requirements:***

- Suggested minimum of three years clean.
- Willingness and time to serve.
- Prior service experience
- Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

### Duties:

- Hold a monthly Sub-Committee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- Solicit 3 convention hotel bids cost estimates and be in charge of all negotiations of contracts with the hotel, including meals.
- Be aware of any taxes and/or gratuity costs added to the contract **(06/04/22)**
- Submit a written outline to the hotel of the rooms required, workshop, marathon, hospitality etc., and estimated attendance.
  - All contracts must be in writing and signed by the hotel representative.
  - Final approval must be given by the Convention Committee.
  - A minimum of three bids must be submitted for review and/or approval.
- Using all information available, be responsible to project an estimated attendance figure for use by all other Sub-Committees, such figure should be available within 6 months of being elected.
- Must present the Convention Committee a menu of all meals as well as proposed cost of meals for registration package.
- Be in charge of authorizing and signing for services (coffee, rooms, etc.) before and during the Convention. A maximum of three people will be allowed to sign.
- A written report must be presented at all Convention Committee meetings.
- Submit a budget that includes the costs of refreshments for the hospitality room as well the total costs for the hotel (use of video/audio, meeting rooms etc.) **(06/04/22)**

## Section 8: Convention Hotels and Hospitality Vice-Chair

### ***Hotels and Hospitality Vice-Chairperson Requirements:***

- Suggested minimum of three (3) years clean.
- Willingness and time to serve.
- Prior service experience.
- Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

### Duties:

- Acts as the Hotels and Hospitality Chairperson in the absence of the Chairperson.
- When acting as the Chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
- Must attend Sub-Committee meetings monthly.
- Works in conjunction with the Chairperson to fulfill all duties pertaining to that Committee.
- Completes other duties as directed by the Convention Committee or the Hotels and Hospitality Chairperson.

## Section 9: Convention Merchandise Chair

### ***Merchandise Chairperson Requirements:***

- Suggested minimum of three (3) years clean.
- Willingness and time to serve.
- Prior service experience
- Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

### Duties:

- Hold a monthly Sub-Committee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- Work closely with the Arts and Graphics Committee for the design of merchandise prior to contracting with a company 6 months prior to the convention
- Be responsible for the contracting of all Convention merchandise. A minimum of three bids must be obtained for approval by the Convention Committee.
- Be responsible to see that convention merchandise is purchased from the company contracted to produce said merchandise, only by the Merchandise Sub-Committee, with the proper Convention Committee approval.
- Make sure that all merchandise sold by the Merchandising Committee, or people authorized to sell merchandise by the Merchandise Sub-Committee, is paid for in full, before it is handed over.
- Must maintain a record of all merchandise purchased and sold and must keep that record up to date. Include this information in monthly reports to Convention Committee.
- Be in charge of the sales of all current year merchandise. Be responsible for the operation of a store at the Convention, where merchandise can be sold.
- See that the sale of all commercial merchandise is prohibited.
- Oversee the sales of all other fellowship merchandise.
- Must deliver all money raised from pre-Convention sales of merchandise to the Treasurer within 72 hours, and daily during the Convention.
- Must give a report of all left over merchandise at the first regular Convention Committee meeting following the Convention.
- A written report must be presented at all Convention Committee meetings.
- Present a budget that includes the costs of all approved merchandise and costs related to the manufacturing, shipping, and handling of merchandise that can be in the form of clothing, drinkware, etc. **(06/04/22)**

## Section 10: Convention Merchandise Vice-Chair

### ***Merchandise Vice-Chairperson Requirements:***

- Suggested minimum of one (1) year clean.
- Willingness and time to serve.
- Prior service experience
- Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

### Duties:

- Acts as the Merchandise Chairperson in the absence of the Chairperson. When acting as the Chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
- Must attend Sub-Committee meetings monthly.
- Works in conjunction with the Chairperson to fulfill all duties pertaining to that Committee.
- Completes other duties as directed by the Convention Committee or the Merchandise Chairperson.

## Section 11: Convention Program Chair

### ***Program Chairperson Requirements:***

- Suggested minimum of three (3) years clean.
- Prior convention/service experience
- Willingness and time to serve.
- Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.
- Clear understanding of the importance of having NA speakers who carry a NA message of Recovery.

### Duties:

- Hold a monthly Sub-Committee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- Maintains the Convention Committee's collection of NA speaker tapes.
- Passes this collection to next year's convention after NA speakers are chosen
- Inform the N.A. community of the opportunity to submit NA speaker tapes/names as well as the deadlines to be considered for the upcoming Convention.
- Be responsible for the scheduling of all Convention events. Must submit the program agenda to the Convention Committee 3 months prior to the Convention for approval, along with the names of NA Main Speakers and Program Speakers. **(02/05/22)**
- Provide in a timely manner all information to the Arts and Graphics Sub-Committee for the design and set up of Convention Program.
- Be in charge of setting up all speaker meetings, marathon meetings and workshops.
  - All speakers must be NA members who carry a clear message of recovery in NA, who base their recovery in NA., identify themselves as addicts, and attend N.A. meetings to sustain their recovery.
  - Suggested - that the main kick-off speaker be a member within URMRCNA the member not necessarily need to be a current regional committee member. **(06/04/22)**
  - Main speakers must have five years clean
  - Workshop speakers must have at least 1 year clean and be active in the NA fellowship.
- Be responsible for arranging recording of all NA speaker meetings and workshops, if approved by the Convention Committee, always keeping within the Twelve Traditions of N.A.
- Responsible for Contacting Main Speakers and arranging travel requirements and hotel rooms.
  - Maintaining contact with NA speakers on regular basis until the convention.
  - Have back up speakers list available.
- A written report must be presented at all Convention Committee meetings.
- Must present a budget with projected costs for the program recordings, main speakers travel (gifts for speakers) and hotel costs. **(06/04/22)**

## Section 12: Convention Program Vice-Chair

### ***Program Vice-Chairperson Requirements:***

- Suggested minimum of two (2) years clean.
- Prior convention/service experience.
- Willingness and time to serve.
- Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

### Duties:

- Acts as the Program Chairperson in the absence of the Chairperson. When acting as the Chairperson, a written report must be done and handed in at all Convention Committee meetings.
- Must attend Sub-Committee meetings monthly. Works in conjunction with the Chairperson to fulfill all duties pertaining to that Committee.
- Completes other duties as directed by the Convention Committee or the Program Chairperson.



## Section 13: Convention Registration Chair

### **Registration Chairperson Requirements:**

- Suggested minimum of two (2) years clean.
- Prior convention/service experience.
- Willingness and time to serve.
- Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

### Duties:

- Hold a monthly Sub-Committee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- Provide all information related to pre-registration flyer and ensures the first flyers are sent out to the NA fellowship 6-7 months before convention.
- Be responsible for preparing and distributing a complete registration package.
- A minimum of three bids must be obtained for approval by the Convention Committee, for any items the Sub-Committee would like to provide to registrants in the registration package.
  - Provide a full accounting of what each registration packet will cost individually and projected profits **(06/04/22)**
- Must deliver all registration money collected to the Treasurer weekly.
- Be responsible for setting up and maintaining a registration table at all fund-raising events once the Pre-Registration form is complete.
- Be responsible for setting up and maintaining a registration table at the Convention.
- Deliver all registration money collected at the Registration table to the Treasurer periodically throughout the day and immediately after it closes.
- A written report must be presented at all Convention Committee meetings.
- Has access to the convention PayPal account to view all registrations and purchases **(06/04/22)**
- Must present a budget that includes the registration packages, lanyards, mailing registrations, and any other costs associated with the registration sub-committee **(06/04/22)**

## Section 14: Convention Registration Vice-Chair

### ***Registration Vice-Chairperson Requirements:***

- Suggested minimum of one (1) year clean.
- Prior convention/service experience.
- Willingness and time to serve.
- Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

### Duties:

- Acts as the Registration Chairperson in the absence of the Chairperson. When acting as the Chairperson, a written report must be done and handed in at all Convention Committee meetings
- Must attend Sub-Committee meetings monthly. Works in conjunction with the Chairperson to fulfill all duties pertaining to that Committee.
- Completes other duties as directed by the Convention Committee or the Registration Chairperson.
- Reports should be given to Chairperson within timely manner within last Convention Committee meeting.

## ARTICLE VIII (8) – CONVENTION PLANNING MEETINGS

### Section 1: Regular Meetings

- The first Convention Planning Meeting will be held ASAP after the URMRS C elects the convention chairperson.
- At this meeting copies of the Convention Guidelines will be passed to any and all NA members present.
- Each position and requirements/ duties will be read and reviewed so anyone being elected will be informed of their duties and suggested requirements and any concerns can be addressed.
- These NA members can make an informed decision, whether they can follow through with their duties.
- At the first meeting a decision on which format of conducting business should be established.
- Regular meetings should be held at least once a month.
- The committee can approve meeting as often as needed.
- The meeting should be held on the same day/days of each month so there will be less confusion.

### Section 2: Executive Committee Meetings

- The Executive Committee shall meet at any time at the request of one or more members of the Executive Committee.
- At least one week notice will be given.

### Section 3: Sub-Committee Meetings

- Each Sub-Committee should hold a Sub Committee meeting at least once a month.
- The meetings should be held on the same day of the month so there will be less confusion and so the information can be made available to the fellowship to encourage participation.

### Section 4: Special Meetings

- Special meetings may be called upon written request of any voting member of the committee.
- The purpose of the meeting shall be stated.
- No other business shall be conducted.
- The Chairperson must call such a meeting within two weeks of receiving written notice and must give at least one-week notice to all Committee members.

### Section 5: Quorum for Robert's Rules

If Roberts Rules are applied, a quorum must be present before any business can be conducted. Fifty percent (50%) of the voting members constitute a quorum. Two executive committee members must be in attendance. If CBDM is applies, no quorum is needed. **(02/05/22)**

## Section 6: Final Meeting and Reports

- A post-convention meeting will be held within one month of the end of the convention.
- Purpose will be to review and pass on information to the next Convention Committee from all the Executive Committee members and Sub-committee chairs.
- All the Convention Executive Committee, and Sub-committee chairs will submit a written summary of what they learned while serving on the Convention and what worked well in resolving issues that arose during the planning and implementing of the convention.

## ARTICLE IX (9) – PARLIMENTARY AUTHORITY or CONSENSUS BASED DECISION MAKING PROCESS

### Section 1: Conducting Business Format

If Parliamentary Authority is applied, the rules contained in the current edition of Roberts Rules of Order shall be utilized to expedite the business of the Committee in cases to which they are applicable and in which they are not inconsistent with the Twelve Traditions of N.A., these Guidelines, and Twelve Concepts of Service.

If Consensus Based Decision Making is applied, the outline to CBDM is located at [www.na.org](http://www.na.org).  
**(02/05/22)**

## ARTICLE X (10) – AMENDMENTS TO THE GUIDELINES

### Section 1: Motions or Proposals

- Any voting member of the Convention Committee may propose any amendments to the Convention Committee Guidelines.
- The proposal must be in writing using exact wording and submitted to the Chairperson at the regular Convention Committee meeting.
- The proposal must be seconded by a voting member and will be voted on at the next regular Convention Committee meeting.
- A two-thirds (2/3) vote is required to pass an amendment.
- It will require a three-quarters (3/4) majority vote by the Convention Committee to suspend the rules.

Rules include:

- 1) These Guidelines.
- 2) Roberts Rules of Order (except when in conflict with these By-Laws.
- 3) CBDM process

### Section 2: Amendments

- Any amendments to these Guidelines must be approved by the URMRSB after the Convention Committee has approved them.
- A regular review of the guidelines should be conducted that would include the outgoing and incoming convention chairs to update or add to these guidelines in order to stay consistent with any new practices or suggestions. **(06/04/22)**
- All amendments will go into effect immediately after URMRSB approval, unless specified in the amendment.
- The URMRSB may amend these guidelines at any time by submitting in writing the proposal using exact wording at any regular URMRSB meeting and passing it by a majority vote.
- The amendment will take effect immediately unless specified in the amendment.

## ARTICLE XI (11) – FINANCIAL MANAGEMENT

### Section 1: Funds

All money accumulated from fund raising, registrations, ticket sales, sales of merchandise, and any other source shall be maintained in a bank account general fund, subject to disbursement by the Convention Committee Treasurer for paying obligations.

### Section 2: Expenditures

All expenditures made by the Committee shall be made by check and/or debit card **(02/05/22)**

### Section 3: Signers

In the event a check is made payable to one of the authorized signers of the bank account, the payee shall not be authorized to sign said check and another signer is required.

### Section 4: Payments

No regular expenditures shall be made from the treasury without a majority vote of the Convention Committee, receipt, or itemized listing of accountability.

### Section 5: Audit

A committee consisting of the Convention Chairperson, Convention Vice-Chairperson, URMRS Chairperson, and the URMRS Treasurer shall audit the financial books annually. The Convention Treasurers Books/ The Merchandise Books /The Registration Books

### Section 6: Prudent Reserve

After each Convention a prudent reserve of \$6500.00 **(06/2019)** will be deposited into the next year's Convention bank account to finance that year's event. Any money over the prudent reserve at the end of the current convention will be donated to the URMRS by the current convention committee **(02/05/22)**

### Section 7: Remaining Merchandise

All left over merchandise will be turned over to the next year's Convention Committee and used for fundraising for the following year unless an adequate prudent reserve is available, in which case all left over merchandise will be divided equally with the URMRS

### Section 8: Fund-Raising

- Convention fund-raising should never conflict with URMRS fund-raising.
- All fund-raisers will be coordinated with the URMRS fundraising committee.

## Section 9: Deposits

- All money received at the Convention shall be deposited, at least daily, either by person or by night deposit.
- Two members of the Executive Committee must be present when money is counted and deposited.

## Section 10: Electronic Payment Options

The convention committee will cancel all electronic payment options immediately at the end of the convention **(10/2016)**

The use of Pay Pal for online registrations is an approved method of taking payments and the convention committee will have access to the current Convention PayPal account. **(02/05/22)**



## ARTICLE XII (12) – AMENDMENTS/ADDENDUMS

### Section 1: Guideline amendments

- Written motions for changes will be attached to each copy of the guidelines until the Region Secretary has updated the document.
- A written list of motions will be attached to the guidelines for review purposes.