POLICY & GUIDELINES
FOR THE GNYRSO BOD & CONVENTION COMMITTEE

The GNYRCNA Guidelines
(Greater New York Region Convention of Narcotics Anonymous)
The Impossible Dream

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I. BOUNDARIES:

This body shall be known as the Greater New York Regional Convention of Narcotics Anonymous (GNYRCNA) Committee. This committee (GNYRCNA) shall serve the Greater New York Regional Service Office of Narcotics Anonymous as a subcommittee of the Greater New York Regional Service Office, Inc. (GNYRSO).

The principal office of GNYRCNA shall be the Greater New York Regional Service Office (GNYRSO), located at 154 Christopher Street, Suite 1A, New York, NY 10014.

II. OBJECTIVES AND PURPOSES

The objectives of the GNYRCNA are to sponsor and conduct the bi-annual GNYRSO Convention of Narcotics Anonymous – herein to be known as *The Impossible Dream* and to carry the message of the Twelve Steps, Traditions, and Concepts of N.A. to recovering addicts, addicts who still suffer, the general interested public and to conduct all business associated with the convention. In addition, the GNYRCNA committee will work on future GNYRCNA conventions for up to 6 years in advance. Subject to the limitations herein, the committee shall interact with the GNYRSO and follow its guidelines.

- To hold monthly GNYRCNA meetings or as needed
- To record and distribute minutes of the regular GNYRCNA Committee meetings to GNYRCNA members and others as required
- To plan, coordinate, and implement the GNYRCNA

III. GENERAL POLICIES

A. PROVIDERS OF CONVENTION SERVICES

In order to avoid the appearance of any impropriety and maintain the spiritual integrity of the GNYRCNA, the following business restrictions will be adhered to: Members of the GNYRCNA Committee, their immediate families, and employees of the GNYRSO, Inc. are restricted from bidding for and supplying any goods or services provided to the convention.

B. BUDGETS

All committees shall submit a projected monetary figure for all expenditures of their committee before the 3rd session of the Convention Committee. In the event of a monetary emergency, Purchasing Policy procedures will be followed as outlined.

The GNYRCNA Committee projects attendance figures before setting a budget. A reasonable projection of participation is a figure between 40 and 60 percent above the pre-registrations. With regard to banquet tickets, prudence and caution should be used.

Subcommittees will not require revolving funds because all purchases will be made through the GNYRSO, approved by the GNYRCNA Committee, and deducted from the budget that the subcommittee submits.

C. PURCHASING & ORDERS

All purchases for all subcommittees will be done through the GNYRSO. If supplies are needed in between GNYRCNA Committee meetings, the subcommittees may purchase supplies for no more than $500 with the approval of the GNYRSO BoD members serving on the GNYRCNA Steering Committee. The GNYRCNA Committee must have a checking account that is separate from the GNYRSO checking account and/or separate bookkeeping records. It is the responsibility of the GNYRSO to have a written, agreed upon policy with the vendors regarding payment and/or non payment when items received are faulty or sub standard**.**

D. INVENTORY

Guidelines for Merchandise Inventory Control prior to convention are:

i. Physical inventory upon delivery
ii. Inventory Log Book
iii. Receipts for money received and merchandise both in and out
iv. Spot inventory

Physical inventory must be recorded and an inventory form filled out, by the designated director, upon delivery. The invoice must then be compared with the order that was placed to confirm there is an accurate count, that all items ordered are received, and that the items ordered and received are correct (text is spelled correctly, sizes are correct, items are in working order, etc). If there are any discrepancies, they must be brought to the attention of the vendor, at which point the agreement reached with the vendor by the GNYRSO regarding discrepancies comes into effect in no more than 2 business days**.**

The inventory log book is to be triplicate pre-numbered to maintain accountability. When money is turned in, a receipt will be issued. When merchandise is given out or returned, a control receipt will be given and signed by both sides of the transaction. All receipts will be logged into the inventory control log in order to help maintain control of the flow of merchandise and money. Merchandise will be sold pre-convention by members of the Merchandise committee. The quantities of such merchandise shall be discussed and agreed upon by the convention committee and will be taken from the inventory to the event. An itemized receipt must be filled out and signed by the Merchandise Committee chair, the Merchandise Committee member selling the items at the event, and the Convention Committee chair.

The Merchandise Chairperson will be responsible to make a spot inventory on a regular basis to see if all merchandise is accounted for. A spot inventory form will be filled out at each count.

Any person who is selling merchandise is responsible for the merchandise or the equivalent monetary value if the books do not reconcile.

Persons selling merchandise should have two (2) years clean time and a legal means of support.

IV. MEMBERS

All Members of the GNYRCNA Committee shall be subject to, and will abide by, the principles of the “Twelve Traditions” of Narcotics Anonymous as set forth in the pamphlet identified and entitled as “Narcotics

Anonymous" AKA "The White Book" and shall further abide by motions adopted at each meeting of the GNYRCNA Committee and implement decisions reached by the GNYRSO as they pertain to operation of the GNYRCNA Committee.

A. ATTENDANCE, ELIGIBILITY, AND PERFORMANCE

1. Members shall attend all regular GNYRCNA Committee meetings. In the event a member cannot attend, the Chairperson shall be notified. If a member misses two consecutive meetings or three meetings total during one GNYRCNA Convention period, the Chairperson or Vice Chairperson shall address the matter to the GNYRCNA Committee for possible action.

2. If a GNYRCNA Committee subcommittee Chairperson or Vice Chairperson fails to attend two consecutive GNYRCNA Committee meetings, two of their respective subcommittee meetings or three meetings total during one Convention period, the GNYRCNA Committee may assume direct control of the subcommittee. The GNYRCNA Chairperson or Vice Chairperson, acting as subcommittee Chairperson, will attempt to return the subcommittee to a position of good standing.

3. If a GNYRCNA member is not attending GNYRCNA Committee meetings as per the Guidelines or is not fulfilling their responsibilities, the Chairperson or Vice Chairperson is required to bring the matter up at the GNYRCNA Committee meeting. A motion to terminate the member can be made based on how their absences have rendered them incapable of fulfilling the responsibilities of the position. If seconded, it must pass with a two-thirds majority before it is acted on.

4. If a member of Narcotics Anonymous attends a GNYRCNA Committee meeting it is as a non-participant observer. They do not have a voice or a vote.

5. Any candidate qualified for GNYRCNA but not elected will be placed into a GNYRCNA "pool" to be considered, along with any newly qualified candidates for positions should the need arise.

6. In order to instill in the fellowship a sense of trust and faith in the GNYRCNA, former officers of the Convention Corporation who served on Freedom conventions from the year 2000 to the dissolution of the Convention Corporation are ineligible to serve on the GNYRCNA Committee Steering Committee or as a Chairperson or Vice Chairperson of any GNYRCNA Committee subcommittee. This can be revisited by the GNYRSO BoD after the 2nd GNYRCNA.

7. Notwithstanding #6, any GNYRSO member of the Board of Directors whose final term of service ends by December 2016 and has left that body in good standing is eligible to continue serving in any capacity on the GNYRCNA.

B. RESIGNATIONS

If a member of the GNYRCNA Committee submits a resignation, either verbally or in writing to the Chairperson, or Vice Chairperson in the Chairperson's absence, the resignation will be considered

effective immediately. If the member wishes to submit another resume, he/she is required to do so in accordance with the GNYRCNA Guidelines.

RELAPSE WILL RESULT IN AN IMMEDIATE REMOVAL FROM OFFICE

C. ELECTIONS

1. All members of the GNYRCNA Committee (Chairperson, Vice Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, GNYRSC Representative), all Chairpersons and Vice Chairpersons of subcommittees (Programming, Registration, Merchandising, Arts & Graphics, HIPIC, Hospitality, Serenity Keepers, non-designated members), and all subcommittee members will be elected or appointed by the GNYRSO Board of Directors after applications are submitted and applicants meet with the Directors at a designated Board meeting. Applications will be available on the GNYR website, at Area Service meetings, and at the RSO. Upcoming Elections will be announced at the two GNYRSC sessions before the designated Board meeting. Elections will occur during the open portion of the GNYRSO Board of Directors meeting.

2. No member shall serve in the same elected position for more than two consecutive two-year terms.

3. The Convention Committee Chairperson will assign all duties of non-designated members at the GNYRCNA Committee meeting.

4. Each subcommittee shall have a maximum number of thirteen (13) or fourteen (14) members (depending on whether a BoD Director is required to oversee the subcommittee).

The GNYRCNA Committee is a subcommittee of the GNYRSO and is comprised of the following members:

1. Chairperson – Steering Committee (voting member)
2. Vice Chairperson – Steering Committee (voting member)
3. Secretary – Steering Committee (voting member)
4. Assistant Secretary – Steering Committee (voting member)
5. Treasurer – Steering Committee (voting member)
6. Assistant Treasurer – Steering Committee (voting member)
7. GNYRSC Representative (voting member)
8. Host Subcommittee Chairpersons and Vice Chairpersons ***
    i. Arts & Graphics
    ii. HIPIC
    iii. Hospitality
    iv. Serenity Keepers
9. Program Subcommittee Chairperson & Vice Chairperson
10. Registration Subcommittee Chairperson & Vice Chairperson
11. Merchandising Subcommittee Chairperson & Vice Chairperson
12. Non-Designated Members (non-voting members)

13. GNYRSO BoD Trustee (when Program Chair is not a BoD member) (voting member)

****** (Subcommittee Vice Chairs may vote ONLY when Subcommittee Chairs are absent from GNYRCNA Committee meeting)***

D. GENERAL REQUIREMENTS AND DUTIES

1. All members must have a commitment to service, the willingness and resources to do the job, a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts and a minimum of 3 continuous years of clean time, a home group, regular meeting attendance, and a sponsor.
2. All GNYRCNA Committee members are required to submit to the Secretary via email a digital report at least 3 days prior to each GNYRCNA meeting and hard copies of that report to distribute at each meeting.

E. TERMS OF COMMITTEE MEMBERS

GNYRCNA Committee members shall be eligible for election for a maximum of two consecutive two year terms provided they continue to meet the qualifications required by General Requirements and Duties.

F. REQUIRMENTS AND DUTIES OF THE STEERING COMMITTEE

The Steering Committee of the GNYRCNA Committee supports the steering of this body's actions. The members of the GNYRCNA Committee identified as its Steering Committee are: Chairperson, Vice Chairperson, Treasurer, Assistant Treasurer, Secretary, and Assistant Secretary.

DUTIES:

a. Holding regularly scheduled GNYRCNA Steering Committee meetings at which agendas are set for Convention Committee meetings
b. Making strategic decisions concerning the realization of this body's objectives and purposes in a manner that is in keeping with the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous and the GNYRCNA policy.
c. Responsible for the management and monitoring of all activities pertaining to the completion of our task - the organization and presentation of The Impossible Dream convention.
d. Oversees the realization of this project, verifies its alignment with its established aims, and keeps tabs on costs and deadlines.
e. Convention Committee Chairperson and Treasurer are responsible for reporting on Convention Committee activities at the monthly GNYRSO Board of Directors meetings.

CHAIRPERSON

A. REQUIREMENTS: Cannot be the Board of Directors Chairperson; minimum clean time of 5 continuous years; experience chairing a Narcotics Anonymous service entity; working knowledge of Robert's Rules of Order and/or Consensus Based Decision Making.

B. DUTIES:
    a. Preside over and ensure that the meetings are run as set forth in the motion table.
    b. Prepare and coordinate the agenda with the assistance of the Vice Chairperson.
    c. Responsible for correspondence and maintaining archives.
    d. Provides GNYRCNA Committee Guidelines and GNYRCNA Handbook to all new members
    e. Responsible for the day-to-day implementation of sound and prudent decision making during the convention.
    f. Assign duties to GNYRCNA Committee members
    g. Advise GNYRCNA Committee of any attendance problems in violation of the GNYRCNA Committee's Guidelines and reports the failure of any member to fulfill his/her responsibilities.
    h. Attend GNYRSO meetings
    i. NOTE: Chairperson does not vote except in the case of a tie

VICE CHAIRPERSON

A. REQUIREMENTS: Cannot be Board of Directors Chairperson; minimum clean time of 5 continuous years; experience chairing a Narcotics Anonymous service entity; working knowledge of Robert's Rules of Order and/or Consensus Based Decision Making; the willingness to become the Chairperson.
B. DUTIES:
    a. In the absence of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson
    b. Coordinate and keep fully abreast of the interaction of the subcommittees and advise where needed upon request.
    c. Attend GNYRSC meeting and maintain a constant relationship, serving as the representative of the Committee to the GNYRSC to enhance communication between each body.

SECRETARY

A. REQUIREMENTS: Minimum clean time of 4 continuous years; experience as Secretary of a Narcotics Anonymous service entity; the commitment, the resources, and the clerical skills necessary to do the job.
B. DUTIES:
    a. Keep accurate and objective minutes of each meeting.
    b. Solicit monthly e-mail reports from GNYRCNA members.
    c. In the event reports are not e-mailed to the secretary, the secretary will write a synopsis of the report to be included in the minutes.
    d. Type and mail copies of minutes no later than ten calendar days following each meeting to all Committee members, the GNYRSC Chairperson, the GNYRSC Vice Chairperson, the GNYRSO BoD Chairperson, and others as directed by the Committee.
    e. Keep a record of the previous year's minutes on hand at each meeting, passing them on to the Chairperson at the end of the Secretary's term of office for the archives.
    f. Prepare roster, attendance records, and advise the Chairperson of member attendance problems noted in item VI of the Committees Guidelines.

g. Advise the GNYRSC BoD Chairperson of any sub committee that has not submitted an e-mailed version of their report.

ASSISTANT SECRETARY

A. REQUIREMENTS: Minimum clean time of 3 continuous years; experience as Secretary or Assistant Secretary of a Narcotics Anonymous service entity; the commitment, the resources, and the clerical skills necessary to do the job.
B. DUTIES:
    a. Notifies Convention Committee members of Convention Committee meetings
    b. Maintains files (digital and hard) including extra sets of minutes of Convention Committee meetings and subcommittee reports, office supplies.
    c. Maintains a list of names, addresses, email addresses, and phone numbers of Convention Committee Steering Committee, Subcommittee chairpersons and vice chairpersons, GNYRSC Steering Committee members, GNYRSO BoD members
    d. Assists all committees in mailing and correspondence when needed

TREASURER

A. REQUIREMENTS: Must be a Director on the GNYRSO Board of Directors; minimum clean time of 5 continuous years; experience as Treasurer of a Narcotics Anonymous service entity; the commitment, the resources, and skills necessary to do the job.
B. DUTIES:
    a. Maintain bank account for the Committee. The checks shall require two signatures; one from the GNYRCNA Chairperson; the second from the GNYRCNA Vice Chairperson or the GNYRSO BoD Chairperson.
    b. Chairperson of the Registration Subcommittee
    c. Work with the Convention Committee and the GNYRSO to prepare a budget for the convention.
    d. Write all checks for the Committee checking account and is responsible for collecting receipts for Committee members' expenses. Keep available originals and copies of all bank statements.
    e. Responsible for complete accounting and reporting to the GNYRSC and GNYRSO Treasurers of all monies. Pay all budgeted expenses directly from account and obtain the GNYRSO approval to write checks for all discretionary spending in excess of $500.00. Advise the committee of cash flow conditions and provide current written monthly financial reports, including copies of bank statements and reconciled register.
    f. Review Committee expenditures and provide monthly budget reports to the Committee.
    g. Process all requests for reimbursement.
    h. Attend GNYRSO BoD meetings; responsible for the preparation of financial information for the GNYRSO BoD.
    i. Maintain a close working relationship with the GNYRSO BoD Treasurer.
    j. Prepare a final budget report for the convention.
    k. Manages, along with participation from GNYRSO Directors, the Treasury room at the Convention.

C. Duties in Relation to Closing Convention Financial Records
    a. The outgoing, current year's treasurer shall remain responsible to GNYRCNA until such time as a final financial report is presented to GNYRCNA and to the GNYRSO BoD.
    b. If the current year's treasurer is not continuing for a second term, (s)he shall not have voting rights, nor be required to attend GNYRCNA Committee meetings except as required to get that year's convention books closed.
    c. Allowable expenses pertaining to the previous convention shall be charged to that year's convention budget.

ASSISTANT TREASURER

A. REQUIREMENTS: Minimum clean time of 4 continuous years; experience as Treasurer or Assistant Treasurer of a Narcotics Anonymous service entity; the commitment, the resources, and skills necessary to do the job.
B. DUTIES:
    a. Maintains log/journal of all expenditures
    b. Responsible for all moneys, including revenues from Registration and Banquet tickets
    c. Vice Chairperson of the Registration subcommittee
    d. Pays all bills
    e. Advises Steering Committee of cash supply, income flow, and rate of expenditure
    f. Reviews subcommittee reports for departures from financial plan not mentioned in original budget so accurate budget can be maintained
    g. Includes this information in Treasurer's report
    h. Receives bank statements and helps in reconciliation

GNYRSC Representative

A. REQUIREMENTS: Must be an elected member of the Greater New York Region Service Committee; minimum clean time requirement of 3 continuous years; the commitment and skills necessary to effectively liaison between the RSC and the GNYRCNA Committee.
B. DUTIES:
    a. Provide information to the Areas through their RCMs at the GNYRSC sessions about the decisions and progress of the GNYRCNA
    b. Provide information such as fliers to the RCMs regarding upcoming GNYRCNA fundraisers and open positions
    c. Represent the GNYRSC at GNYRCNA Committee meetings, bringing questions and concerns
    d. Bringing the responses to those questions and concerns back to the GNYRSC
    e. Keeping GNYRSC Steering Committee up to date by attending GNYRSC Steering Committee meetings

V. SUBCOMMITTEE CHAIRPERSONS & VICE CHAIRPERSONS

A. REQUIREMENTS: Chairpersons shall have a minimum of five (5) years continuous clean time; Vice Chairpersons shall have a minimum of four (4) years continuous clean time; a commitment to service, the willingness and resources to do the job, a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, a home group, regular meeting attendance, and a

sponsor. Registration and Merchandise Chairpersons must be Board of Director members. These Vice Chairpersons are eligible to Chair those subcommittees after their terms as Vice Chair are up if they submit a resume and are elected as Directors on the GNYRSO BoD. Specific service or vocational experience should be considered prior to election or appointment.
DUTIES:

a. Attend all regular subcommittee meetings
b. Provide the subcommittee with the information necessary for its functioning, including the convention handbook, convention guidelines, proposed budget, and subcommittee minutes, reports, and records
c. Chairperson and Vice Chairperson must coordinate with each other to assure that the subcommittee develops an agenda and a timeline for meeting its responsibilities as set forth in the convention handbook.
d. Assist the subcommittee in fulfilling its duties prior to and during the convention
e. Attend all regular Convention Committee meetings and provide a written report of the subcommittee's activities to the Convention Committee

Subcommittee meetings operate according to Robert's Rules of Order or Consensus Based Decision Making unless specified otherwise by these Convention guidelines.

Each subcommittee Chairperson and Vice Chairperson should be aware of what responsibility each member has assumed, and make sure that every task assigned is carried out. All financial contracts shall be signed by the Chairperson of the Board of Directors and the Chairperson of the Convention Committee.

Subcommittees maintain accurate records of all their activities as well as all correspondences. Financial reports, including need, expenditures, and receipts are included with each subcommittee report.

All Subcommittee members attending the convention should be registered no later than one month before the convention.

Should a Subcommittee Chairperson be unable to fulfill his or her duties, a GNYRSO BoD Director will oversee that subcommittee until a suitable chairperson has been found.

A. ARTS & GRAPHICS

The Chairperson for this subcommittee should possess graphic abilities, access to a computer, and applicable software applications. This subcommittee should be comprised of members who are artistic. Prior to the convention, they are responsible for designing and/or printing the convention logo, banner, programs, tickets, flyers, convention posters, and directional posters. They are responsible for the creation of designs for the convention merchandise. They are also responsible for designing any and all items for convention-related fundraisers. Chairperson shall develop a budget which includes all printing and other expenses, which is submitted to the Convention Committee.

B. HIPIC

This subcommittee is under the guidance of the Greater NY Regional Service Committee and its Hospitals & Institutions and Public Relations sub committees. They work directly with the hospitals and institutions within the Greater NY Region to provide an opportunity for addicts in those facilities to attend the convention.

a. 90 days prior to the convention, this subcommittee will contact hospitals and institutions to notify them about the convention and encourage them to allow their clients to attend
b. After the initial notification, secondary contact is made in writing, with a form enclosed asking how many can be expected to attend from their facility.
c. All correspondence with hospitals and institutions must be overseen and approved by the GNYRSC Public Relations subcommittee.

NOTE on Handling the Media: It's a good idea to have a press packet available at the registration table in case the media does show up. All Convention Committee members should be advised that if a reporter approaches them, they should direct the reporter to the registration area. A well informed and knowledgeable Convention Committee member should be readily available to accommodate the reporter's needs or questions. A Convention is not an appropriate setting for a community presentation. Neither is it a beneficial time or place to encourage media participation.

C. HOSPITALITY/MARATHON

Hospitality Chairperson serves as the Convention Host, organizing a committee that will greet all guests, maintains bulletin boards and announcements, maintains a predetermined coffee schedule (optional), replenishes snacks as needed (optional), and assigns shifts for the Hospitality Room staffing. The Hospitality Room will only be closed during the main meetings.

Assign members to stay around the Registration areas, welcome people to the convention, and help with miscellaneous duties. They are responsible for ensuring that the needs of any special needs registrants are properly met by the hotel facilities and staff and by the trusted servants of the GNYRCNA.

The Hospitality Sub Committee is also responsible to ensure that any disabled registrants are provided by the hotel and the GNYRCNA all the resources and assistance they require to fully participate in the convention.

Additional items to provide in the hospitality room should be:

- ✓ Lost and Found Bulletin
- ✓ Local Meeting Schedule
- ✓ NA Literature
- ✓ Map of the Area and any local restaurants
- ✓ Information on transportation to and from the airport
- ✓ Subway and bus maps for local travel; and
- ✓ Activities such as backgammon, cards, chess, checkers, and other board games

The Hospitality subcommittee Chairperson shall form 3 teams, with a team leader for each appointed therein, to perform the following functions:

1. Hospitality Suite Monitors:
   a. Have poster boards with the Do's and Don'ts displayed in the hospitality room or rooms; and
   b. Monitor the Hospitality Room for inappropriate behavior such as gambling, sex, storage of personal effects, smoking, fighting, rough housing, unsupervised children, etc.

2. Decorations: responsible for designing and producing centerpieces for Banquet and Breakfast tables, as well as any additional decorations required by GNYRCNA.

3. Marathon Meetings:
   a. Secure people to chair Marathon Meetings
   b. Responsible for keeping the meeting running smoothly
   c. Select the format for the Marathon Meetings, although experience has shown that the best format seems to be opening the meeting at the beginning of GNYRCNA with any necessary readings, and then having the chairperson open the meeting up for discussion. Subsequent chairpersons will then only introduce themselves and carry on the discussion taking place at the time. Typically, most chairpersons bring their own topics.
   d. Secure chairpersons by distributing flyers or request letters at the GNYRSC and at ASCs. When you have enough names, draw them from a hat or assign them to particular time slots. Replies are mailed out to all chairpersons to inform them of their respective time and day to chair.
   e. Post a list of the chairpersons and their times to chair outside the Marathon Meeting room as a convenient reminder.
   f. Chairpersons may also be selected from volunteers on registration forms for people who had requested to chair a meeting.
   g. Marathons: At the opening of the convention Marathon Meetings, the readings from the White Book are to be done and the meeting will be closed, at the end of the convention, with the Serenity Prayer. Marathon meetings will be continuous, with a change of chairperson every hour.

D. MERCHANDISE

The GNYRCNA Committee will elect two (2) Directors – apart from the Director who is chairing the Subcommittee - to be responsible for the money and merchandise, one of whom shall always be present during sales.

The Director chairing the Merchandising Subcommittee prepares a budget, consisting of items to be sold and expenses incurred. Once the items are agreed upon within the subcommittee, the Merchandising Subcommittee Chairperson presents a list of the items to the GNYRCNA Committee for approval. The list includes a budget which clearly states the cost per item, total estimated shipping costs, and the selling price at the convention and/or other fund raising events, a projected total profit after all costs, and the time frame for obtaining the items. This

subcommittee is responsible for the sale of merchandise at the convention and at fundraising activities.

This subcommittee must communicate with the full GNYRCNA Committee, especially the Serenity Keepers and Hospitality Subcommittees, when planning space and time requirements for "the store" at the convention. Outside vendors at the GNYRCNA Convention must be licensed NA specialty vendors chosen by the GNYRCNA Committee, selling items not sold by the Merchandising subcommittee.

The Merchandise Subcommittee Chairperson is responsible for storing the items in a safe place; maintaining a continuous inventory statement with receipts, as per the Order and Inventory policy. These statements and records should be submitted to, and reviewed with, the GNYRCNA Committee Treasurer and two (2) GNYRSO Board members, when the store closes each evening of the convention. A final record of the cost of items including handling and shipping costs, total sales of all items, both the number and dollar amount, and final unsold inventory should be provided to the Treasurer within a week after the convention, for attachment to the Treasurer's final convention report.

E. PROGRAM

MEMBERSHIP

1. Members of this subcommittee shall have a minimum of three years NA clean time, a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts, a home group, a sponsor, and regular meeting attendance.
2. Members should be in place by the second GNYRCNA Program subcommittee meeting.
3. All members are required to attend at least one (1) GNYRCNA Program subcommittee meeting per month. Failure to comply with this policy will result in that member not being able to partake in the selection of speakers and chairpersons for the convention.

RESPONSIBILITIES

The GNYRCNA Programming subcommittee is directly responsible to the GNYRCNA Committee and takes direction and guidance when needed.

The GNYRCNA Programming subcommittee provides programming for all convention-fundraising events leading up to The Impossible Dream convention. This may include arranging for entertainment (live performances, DJs for dances, etc). They are responsible for scouting venues for fundraising events and to ensure that fundraising events are held in diverse geographic areas of the Greater NY Region (which geographically includes Duchess, Orange, Putnam, Westchester, Rockland, and Suffolk counties as well as the Boroughs of Bronx, Brooklyn, Manhattan, and Staten Island)

The GNYRCNA Programming subcommittee develops plans for workshops and meetings at the convention. Members of this subcommittee select speakers, meeting chairpersons, and others

to help with the program. They develop a schedule of all recovery meetings to take place during the convention and prepare the written program to be distributed to attending members. These recommendations are then submitted to the GNYRCNA Committee for review and approval.

A pool of members should be made available from which to select replacements in case of cancellations. They attempt to have a balance of workshops for newcomers, service-minded persons, and spiritual discussions. These workshops are held to satisfy the needs of our membership for information or discussion on specific topics and services related to NA. These workshops shall be: Beginners', Spirituality, Meditation, and workshops for the Regional Service Subcommittees (Helpline, H&I, Outreach-Speaker Exchange, Public Relations). These workshops shall be scheduled separately rather than at the same time. This allows interested members to attend an entire series of related workshops rather than having to choose between two (2) or more workshops they would like to attend.

They attempt to have a balance of "common needs" topic meetings to satisfy the diversity of the fellowship and allow for discussion of the needs of the majority sectors of the fellowship. These "common needs" workshops shall be: Men's, Women's, Bilingual, Illness in Recovery (all inclusive), LGBT, and Youth in Recovery.

To satisfy the need for growth in personal recovery, the GNYRCNA Programming subcommittee shall provide meetings on the Twelve Steps, Traditions, and Concepts.

At the convention it is the responsibility of the GNYRCNA Program Reps to make sure all meetings are covered (i.e. make sure speaker/chairperson is there), and that they begin and end on time. If not, it is their responsibility to find another speaker or chairperson and/or step in themselves. They must man the Program Table located in the lobby to check-in speakers and chairpersons, and be ready to assist in any way possible.

The Program of NarAnon may hold meetings and workshops during the GNYRCNA conventions. This is for the convenience of both fellowships and is an example of cooperation not affiliation. The Program Subcommittee should be advised of their scheduling requirements as well as any other matters of mutual concerns. NarAnon will not be listed on our program but will be given space at the convention to be arranged by NarAnon itself.

<u>SPEAKERS</u>

The committee, in the spirit of unity and fellowship, and to follow equal representation, as expressed in the White Book – 'Regardless of age, race, sexual identity, creed, religion, or lack of religion' will attempt to maintain diversity in its selection for all meetings.

Members of the GNYRCNA Committee or the GNYRSO Board of Directors are prohibited from being main speakers.

Speakers for:
A: The Opening, Banquet, Spiritual, Oldtimers', Men's, and Women's meetings will be selected by listening to CDs or through being vetted by at least 2 members of the Program subcommittee, in the event that a recommended speaker does not have a CD. The selections made by the GNYRCNA Programming subcommittee for the Opening, Banquet, and Spiritual meetings must be approved by the entire GNYRCNA Committee. The GNYRCNA Programming subcommittee will submit two (2) choices of speakers for each of the three main meetings, in the order of preference of the GNYRCNA Programming subcommittee.
B: All other meetings will be selected by the Committee on a voluntary-name submission basis, with no more than 50% allotted for out of town speakers (with all alternates being from the Greater New York Region).
C: All meetings will have Greater New York Region members as Chairpersons
D: If main meeting speaker cancels, replacement will be found from submissions
E: Speakers for whom CDs are not required must be vetted by at least two (2) members of the Program Committee prior to approval.

Speakers selected for main meetings will not be eligible for consideration to speak at future conventions' main meetings for seven (7) years. Speakers and Chairpersons selected by the Program Committee MUST be registered with the convention.

ALL ORIGINAL DECISIONS WILL BE FINAL.

<u>CLEAN TIME REQUIREMENTS</u>

1. The speaker of the Spiritual and Banquet meetings will each have a minimum of fifteen (15) years NA clean time and may be from any location.
2. The two (2) speakers of the Opening meeting will each have a minimum of ten (10) years NA clean time and belong to the Greater NY Region.
3. Speakers for the Men's, Women's, and Sponsorship meetings will each have ten (10) years NA clean time.
4. The speaker for the Oldtimers' meeting must have a minimum of thirty (30) years NA clean time.
5. Speakers for the Bilingual, LGBT, and Illness in Recovery meetings will each have a minimum of five (5) years clean time and may be from any location.
6. Speakers on Steps One through Twelve (1 – 12), Traditions One through Twelve (1 – 12), and all Topics must have a minimum of five (5) years NA clean time.
7. When there is more than one speaker, the order of speaking will be based on clean time chronology (less clean time to more clean time)

<u>TOPICS</u>

Topics for meetings will be selected by the GNYRCNA Program subcommittee from a list of topics submitted from the Program Committee members.

The GNYRCNA Program subcommittee shall remind each speaker to uphold the Sixth (6th) Tradition, reminding them not to refer to outside fellowships, facilities, or treatment centers.

A speaker at the convention shares his or her personal experience of recovery in Narcotics Anonymous. Potential speakers and program participants identify themselves as addicts (only), and attend NA meetings to sustain their recovery. The best speakers for conventions are those who address recovery as if their lives, as well as the lives of the listeners, depend on it. It is important to keep in touch with speakers as the convention draws near and assist them in any way possible to assure their attendance.

Written consent must be obtained from speakers of recorded meetings and workshops in advance of the meeting at which they are speaking.

The GNYRCNA Committee will provide one package (room and registration) and travel/transportation expenses for the Banquet and Spiritual meeting speakers only. The GNYRCNA Committee will also provide one package each to the Opening Meeting speakers.

MEETING FORMATS

All meetings are opened and closed with the Serenity Prayer only.

- Topic Meetings: All topic meetings will be Panel Discussion of the selected topic with no more than two (2) speakers.
- Step and Tradition meetings: All Step and Tradition meetings will be Panel Discussion on the Step/Tradition with no more than three (3) speakers – one (1) per Step or Tradition.
- Workshops: Workshops are designed to provide information on a specific topic. All workshops will be 2 or 3 speaker panel discussion on the topic, with a question and answer period to follow. Subcommittees are responsible for their own format.
- Opening Meeting: The opening meeting is intended as a rallying point to kick off the convention with a discussion on one's personal recovery in NA.
- Banquet Meeting: The Banquet meeting is intended as the focal point for discussion of recovery in Narcotics Anonymous through working the Steps and Traditions.
- Spiritual Meeting: The Spiritual meeting is intended to focus upon the spiritual principles of recovery in Narcotics Anonymous, acquired through applying the Steps and Traditions in our personal recovery.

F. REGISTRATION

The Registration subcommittee's responsibilities begin with the advance planning. Such planning includes drafting flyers and forms, at least nine (9) months prior to the convention date, in order to allow sufficient time for review by the full committee. The mailing schedule for flyers and pre-registration forms should also be established at this time.

The first flyer announcing the convention should be distributed as soon as the dates are established and a contract or agreement is reached with the hotel (facility). The advance flyer can be

distributed even if complete registration forms or convention fees have not been set. The flyer should be sent to NAWS to be submitted to the NAWS Events Calendar and the GNYR website Events Calendar.

Copies of this flyer, and the registration forms, should be distributed at the Regional Service Committee meetings, at the Regional Service Office, and sent to NAWS and other Regions around the world.

The finalized flier, with registration forms, will be distributed to all areas at least six (6) months prior to the convention, and again, when deemed necessary, at the sole discretion of the GNYRCNA Committee, prior to the convention.

A clear understanding should be reached between the GNYRCNA Registration Chairperson, the full Registration subcommittee, and the GNYRCNA Committee Treasurer on the procedures for handling registrations and money. The GNYRCNA Registration subcommittee's Director liaison has the responsibility of retrieving and recording registrations from the GNYRSO at least twice a week. Registration form records should be maintained by the subcommittee and money received should be transferred to the Treasurer, who should deposit it on a weekly basis and give a full report at the next full Body meeting.

As each registration is received – by mail or a direct sale – a computer record should be made indicating information about the registrant and all money received. All registrations with numbered cash receipts are to be used for preparing confirmations. The GNYRCNA Committee Chairperson, in conjunction with the GNYRCNA Treasurer, should follow policy for handling cash registrations received. All registrations should have a numbered cash receipt. Directors authorized to accept registration money will follow said policy.

The records of all registrations and ticket sales should be updated at least once a week, keeping the full GNYRCNA Body apprised of the Financial/Registration status. These records can be used to verify the Treasury records and provide an indication of the solvency of the convention.

Duplicate records should be maintained for all registrations. A simple file box containing 3 x 5 index cards, arranged alphabetically, is simple and effective. A card is made for each registration which indicates all functions for which they have paid with the receipt # and confirmation # recorded.

The GNYRCNA Registration subcommittee is responsible for selecting and preparing a complete registration packet which includes the GNYRCNA Convention Program, the name badges and convention souvenirs.

G. SERENITY KEEPERS

The Serenity Keepers Chairperson must be able to deal effectively with people outside the fellowship.

The Serenity Keepers subcommittee's function is to ensure that limited personnel and property damage occur, that facility guidelines are adhered to, for safety reasons, and that the GNYRCNA Committee guidelines are followed.
As soon as possible, the Serenity Keepers Chairperson will draft a flyer to announce to the fellowship the scheduled meeting dates and forming of the committee. Copies of this flyer should be distributed to the RSC and GSRs in all Areas.

Serenity Keepers:
a. Check for registration badges on attendees;
b. Assist with crowd control; and
c. Collect tickets / check for wrist bands for paid events

The Serenity Keepers team leader needs to work closely to coordinate shifts with the GNYRCNA Merchandise, Programming, and Registration subcommittees.

VI. N0N-DESIGNATED MEMBERS

A. REQUIREMENTS: Willingness to be utilized as the Chairperson deems; minimum clean time of 5 continuous years; experience serving in an elected or appointed capacity for a Narcotics Anonymous service entity; the commitment, resources, and skills necessary to do the job.
B. DUTIES: The non-designated members will be assigned to any needed.

VII. VOTING PROCEDURES

A. QUORUM
   i. A quorum must be established prior to any old or new business.
   ii. A quorum of this body shall be a minimum of two-thirds of the active (filled and present) seats.
   iii. Once a quorum has been established it will be presumed that a quorum still exists.
   iv. Anyone sensing a lack of quorum may request a "roll call".
B. MOTIONS
   i. Any GNYRCNA committee member may make or second, or speak to motions (except the GNYRCNA chairperson) when recognized by the GNYRCNA chairperson. Once a motion is made, a second will be necessary before any discussion will be allowed.
   ii. 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".
   iii. Any motion that would alter the GNYRCNA Committee Guidelines and/or the Committee motion table will be:
      1. Submitted in writing with a written "intent" read during new business and may then be seconded
      2. The motion will be tabled for at least one month
      3. The motion will be a matter for old business at the end of the specified time, and then if passed, sent to the GNYRSO Board of Directors for approval
      4. A two-thirds majority of GNYRCNA participants present and eligible to vote shall be required to pass any and all motions pertaining to the guidelines and policies

of GNYRCNA, which must then be passed unanimously by the GNYRSO Board of Directors

C. VOTING

i. A 2/3 majority of GNYRCNA participants present and eligible to vote shall be required to pass any and all main motions. “Eligible to vote” shall be defined as all voting participants accounted for during the most current roll call of the GNYRCNA.

ii. If GNYRCNA demonstrates a general lack of support, the Chairperson may make a ruling. Voting is normally done by raised hands. The vote is counted and the results are announced. Any GNYRCNA participant may request a “roll call” vote. Whenever a “roll call” vote is conducted, each vote will be published in the GNYRCNA minutes. All GNYRCNA participants may vote on all motions that are considered to be GNYRCNA business and/or operations.