

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

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## **ARTICLE I: BOUNDARIES**

This body shall be known as the Greater New York Regional Convention of Narcotics Anonymous (GNYRCNA) Committee (hereinafter Convention Committee). The 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.

## **ARTICLE II: OBJECTIVES & PURPOSES**

The objectives and purpose of the GNYRCNA Committee ( hereinafter “Convention Committee” shall be to plan, implement, and manage a convention entitled “The Impossible Dream Convention” that brings the Narcotics Anonymous (hereinafter “NA”) membership together in a celebration of recovery in the spirit of unity and fellowship. Because services committees of Narcotics Anonymous sponsor conventions, they shall always conform to the N.A. principles and reflect our primary purpose to carry the message to the addict who still suffers.

## **ARTICLE III: SEPARATION OF POWERS**

Section 1. Powers: The Convention Committee is not empowered to engage in any activity which is not itself in furtherance of its purposes as set forth in this Section II of this Article. Except as where otherwise provided in this Article, the GNYRSO is not empowered to sponsor, plan or manage a convention.

Section 2. Relationship: The relationship between the GNYRSO and the Convention Committee is the GNYRSO bears ultimate financial accountability for the Impossible Dream Convention and for selecting and securing the host hotel. It is also the duty of the GNYRSO Board (GNYRSO BOD) to establish and/or maintain a separate GNYRCNA bank account at an FDIC insured financial institution upon which the GNYRSO Treasurer, Assistant Treasurer and GNYRCNA Steering Committee Chairperson shall be co-signatories. It is also the responsibility of the GNYRSO to provide liability insurance for the Convention.

Section 3. Duties: The GNYRSO BOD owes a duty to reimburse the Convention Committee for authorized expenditures. The Conventions Committee owes a fiduciary duty of care, loyalty and disclosure to the GNYRSO.

## **ARTICLE IV: GUIDING PRINCIPLES**

Section 1. Guiding Documents: All Members of the Convention Committee shall be subject to, and will abide by the principles of the following guiding documents in descending order of priority: The 12 Concepts of NA, the 12 Traditions of NA, A Guide to Local Service in NA, the GNYCNA Policy & Guidelines, GNYRCNA Committee motions, GNYRSO BOD motions and decisions as they pertain to operation of the GNYRCNA Committee and Robert's Rules of Order (loosely enforced at Chairperson's discretion). The Convention Committee shall take no action that is inconsistent with the guiding documents specified above.

Section 2. Accountability: As stated in the Twelve Concepts, a single point of accountability should be clearly defined. In keeping with this concept, all members shall comply with the provisions of these policies and guidelines and nothing in them shall abrogate or compromise the Inspection rights contained in Section 11.03 of the GNYRSO Bylaws.

Section 3. Propriety: In order to avoid any appearance of impropriety, no assets of the GNYRCNA shall inure the benefit of any Convention Committee member or GNYRSO BOD member, or any member Committee or BOD family member by blood or marriage.

Section 4. Prudence & Integrity: It is the responsibility of all GNYRNA Committee members to reduce risks and protect N.A funds against theft and fraudulent occurrences, ensure that all moneys are managed appropriately and used for the primary purpose of this event and to abide by all Convention Guidelines and Policies.

Section 5. Answerability: When funds or items including merchandise are transferred from one person to another, a written record, such as a receipt shall be filled out and kept in a manner which can be readily accessed. The exact number and description of the funds or items exchanged shall be clearly defined in the written record and a copy of the written record shall be disclosed to the convention treasurer and attached to all written convention reports. (especially Treasurers, Fundraising/ Event & Activities, Registration & Merchandise reports).

## **ARTICLE V: MEMBERS**

Section 1. Composition: The Convention Committee shall be comprised of Ten (10) Committees including an Executive Steering Committee and nine (9) subcommittees as follows:

- A. Arts & Graphics
- B. HIPIC (Hospitals and Institutions and Public Information)
- C. Hotels & Hospitality

- D. Serenity Keepers
- E. Programing
- F. Fundraising
- G. Registration
- H. Merchandising
- I. Non-Designated Members (non-voting members)

**Section 2. Requirements:** All Convention Committee Officers (as defined in Article VII Section 1) and subcommittee 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 clean time, a home group, regular meeting attendance, and a sponsor. Steering Committee shall have the ability to deny a prospective member's appointment if there is a history of poor performance or working collaboratively with others. All Convention Committee Officers are required to read this Policy & Guidelines in its entirety, are thereby charged with knowledge of its contents and required to share and educate their committee members of its contents.

**Section 3. Limitations:** No GYNRSO BOD Officer (except the Secretary) shall hold Convention Committee Officer positions.

**Section 4. Reports:** All Committee Chairpersons must submit a monthly written report to GNYRSO Board. All Convention Steering Committee Officer reports to the RSO must be submitted for review by the entire Convention Steering Committee prior to presentation by that officer.

## **ARTICLE VI: VOTING RIGHTS**

**Section 1. Voting Classifications:** The GNYRCNA Committee shall have two (2) voting classifications 1) voting members and 2) non-voting members.

**Section 2. Convention Committee:** For the purposes of plenary (entire) Convention Committee voting:

- a. **Voting Members:** The Convention Steering Committee Vice-Chairperson and each Convention Sub-Committee Chairperson shall be voting members of the Committee.
- b. **Non-voting Members:** The Convention Steering Committee Chairperson shall be a non-voting member except the Steering Committee Chairperson shall become a voting member for the purposes of breaking a Convention Committee tie. The Assistant Secretary, Assistant Treasurer and Subcommittee vice-chairpersons shall be non-voting members except shall become voting members in the absence of their respective principal officer. All other non-designated Committee members shall be non-voting members of the Committee.

Section 3. Steering/Subcommittees: For the purposes of Steering and sub-committee voting:

- a. Voting Members: The Convention Steering Committee Vice-Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, GNYRSC Representative each Convention Sub-Committee Vice-Chairperson and all non-officer subcommittee members shall be voting members.
- b. Non-voting Members: The Convention Steering Committee Chairperson and each sub-committee chairperson shall be a non-voting member except for the purposes of breaking a Steering Committee or Sub-Committee tie.

## **ARTICLE VII: OFFICERS**

Section 1. Officers: The Officers of the Convention Steering Committee (the “Steering Committee Officers”) shall be the Chairperson, Vice-Chairperson, Treasurer, Assistant Treasurer, Secretary Assistant Secretary, and the GNYRSC (Greater New York Regional Service Committee) Representative. The Officers of the Convention Sub-Committees (the “Sub- Committee Officers”) shall be the Chairperson and Assistant Chairperson. All Convention Committee Steering and Subcommittee ~~Officers~~ Chairs and Treasurers 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.

Section 2. Elections. All members of the Convention Steering Committee and all Chairpersons of subcommittees shall be elected by the GNYRSO BOD after applications are submitted at a designated Board meeting at the GNYRSO. All subcommittee vice-chairpersons may be appointed by the Chairperson of said subcommittee subject to confirmation by the GNYRSO Board of Directors. Applications shall be available on the GNYRSO website, at Area Service meetings, and at the GNYRSO. The upcoming election shall be announced and a flyer generated detailing the location of applications shall be provided to the RCM’s for area distribution at the two (2) GNYRSC sessions immediately preceding the designated Board meeting. Elections will occur during the open portion of the GNYRSO Board of Directors meeting. All Convention Steering Committee Officers and subcommittee Chairpersons and Vice-Chairpersons shall be elected or appointed at the GNYRSO BOD meeting designated for Convention Committee elections. All other Committee members may be appointed by subcommittee chairpersons or elected by the Convention Committee. Any unfilled positions at the conclusion of the designated meeting shall be filled as soon thereafter as is practical. Any candidate qualified for Convention service who is not elected shall be placed into a Convention Committee “pool” to be considered, along with any newly qualified candidates for positions should the need arise.



**Section 3. Terms:** Except for a vacancy due to death, incapacity, resignation, suspension or removal, each Committee Officer shall continue in office until the end of the Convention committee period. For the purposes of this document, the term “convention period” shall be defined as the First Convention Committee meeting until three (3) months after the last Convention date. Committee Officers shall be eligible for election for a maximum of two (2) consecutive terms provided they continue to meet the qualifications of the position as set forth below. In the event a GNYRSO Director member of the Convention Committee whose final term of BOD service ends prior to the conclusion of a convention committee term, that Committee member shall be eligible to continue serving in that capacity on the Convention Committee on condition that the BOD extends their term of service.

**Section 4. Resignations:** If a member of the Convention Committee submits a resignation, to the Convention 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 comply with Convention Guidelines.

**Section 5. Suspension or Removals:** The GNYRSO BOD shall suspend the authority of, or remove, any Convention Committee Officer or member with cause by a two-third majority vote of the Convention Committee upon admission or proof of relapse, gross negligence, or conduct unbecoming a member following a right of the member to be heard by the Convention Committee.

**Section 6. Vacancies and Suspensions:** In case of any vacancy in any office, the GNYRSO BOD may elect a successor to fill the unexpired portion of the term **or** may appoint an Acting Officer pending election of a successor. In the case of a vacancy in the office of Convention Committee Steering or Sub-Committee Chair, the Vice Chair shall serve as Acting Chair until the GNYRSO BOD elects a successor or appoints an Acting Chair. At any time thereafter, the GNYRSO BOD may substitute a different Acting Officer, or a successor, for the Acting Officer previously appointed. For purposes of this Section 6, a removal or suspension pursuant to Section 5 shall be treated as a vacancy.

**Section 7. Committee Chairperson:**

**REQUIREMENTS:** Minimum 5 years continuous clean time; experience chairing a Narcotics Anonymous service entity; working knowledge of Robert’s Rules of Order and/or Consensus Based Decision Making.

It is the duty of the Committee Chairperson:

- A.) Chairs the Convention Committee as well as opens and closes the Convention.

- B.) Holds monthly Convention Committee meetings or as needed.
- C.) Open the Convention Committee meeting and calls the meeting to order.
- D.) Announce the prescribed order of business or agenda of the day.
- E.) Recognizes officers and non-officers who are entitled to the floor.
- F.) State and put to vote all questions as motions and announces the result of each vote.
- G.) Serve as a non-voting member of the Steering Committee except when a Chairperson's vote is necessary to break a Committee tie.
- H.) Enforces the rules and maintains order relating to debate and decorum within the Convention Committee.
- I.) Decides all questions out of order, subject to appeal-unless, when in doubt- the Chairperson prefers to submit such question to the GNYRSO BOD for a decision.
- J.) Responds to inquiries of Committee members relating to parliamentary procedure or factual information bearing on the business of the Convention Committee.
- K.) Assigns duties to Convention Committee members and make reasonable attempts to ensure adherence.
- L.) Coordinates and keep fully abreast of the interaction of the subcommittees and advises where needed upon request.
- M.) Advises the Convention Committee of any attendance problems in violation of the Convention Committee's Guidelines and reports the failure of any member to fulfill his/her responsibilities.
- N.) Declares the meeting adjourned.
- O.) Conducts the general correspondence of the Convention Committee.
- P.) Attends GNYRSC meetings and maintains a constant relationship, serving as the representative of the Convention Committee to the GNYRSC to enhance communication between each body.
- Q.) Signs all certified copies of the acts or resolutions of the Convention Committee
- R.) Responsible for the day-to-day implementation of sound and prudent decision making during the convention.
- S.) Make reasonable attempts to ensure adequate convention staffing.
- T.) Authors and presents a written post-Convention report to the GNYRSO BOD at the Final Convention Meeting.

## Section 8. Committee Vice-Chair

REQUIRMENTS: Minimum five (5) years continuous clean time; experience chairing a Narcotics Anonymous service entity; working knowledge of Robert's Rules of Order and/or Consensus Based Decision Making and the willingness to stand in for or become the Chairperson.

It is the duty of the Vice Chairperson:

- A) To assist the Chair in completion of their duties and responsibilities as directed by the Chairperson.
- B) To perform all duties and responsibilities of the Chair in their absence.

## Section 9. Committee Secretary

REQUIREMENTS: Minimum four (4) years continuous clean time; experience as Secretary of a Narcotics Anonymous service entity; the commitment, the resources, and the clerical skills necessary to perform the functions of the position.

It is the duty of the Secretary to:

- A) In the absence of the Chairperson and Vice Chairperson calls the meeting to order and presides.
- B) Notifies Convention Committee members of Convention Committee meetings
- C) Keeps an accurate record of all proceedings of the Convention Committee.
- D) Prepares and distributes, prior to each meeting, an order of business or agenda.
- E) Solicits monthly e-mail reports from sub-committee chairperson.
- F) Writes a synopsis of all oral reports to be included in the minutes in lieu of a written report if the report is not previously submitted to the Secretary.
- G) Prepares a roster, attendance records, and advise the Chairperson of member attendance problems or non-compliance with submission of committee reports pursuant to Convention Committees Guidelines.
- H) Maintain record books in which the Guidelines, Rules of Order, and minutes are entered, with any amendments to these documents properly recorded, and to have the current record book (s) on hand at every meeting.
- I) Keeps a record of the previous year's minutes on hand at each meeting,
- J) Record and distribute minutes of the regular GNYRCNA Committee meetings to GNYRCNA members and others as required
- K) Checks for all typographical errors in the minutes and correct them accordingly.
- L) Types and mail or email copies of minutes no later than ten (10) 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.
- M) Maintains Convention Committee files and archives.
- N) Keeps steering and subcommittee reports on file.
- O) Produces the minutes and records available upon request.
- P) Furnishes the subcommittees with whatever documents are required for the performance of their duties, and to have on hand at each meeting a list of all existing subcommittees members.

- Q) Conducts the correspondence of the Organization which is not a function proper to other officers.
- R) Maintains up-to-date Policy Guidelines and record of standing motions.

## Section 10. Assistant Secretary

REQUIREMENTS: Minimum three (3) years continuous clean time; experience as Secretary or Assistant Secretary of a Narcotics Anonymous service entity; the commitment, the resources, and the clerical skills necessary to perform the functions of the position.

It is the duty of the Assistant Secretary:

- A) Assists the Secretary in completion of their duties and responsibilities as directed by the Secretary.
- B) Performs all duties and responsibilities of the Secretary in their absence.

## Section 11. Committee Treasurer

REQUIREMENTS: Must be a Director on the GNYRSO Board of Directors; minimum clean time of five (5) continuous years; experience as Treasurer of a Narcotics Anonymous service entity; the commitment, the resources, and skills (including spreadsheet skills) necessary to perform the functions of the position.

It is the duty of the Treasurer to:

- A) Be a custodian of the Committee's funds, not entrusted to other officers, or Sub-Committees.
- B) Be a co-signer on the Convention Committee's bank account.
- C) Attend GNYRSO BOD meetings
- D) Responsible for the preparation of financial information for the Convention Committee and the GNYRSO BOD.
- E) Collaborates with the Convention Committee and the GNYRSO to prepare a budget for the convention.
- F) Assist the Steering Committee and Sub-Committee Chairpersons in devising Committee budgets
- G) Assumes accountability for all monies received (i.e. registrations, merchandise, fundraising activities, etc.)
- H) Deposit all monies received into the Convention checking account within seventy-two (72) hours of receipt.
- I) Disburse funds necessary to the Committee to fulfill the objectives and mission of the GNYRCNA.
- J) Write all checks for the Committee from the Convention checking account
- K) Process all requests for reimbursement.
- L) Collect all receipts for Committee members' expenses.

- M) Maintain available printed electronic and/or physical copies of all bank statements.
- N) Reviews all associated credit card statements and develop a policy for credit card use subject to GNYRSO BOD approval.
- O) Advises the Committee on cash flow conditions (i.e. cash supply, income flow, rates of expenditure and budget adherence).
- P) Maintains current written monthly financial reports, including copies of bank statements and reconciled register.
- Q) Submits a written monthly report to the GNYRSC and GNYRSO Treasurers include the prior working balance, all income, all expenses, savings and closing balance to the GNYRSC and the GNYRSO BOD.
- R) RSO treasurer (or RSO vice-chair?) must "sign-off" on all GNYRCNA convention treasurer reports.
- S) Submits a monthly budget report on subcommittee expenditures to the Convention Committee/GNYRSO BOD.
- T) Submit receipts to the GNYRCNA Committee and the GNYRSO BOD for any monies received and disbursed.
- U) Manages with GNYRSO BOD the Treasury room at the Convention
- V) Authors and presents a written post-Convention report to the GNYRSO BOD at the Final Convention Meeting.
- W) Complete duties pertaining to closing convention financial records as follows:
  - 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, she/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. Funds necessary to service previous Convention debts shall be deducted from the Convention Committee's available balance.

## Section 12: Committee Assistant Treasurer

REQUIREMENTS: Minimum 4 years continuous clean time; experience as Treasurer or Assistant Treasurer of a Narcotics Anonymous service entity; the commitment, the resources, and skills necessary to do the job.

It is the duty of the Assistant Treasurer

- A) To assist the Treasurer in completion of their duties and responsibilities.
- B) To perform all duties and responsibilities of the Treasurer in their absence.

## Section 13: GNYRSC Representative

REQUIREMENTS: Must be an elected member of the GNYRSC (Greater New York Region Service Committee) and a member of or appointed by the RSC Administrative

Board; minimum clean time requirement of 3 continuous years; the commitment and skills necessary to effectively liaise between the GNYRSC and the GNYRCNA Committee.

It is the duty of the GNYRSC Representative

- A.) Coordinate subcommittee attendance at all Area meetings encourage convention participation.
- B.) Provide information to the Areas through their RCMs at the GNYRSC sessions about the decisions and progress of the GNYRCNA
- C.) Provide information such as fliers to the RCMs regarding upcoming GNYRCNA fundraisers and open positions
- D.) Represent the GNYRSC at GNYRCNA Committee meetings, bringing questions and concerns
- E.) Bringing the responses to those questions and concerns back to the GNYRSC
- F.) Keeping GNYRSC Steering Committee up to date by attending GNYRSC Steering Committee meetings.

## Section 14 Convention Sub-Committee Chairpersons & Vice -Chairpersons

REQUIREMENTS: Sub-Committee Chairpersons and Vice Chairpersons shall have a minimum of five (5) and four (four) years respectively 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, Merchandise Chairpersons and Fundraising must be Board of Director members. Vice Chairpersons are eligible to Chair those subcommittees after their terms as Vice Chair at the conclusion of their term upon the submission of a resume and their election as Directors on the GNYRSO BOD. Specific service or vocational experience should be considered prior to election or appointment. All sub-committee vice chairpersons are responsible for establishing some form of training for the subcommittee's function. Each training program is to be reviewed at GNYRCNA meeting three (3) months prior to the convention. For Subcommittee duties see section entitled Committees below

## **ARTICLE VIII: COMMITTEES**

Section 1. Composition: The GNYRCNA shall be comprised of an Executive Steering Committee and ten (10) subcommittees.

Section 2. Reports; All GNYRCNA Committee chairpersons 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.

Section 3. Treasury: Each Committee officer shall collaborate, communicate and cooperate with the Convention Committee Treasurer and Assistant Treasurer regarding all incoming funds and outgoing expenses.

Section 4. No member of the Convention Committee may exercise any decision-making authority or sign any contract that binds the GNYRSO. Nothing in this provision prevents a Convention Committee serving in an advisory capacity to the Corporation.

Section 5. Steering Committee: The role of the Steering Committee is to determine the priorities or order of the Convention Committee and manage the general course of its operations and provide guidance on policy, strategy, budgetary controls, marketing strategy and resource allocation. The duties of the Steering Committee Officers are:

- A.) Holds regular steering committee meetings setting agenda for Convention Committee meetings.
- B.) Attend all Convention Committee meetings
- C.) Submit a written report covering at all convention committee meetings
- D.) Keeps informed of the activities of subcommittees
- E.) Minimizes interference in subcommittee inner workings except when in conflict with the guiding principles in these Guidelines.
- F.) Assists in resolving inter and intra subcommittee and committee conflicts
- G.) Enforces adherence to Committee policy and guidelines without personal agendas or bias or favoritism towards individuals, factions or groups
- H.) Models an atmosphere of NA service fostering appreciation and mutual respect among Committee members.
- I.) Chair and Treasurer attend monthly GNYRSO BOD meetings and submit a written status report on convention committee activities.

Section 6. Arts and Graphics Subcommittee: The role of the Arts & Graphics subcommittee is to design and develop or solicit designs for branding convention items if utilizing the convention “theme” in the designs. 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 contributing requested designs for convention-related fundraisers. Chairperson shall develop a budget that includes all printing and other expenses, which is submitted to the Convention Committee. Any NA service board or committee created through our 9th Tradition may use the NA logo and symbol. The NA logo that may appear in these designs is the property of Narcotics Anonymous. Careful consideration should be exercised to ensure that the use of the NA logo and symbol is in good taste by community standards and in keeping with our Twelve Steps, Twelve,

Traditions and Twelve Concepts. The duties of the Arts and Graphics Sub-Committee Officers shall be to:

- A.) Recruit members to this subcommittee.
- B.) Hold regular subcommittee meetings.
- C.) Attend all convention committee meetings
- D.) Submit a function specific written report at all convention committee meetings.
- E.) Submit budgets as needed to the Convention Treasurer of all estimated subcommittee costs.
- F.) Any budgetary requests, monies received, expenditures and receipts shall be included with each subcommittee report to the Convention Committee.
- G.) Introduces a unique convention theme logo (may include facilitating a logo contest) for convention committee approval
- H.) To obtain approval by the Convention Committee for all logos prior to use.
- I.) Obtain a release from all persons submitting artwork, written materials, etc., used by the convention committee, releasing all rights and privileges of ownership to GNYRCNA. Such a release must be signed by the donating person, or the material shall be returned and not used.
- J.) Ensure that the original logo be put into digital format and saved in electronic format prior to its use and preserved across multiple platforms for posterity purposes.
- K.) Design all banners, programs, tickets, flyers and convention posters using the convention themed logo.
- L.) Collaborate with the Merchandise Committee in ensure the use of the unique logo in Convention merchandise.
- M.) Collaborate with the Registration Committee to ensure the use of the logo on all tickets, programs and other registration material.
- N.) Collaborate with the programming committee to ensure the use of the logo on all ticket, programs, and meeting room signs
- O.) Collaborate with the fundraising and events committee to ensure the use of the logo on all tickets, flyers etc.
- P.) Prepare and present a final post-convention report at the final convention committee meeting that includes any digital files of logos and an original of the executed artwork releases.

**Section 7. HIPIC (Hospitals and Institutions and Public Information (a.k.a Public Relations)):** The role of the HIPIC subcommittee is to solicit hospitals and institution (treatment centers, shelters jails etc. as defined in the NA H & I handbook) to permit their residents to attend the Convention free of charge. Under the guidance of the Greater NY Regional Service Committee and its Hospitals & Institutions and Public Relations subcommittees, this 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. The role of the HIPIC subcommittee is also to increase the visibility of the Convention through news release, newsletter, flyers, public service announcements, websites, social media and other publicity and to devise and maintain press packets to promote the Convention Committee's projects and activities to the



public. 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 nor is it a beneficial time or place to encourage media participation. The duties of the HIPIC Sub-Committee Officers shall be to:

- A.) Recruit members to this subcommittee.
- B.) Hold regular subcommittee meetings.
- C.) Attend all convention committee meetings
- D.) Submit a function specific written report at all convention committee meetings.
- E.) Present budgets to the Convention Treasurer of all estimated subcommittee costs.
- F.) 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.
- G.) Choose the HIPIC speaker for any Hospitals and Institutions and Public Relations workshops with due notice to the Regional H & I Chair and PI Chair seeking their input and participation in the decision prior to the vote.
- H.) Collaborate with Merchandise and Arts and Graphics ensuring the production of a HIPIC t-shirt.
- I.) Meet with Area representatives for a list of institutions in their area and to disseminate flyers to the groups in their area.
- J.) Inform all area hospitals and institutions of upcoming convention and fundraising events.
  - 1. 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
  - 2. 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.
  - 3. All correspondence with hospitals and institutions must be overseen and approved by the GNYRSC Public Relations subcommittee.
- K.) Inform the Registration Committee the number of attendees from any hospitals or institutions for the purpose of ensuring the issuance of the requisite number of passes.
- L.) Make press packets available at the Convention Information table during the convention, in coordination with the Narcotics Anonymous Regional Public Information and Hospital and Institutions subcommittee.
- M.) Prepare and present a final post-convention report at the final convention committee meeting that includes a comprehensive list of hospitals and institutions in areas.

**Section 8. Hotels & Hospitality:** the role of the Hotels & Hospitality subcommittee is to assist in securing adequate facilities for the Convention and to assist in acting as liaison between the Convention Committee and the hosting hotel. In addition, the Hotels & Hospitality Committee shall coordinate all subcommittee convention hosting requirements with the hotel staff. The Hotels & Hospitality Chairperson serves as the Convention Host, organizing a committee that will greet all guests, maintains bulletin boards and announcements, maintain 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.

The duties of the Hotels & Hospitality Committee Officers are to:

- A.) Recruit members to this subcommittee.
- B.) Hold regular subcommittee meetings.
- C.) Attend all convention committee meetings
- D.) Submit a function specific written report at all convention committee meetings.
- E.) 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.
- F.) Present a budget to the Convention treasurer of all estimated subcommittee costs.
- G.) In collaboration with the GNYRSO BOD delegation consisting of at least one Board Member, at least one Convention Committee Steering Committee member and any other BOD authorized individual shall negotiate the details of a contract with the host hotel.
- H.) Seek support from NAWS for best practices on hotel negotiation and coordinate negotiations with NAWS staff for advice and feedback.
- I.) Assist in collaborate with each subcommittee in identifying space requirements for each subcommittee including locked space requirements especially Treasury Room, Merchandise, Registration, Serenity Keepers.
- J.) Collaborate with Convention HIPIC Committee to arrange for adequate space for a HIPIC table to be set up (preferably next to Registration).
- K.) Collaborate with Fundraising & Events and Activities Committee to provide adequate space for dancing, DJ access and requirements, Entertainment access and requirements and Banquet room access for decorating.
- L.) Collaborate with Merchandising Committee to secure adequate space for merchandise and vendor sales.
- M.) Collaborate with Program Committee to address all room requirements for workshops, main meetings, marathon meetings etc. Collaborate with Registration Committee to arrange adequate space for registration tables as well as status of paid event ticket sales in order to assess event space requirements
- N.) Arrange for Hospitality room where members can congregate and fellowship. It is the H& H committee's responsibility to keep refreshments (including coffee/tea service) and activities in this room.
- O.) Arrange for the full committee can view the variety of sleeping rooms and meeting rooms.

- P.) Arrange for a meeting approximately 30 days before the convention start date. This meeting is so the hotel managers can meet face to face with Hotels & Hospitality Committee members, Steering Committee members and subcommittee Chairs
- Q.) 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 Convention Committee.
- R.) Additional items to provide in the hospitality room shall 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
- S.) The Hotels & Hospitality subcommittee Chairperson shall form 3 teams (Suite Monitors, Decorations, Marathon Meetings), 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. Distributing flyers or request letters at the GNYRSC and at RCM's. When you have enough names, draw them from a hat or assign them to particular time slots and communicate with chairpersons to inform them of their respective time and day to chair.
    - c. Coordinate with Programming Committee to obtain speakers for each Marathon Meeting.
    - d. Post a list of the chairpersons and their times to chair outside the Marathon Meeting room as a convenient reminder.
    - e. Chairpersons may also be selected from volunteers on registration forms for people who had requested to chair a meeting.
    - f. Responsible for keeping the meeting running smoothly

- g. At the opening of the convention Marathon Meetings, the readings from the White Book are to be read 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.
  - h. 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.
- T.) Prepare and present a final post-convention report at the final convention committee meeting with as much detail as possible for your timetable during the planning stages of the convention. Include any discounts or incentives from the current hotel and suggestions for future H & H Chairpersons.

**Section 9: Serenity Keepers** The role of the Serenity Keepers\_subcommittee is to ensure compliance with the hotel and fundraising event space contracts by closely monitoring the behavior of our members and other attendees so that the 12 Traditions are not violated in promoting a positive public image of Narcotics Anonymous. The duties of the Serenity Keepers subcommittee Officers are to:

- A.) Recruit members to this subcommittee.
- B.) Hold regular subcommittee meetings.
- C.) Attend all convention committee meetings
- D.) Submit a function specific written at all convention committee meetings.
- E.) 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.
- F.) Present a budget to the Convention treasurer of all estimated subcommittee costs.
- G.) Retrieve any necessary information pertaining to the functions of all subcommittees and to report all subcommittee activities, issues or concerns in need of monitoring.
- H.) Attend all fundraising activities and oversee coverage and conduct of attendees.
- I.) Conduct at least one field trip to the convention site prior to the convention to obtain a lay-out and “feel” for the site in determining proper coverage volunteers at fundraisers and the Convention.
- J.) Coordinate the use of members to assist the other subcommittees. This includes but is not limited to ensuring proper admission to all paid events, ensuring the safe exchange of on-site funds (i.e. Registration, Merchandise and Bank deposits).
- K.) Outside of venue checks for sales of counterfeit badges and similar fraudulent activities.

- L.) Ensure that all facilities are kept clear of litter in meeting rooms and common areas.
- M.) Provide seating assistance at all main speaker meetings.
- N.) Divert and de-escalate (physical contact with any attendee prohibited) any issues concerning irate, belligerent, unruly or ill members or attendees.
- O.) Alert, hotel security to issues concerning irate, belligerent, unruly or ill members or attendees when unable to de-escalate the situation.
- P.) Train members to remain calm and assertive at all times.
- Q.) Assist Convention Committee chairperson, hotel security liaison, and Convention Committee treasurer when requested.
- R.) Prepare and present a final post-convention report at the final convention committee meeting with as much detail as possible for security strategy. Include best practices and suggestions for future Serenity Keeper Chairpersons.

**Section 10: Programming-** The role of the Programming Subcommittee is to provide programming for all convention and fundraising events leading up and during the convention in conjunction with the Fund Raising/Events & Activities subcommittee. This may include arranging for entertainment (live performances, DJs for dances, etc.). The programming committee shall also plan all Convention workshops, meetings, select main speakers and workshop speakers and Chairpersons develop a schedule of all recovery meetings to take place during the convention and prepare the written program to be distributed to Convention attendees. The duties of the Programming subcommittee Officers are to:

- A.) Recruit members of this subcommittee Reasonable efforts shall be made to include representatives for each Area on the subcommittee.
- B.) Hold regular subcommittee meetings.
- C.) Attend all Convention Committee Meetings
- D.) Present a budget to the Convention Treasurer of all estimated subcommittee costs.
- E.) Submit a function specific subcommittee report at all Convention Committee Meetings.
- F.) 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.
- G.) Votes to determine who introduces the chairperson and assigns the readings of all main meetings except the convention chairperson opens and closes the Convention. For the purposes of this provision best efforts shall be made to assign some readings to members with less than one-year clean time.
- H.) Solicit the submission of speaker-tapes for consideration as a speaker at the Convention. The cut off for speaker tape submission shall be four (4) months prior to the convention.
- I.) Main and common needs speakers shall be selected by listening to CDs or other digital means. Consider a non-negotiable minimum of three (3) speaker tapes per speaking slot.

- J.) A pool of members should be made available from which to select speaker replacements for main meeting and common needs in case of cancellations.
- K.) There is no tape or digital requirement for the selection of workshop speakers. All workshop speakers shall 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). Workshops shall be comprised of one local and one out of town speaker.
- L.) The Steering Committee retains discretion to approve all speakers, if necessary to prevent nepotism.
- M.) Members of the GNYRCNA Committee or the GNYRSO Board of Directors are prohibited from being main, common needs or workshop speakers except as alternates
- N.) Speakers selected for main meetings shall not have spoken at any convention as a main speaker in the past two (2) years and shall not be eligible for consideration to speak at future GNYRCNA conventions' main meetings for seven (7) years.
- O.) Select two (2) local (GNY region) main speakers for the opening meeting, one (1) out of state Saturday night main speaker and one out of state (1) Sunday morning spiritual speaker.
- P.) \_Written consent must be obtained from speakers of recorded meetings and workshops in advance of the meeting at which they are speaking
- Q.) Pay for out-of-state speakers' general registration packet, airfare and transportation to and from the airport, a full weekend hotel package at the lowest rates.
- R.) Pay for local speakers' general registration packet and a full weekend hotel package at the lowest rates.
- S.) SPEAKER CLEAN TIME REQUIREMENTS
  1. The speaker of the Opening meeting Saturday night meeting and Spiritual Breakfast meeting shall each have a minimum of seven (7) years NA clean time.
  2. Speakers for the Men's, Women's, Sponsorship, Bilingual, LGBT, and Illness in Recovery meetings shall each have seven (7) years NA clean time.
  3. The speaker for the Old-Timers' meeting must have a minimum of thirty (30) years NA clean time.
  4. Workshop speakers (Steps One through Twelve (1 – 12), Traditions One through Twelve (1 – 12) and all Topics) shall have a minimum of three (3) years NA clean time.
  5. 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)
- T.) TOPICS
  1. Formulate a list of topics and match speakers to the appropriate topics
  2. Topics for meetings shall be selected by the GNYRCNA Program subcommittee from a list of topics submitted from the Program Committee members.

3. 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.
4. Require that all speakers considered are individuals who are in alignment with the 12 steps, 12 traditions and concepts of the NA program, be an active member of NA fellowship and have a sponsor.
5. The GNYRCNA Program subcommittee shall remind each speaker to uphold the Sixth (6<sup>th</sup>) Tradition, reminding them not to refer to outside fellowships, facilities, or treatment centers.

U.) . MEETINGS

1. All meetings will have Greater New York Region members as Chairpersons
2. 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.
3. Require that all speakers considered are individuals who are in alignment with the 12 steps, 12 traditions and concepts of the NA program, be an active member of NA fellowship and have a sponsor.
4. The GNYRCNA Program subcommittee shall remind each speaker to uphold the Sixth (6<sup>th</sup>) Tradition, reminding them not to refer to outside fellowships, facilities, or treatment centers.
5. Workshops shall include but not be limited to Beginners, Spirituality, and Regional Service subcommittees workshops (Helpline, Outreach, Speaker Exchange, H&I, Meditation, Public Relations etc.). Reasonable efforts shall to avoid scheduling these workshops in the same time slot.
6. 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.
7. To satisfy the need for growth in personal recovery, the GNYRCNA Programming subcommittee shall provide meetings on the Twelve Steps and Traditions.
8. it is the responsibility of the subcommittee members to ensure that all convention meetings are covered (i.e. make sure speaker/chairperson is there) that all readings and announcements are placed in all meeting rooms and that meetings begin and end on time. In the event the subcommittee in finding a covering speaker, the subcommittee chairperson shall step in themselves.
9. All meetings are opened and closed with the Serenity Prayer only.
10. 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.

11. Saturday Night Meeting: The Banquet meeting is intended as the focal point for discussion of recovery in Narcotics Anonymous through working the Steps and Traditions.
  12. 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.
  13. 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.
  14. 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.
- V.) Subcommittee members shall staff the Program sign-in table and the chairpersons shall be prepared to assist in any way possible.
  - W.) 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.
  - X.) The committee, in the spirit of unity and fellowship, and to follow equal representation, as expressed in our literature – ‘Regardless of age, race, sexual identity, creed, religion, or lack of religion’ will attempt to maintain diversity in its selection for all meetings. “Strength is our Diversity”
  - Y.) Prepares a written program including times and room locations for speaker meetings, workshops and marathon meetings
  - Z.) Collaborates with the Arts and Graphics subcommittee for the design and set up of convention program.
  - AA.) Arrange for the taping of all speaker meetings and workshops.
  - BB.) Maintain the convention committee’s inventory of speaker tapes.
  - CC.) Prepare and present a final post-convention report at the final convention committee meeting that includes the inventory of speaker tapes and identifying any “runner up” tapes for early consideration for future Programming Chairpersons.

**Section 11. Fundraising/Events & Activities:** The role of the Fundraising/Events & Activities subcommittee is to raise the funds necessary to drive the GNYRCNA convention by scouting venues and planning fundraising events are held in diverse geographic areas that comprise the Greater NY Region. They will ensure that events do not overlap with other planned fundraising events of the Area where the convention fundraiser is being planned. The Fundraising subcommittee is charged with generating interest in and motivating attendance all convention related events and activities. The subcommittee’s responsibilities begin as soon as the Convention Committee is formed. NOTE: Only the following may sell tickets: Members of the Convention Committee steering, subcommittee officers, members of the Fundraising subcommittee and



Regional Conference Members (RCM's). The duties of the Fundraising/Events & Activities subcommittee Officers are to:

- A.) Recruit members of this subcommittee
- B.) Hold regular subcommittee meetings.
- C.) Attend all convention committee meetings
- D.) Submit a function specific written report at all Convention Committee Meetings
- E.) 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.
- F.) Financial records must kept be in detail ensuring that all funds in and out are accounted for. The fundraising subcommittee must work with the Convention Committee Treasurer and Assistant Treasurer regarding all incoming funds and outgoing expenses. These records are to be available at all times to the Steering Committee Treasurer and Assistant Treasurer.
- G.) Present a budget to the Convention Treasurer of all estimated subcommittee costs.
- H.) Provides a fundraising plan including projected events and definitive fundraising goals including at least one fundraiser in each of the GNYR Areas as defined above.
- I.) Plan and implement all entertainment events at fundraising events and the convention
- J.) Scout venues for fundraising events.
- K.) Arrange for entertainment (disc jockeys and performers as applicable)
- L.) Collaborate with programming committee in scheduling speakers if applicable
- M.) Ensure that the Merchandise and Registration Committees are informed of all planned events well in advance so these committees can make plans to participate.
- N.) Develop a checklist detailing all necessary logistics that must be addressed and updated as each event is planned.
- O.) Subcommittee members monitor the entrances and exits, taking tickets at the door, assist members with seating and assist entertainers.
- P.) Committee members must have their own ticket for any fundraising events.
- Q.) Present at least three (3) competitive bids with the Fundraising Events & Activities Committee's own recommendations (to be discussed and voted upon in one of the first three Convention Committee meetings.
- R.) Obtain approval by the Convention Committee for all planned events and activities.
- S.) To ensure that all events and activities are conducted in accordance with all local laws and ordinances and NA principals.
- T.) To ensure that all money raised at fundraising events and the convention are delivered to the Convention Committee treasurer at specified intervals during and after the event.
- U.) Prepare and present a final post-convention report at the final convention committee meeting that includes an itemized list of events held and their location and the total expense and funds generated at each event.

**Section 12: Registration:** The role of the Registration Committee is to register members for the convention, to implement a system of accounting for monies received for pre and onsite registrations and to staff the registration tables to ensure that both those who have pre-registered and those who register onsite receive the proper materials, tickets and information. The duties of the Registration chairperson are to:

- A.) Recruit members of this subcommittee.
- B.) Hold regular subcommittee meetings.
- C.) Attend all convention committee meetings.
- D.) Submit a function specific written report at all convention committee meetings
- E.) Maintains accurate records of all their activities as well as all correspondences. Financial reports, including need, expenditures, and receipts are included with each subcommittee report.
- F.) Present a budget to the Convention Treasurer of all estimated subcommittee costs
- G.) Ensures a clear understanding is 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 once a week. All computer generated or maintained records shall be backed up automatically and daily. The subcommittee should maintain registration form records 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 Convention Committee meeting.
- H.) Present at least three (3) sealed comparable registration production bids (unless impractical) for all purchases over \$1,000.00.
- I.) The Registration subcommittee's responsibilities begin with 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.
- J.) Design a registration flyer with:
  - 1. Dates of convention
  - 2. Online (website) booking links and email
  - 3. Hotel information with phone numbers and prices
  - 4. Contact names and numbers for registration information
  - 5. Contact names and numbers for hotel information.
  - 6. Utilizing Logo supplied by Arts & Graphics
  - 7. Address of PO Box to mail registrations to that indicates to whom to make out checks and money orders.
- K.) Collaborate with other subcommittees such as but not limited to: Fundraising & Events and Activities, Hotels & Hospitalities, HIPIC and Programming regarding what information they may want included on the flyer.
- L.) Develop early registration discount schedule for approval.

- M.) Submit flyer to full convention committee for approval before printing.
- N.) 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 and/or 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.
- O.) 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.
- P.) 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 prior to the convention at the sole discretion of the GNYRCNA Committee.
- Q.) Design a pre-registration form for the next convention.
- R.) Provide all information, in a timely manner, to the Arts and Graphics subcommittee for the design and set up of a Pre-Registration form.
- S.) Select and obtain approval by the Convention Committee of the registration form
- T.) Mail pre-registration forms to prospective attendees using email list from prior conventions.
- U.) Set up and maintain a pre-registration table at all Fundraising events once the pre-registration form is complete.
- V.) Keep records of all pre-registrations with the necessary information: name, email address, residential address, area, phone, paid events, clean date and additional donations.
- W.) Ensures that as each registration is received (whether by website, mail or a direct sale) a computer record is made indicating information about the registrant and all money received. Ensures website creates numbered receipts and provides numbered receipt to non-website registrants.
- X.) 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 upon request of the Convention Chairperson.
- Y.) A consolidated computer record, database or spreadsheet (with backup as described above) shall be maintained which contains all registrations.
- Z.) Deliver all non-website pre-registration monies to the convention treasurer within 1 week of receipt.
- AA.) The GNYRCNA Registration subcommittee is responsible for selecting and preparing a complete registration packet that includes the GNYRCNA Convention Program, the name badges and convention souvenirs.
- BB.) Present to Convention committee for approval protocol to prevent fraud and to prepare, number and distribute registration badges and wristbands and/ or packages accordingly.
- CC.) Develop process to segregate general registrations vs paid event included registrations.
- DD.) Make provisions for future convention pre-registration at convention if approved by Convention Committee and assembles and maintain a registration

table at the convention capturing, first name, last initial, email, phone. clean date, area.

- EE.) Deliver all registration money collected at the registration table during the convention to the Convention treasurer throughout each day and immediately after it closes. Ensures dual person pickup of all monies from convention registration area.
- FF.) Receive pre-convention Convention Committee approval for protocol covering discount registrations, if applicable.
- GG.) Ensures adequate staff for onsite registration with adequate, food, breaks etc.
- HH.) Prepare and present a final post-convention report at the final convention committee meeting that includes the total amount collected and number registrations, event sales and additional donations.

**Section 13: Merchandise:** The role of the Merchandise subcommittee is to assist with the financial success of the convention by generating revenue through the sale of commemorative convention merchandise including but not limited to branded clothing, mugs, pens, bags, jewelry etc. The duties of the Merchandising subcommittee officers are to:

- A.) Recruit subcommittee members
- B.) Hold regular subcommittee meetings.
- C.) Attend all convention committee meetings
- D.) Submit a function specific written report at all convention committee meetings
- E.) Present a budget to the convention committee treasurer of all estimated subcommittee costs. The budget shall clearly state the cost per item, total estimated shipping costs, and the selling price at the convention and/or other fundraising events, a projected total profit after all costs, and the time frame for obtaining the items.
- F.) 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.
- G.) Collaborate with the Arts and Graphics subcommittee regarding utilization of the approved convention logo. Collaborate with Serenity Keepers and Hotels & Hospitality Subcommittees, when planning space and time requirements for “the store” at the convention.
- H.) Ensures outside vendors at the GNYRCNA Convention must be NAWS approved specialty vendors chosen by the GNYRCNA Committee, selling items not sold by the Merchandising subcommittee.
- I.) Ensures protocol for alternative merchandise sold by outside Areas or Regions (Sundays only) are established.
- J.) Present all proposed merchandise to the convention committee for approval to purchase. The proposal shall include a budget which clearly states the mark-up (difference between wholesale cost of time and the retail selling price) by classification of item.

- K.) Present at least three (3) competitive bids for any order over \$1,000.00. Bids must be for the same quantity, quality and design.
- L.) Submit all approved requests for funds and receipts for reimbursement to the convention treasurer.
- M.) Order and inventory upon receipt merchandise approved for purchase by the convention committee.
- N.) A GNYRSO Director shall be present at all exchange of monies with the merchandise chair.
- O.) Set up and maintain a merchandise table at all fundraising events and the convention
- P.) The Merchandise Chairperson shall be responsible to make a spot inventory on a regular basis to see if all merchandise is accounted for utilizing a spot inventory form.
- Q.) Any person who is selling merchandise is responsible for the merchandise or the equivalent monetary value if the books do not reconcile.
- R.) Deliver all money collected from pre-convention sale merchandise within two (2) days of receipt.
- S.) Keep accurate records of sales transactions and receipts.
- T.) Guidelines for Merchandise Inventory Control prior to convention are:
  1. Physical inventory upon delivery (text is spelled correctly, sizes are correct, items are in working order, etc.).
  2. Paper and digital Inventory Log
  3. Receipts for money received and merchandise both in and out
  4. Spot inventory
- U.) The Merchandise Chairperson shall set up a merchandise “store” at the convention
- V.) The Merchandise Chair shall store 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
- W.) The Merchandise Chair shall ensure all money collected at the merchandise table during the convention is collected by the convention treasurer and directors throughout each day and immediately after it closes.
- X.) The Merchandise Chair shall prepare and present a final post-convention report at the final convention committee meeting that includes total number of units and total cost of each item ordered (including shipping and handling) the total number of units of each item sold and the total amount of funds collected and the total amount of unsold inventory of each item. within a two (2) weeks after the convention, for attachment to the Treasurer’s final convention report.

Section 14: Non-Designated Members (non-voting members)

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.

DUTIES: The non-designated members will be assigned to any needed.

## **ARTICLE IX: MEETINGS**

**Section 1. Attendance:** All Steering Committee members shall attend all Steering Committee meetings all subcommittee members shall attend all subcommittee meetings and all Steering Committee and subcommittee chairpersons and vice chairpersons shall attend all Convention Committee Meetings. In the event a member cannot attend, the Chairperson shall be notified. If a member misses two (2) or more consecutive meetings or three (3) meetings total during one Convention period (from Convention Committee formation until the Final Convention meeting), the Chairperson or Vice Chairperson shall address the matter to the Convention Committee for possible action. If a Convention Committee Steering committee or subcommittee chairperson fails to attend two (2) or more consecutive Convention Committee meetings, two (2) of their respective subcommittee meetings or three (3) meetings total during one Convention period, the vice chairperson of that subcommittee shall be entitled to the right to assume the position of the chairperson of that subcommittee if so appoint by the Convention Committee. In the evident a vice chair declines to assume control of their subcommittee, the Convention Committee may assume direct control of the subcommittee. In the event, the Convention Committee assumes control of a subcommittee, the Steering Committee Chairperson or Vice Chairperson, acting as subcommittee Chairperson, shall attempt to return the subcommittee to a position of good standing. If a Convention Committee non-designated member is not attending Convention Committee meetings as per the Guidelines and/or is not fulfilling their responsibilities, the Subcommittee Chairperson or Vice Chairperson is required to bring the matter to the floor of the next regularly scheduled Convention Committee meeting. A motion to terminate the member may be made upon a showing that their absences have rendered them incapable of fulfilling the responsibilities of the position. Removal from office of any Convention Committee officer or member shall constitute a fundamental change (pursuant to section 4 & 5 of this Article). Thus, the motion to remove, if seconded, must pass with a two-thirds majority vote.

**Section 2. Purpose:** The purpose of the Convention Committee Meetings is to receive reports of the officers of the Steering and subcommittees, and for any other business that may arise.

**Section 3. Convention Committees:** The Convention Committee shall meet a minimum of twenty-four (24) times during a convention period to address the business necessary for the functioning of the Committee. For the purposes of this document, the

term “convention period” shall be defined as the First Convention Committee meeting until three (3) months after the last Convention date.

**Section 4. Subcommittees:** The Steering and each subcommittee shall meet a minimum of twenty-four (24) times during a convention period and outside of general Convention Committee meetings to address the business necessary for the functioning of the Subcommittee.

**Section 5. Motions Types:** For the purposes of this Article there shall be two (2) types of motions 1). Routine motions and 2) non-routine “fundamental change” motions the former shall require a simple majority vote with the latter requiring a two-thirds (2/3) majority vote.

**Section 6. Fundamental Changes:** For the purposes of this Article, a “fundamental change” motion shall seek to alter, amend, abridge, diminish or expand power, authority or control over the assets of or the relationship between stakeholders (i.e. convention committee entities such as the plenary committee, steering committee or subcommittee). The Convention Chair shall determine what constitutes a “fundamental change” subject to being overruled by a 2/3 majority vote of the Convention Committee for the purposes of this provision.

**Section 7. Quorum:** No business requiring a vote may be conducted without a quorum being established. A quorum shall be defined as a minimum of two-thirds of the filled voting member seats on the Convention Committee. Once a quorum has been established it will be presumed that a quorum still exists. Anyone sensing a lack of quorum may request a “roll call” which must immediately be conducted for the purposes of confirming the quorum.

**Section 8. Motions:** Any Convention Committee member except the Steering Committee chairperson may make, second, or speak to motions. Once a motion is made, a second will be necessary before any discussion pro or con shall be allowed. A motion that fails to earn a second dies. 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”. Points of information and points of order are always in order at prior to or subsequent to calling the vote. It shall be discretionary to the extent to which a chairperson observes Robert’s Rules of Order.

**Section 9. Voting:** Each Committee member eligible to vote pursuant to Article IV shall be permitted to vote on any seconded Convention motion. Voting is traditionally conducted by a show of hands. All votes shall be conducted by utilizing the motion making process. There shall be no “quick votes” by acclamation or otherwise in order to ensure a group conscience consensus. If a non-member of the Convention Committee attends a Convention Committee meeting as a non-participant observer. They do not have the right to speak from the floor or to vote except during the question and answer

portion of the meeting, if applicable. Thereafter, the Convention Chairperson counts the vote and the results are announced “for” “against” and “in abstention”. Any timely request (made prior to the vote) by a Convention Committee member for a “roll call” vote in lieu of the show of hands shall be honored. Whenever a “roll call” vote is conducted, each member’s vote shall be published in the Convention Committee meeting minutes. Any “sensitive issue” as so identified by the Steering Committee shall be subject to a written ballot in lieu of a roll call. Thereafter, the Convention Chairperson counts the vote and the results are announced “for” “against” and “in abstention”. The results of a sensitive ballot vote shall not be published in the Convention Committee minutes by member.

**Section 10. Agendas:** An agenda or format should be prepared prior to meetings. Convention Committees use the agenda shown below:

- I. Opening
- II. Chairperson’s report (review progress to date and relay recent information)
- III. Treasurer’s report (update on expenses and new balance)
- IV. Subcommittee reports (except in subcommittee meetings)
  
- V. Old Business (including disbursement)
- VI. Break
- VII. Open Forum
- VIII. New Business (including subcommittee disbursement requests)
- IX. Closing Prayer

**Section 11. Parliamentary Procedure:** The rules contained in the current edition of “Robert’s Rules of Order” shall govern the GNYCNA in all cases to which they are applicable subject to the discretion of the chairperson to the extent they are consistent with these Policy and Guidelines and any special rules that the GNYSRO may adopt.

**Section 12. Policy & Guideline Amendments:** A motion to amend the Convention Committee Policy & Guidelines shall constitute a motion for a fundamental change provided said motion shall be reduced to writing bearing the legend “motion for intent ....” and is submitted during new business at a general or special Convention Committee meeting. In the event the motion is seconded, the motion shall be tabled for a minimum of one month (30 days), referred to the Steering Committee and calendared for old business at the next eligible general or special Convention Committee meeting. If the motion carries by a two-thirds (2/3) majority vote, the motion shall be referred to the GNYRSO Board of Directors and the GNYRSC (RCM’s) for approval. All motions pertaining to the guidelines and policies of GNYRCNA must carry by the GNYRSO Board of Directors in order to take effect. If the motion fails to carry at the GNYRSO BOD by a two-third (2/3<sup>rd</sup>) vote, the motion fails.

## **ARTICLE X: FINANCE**



**Section 1. Funding:** The Convention Committee shall be primarily funded by prior convention prudent reserve “seed” monies, registration fees and fundraising event proceeds, paid event ticket sales and merchandise sales. All funds received shall be used exclusively by the Convention Committee to meet costs and expenses of the convention in accordance with the objects and purposes for which the Convention Committee was formed, which is to host the convention.

**Section 2. Banking:** The GNYRSO shall maintain and administer a separate business FDIC insured business checking and savings account for the sole benefit of the Convention Committee in accordance with the objects and purposes for which the Convention Committee was formed.

**Section 3. Allocations:** The Convention Committee’s budget shall include reasonable allocations to create and maintain a prudent reserve to cover the expenses associated with operating the Convention. All funds collected or acquired by the Convention Committee from any source including, without limitation, independently raised funds from fundraising events shall be deposited within seventy-two (72) hours of receipt of said financial institution subject to authorized disbursement.

**Section 4. Records:** The Convention Committee Treasurer shall maintain such financial and accounting records (including Merchandise, Registrations and Fundraising) pursuant to applicable laws regarding the income and assets of a tax-exempt organization and shall participate in an audit of the financial record upon GYNRSO BOD or the GYNRCA request.

**Section 5. Reporting:** The Convention Committee Treasurer shall present a pre-convention and post-convention financial report to the GYNRSO within fourteen (14) days prior to the convention and at the Final Convention meeting to be held within fourteen (14) days.

**Section 6. Expenditures:** All Convention Committee expenditures shall be made by check or electronic means requiring at least two (2) out of three (3) authorized signers on the Convention bank account.

**Section 7. Proceeds:** All monies received at the Convention shall be deposited into the Convention Bank account daily if possible or at a minimum the next business day with a minimum of two (2) members of the Steering Committee at least one to include the Convention Committee Treasurer or member of the GYNRSO Steering Committee present when money is counted.

**Section 8: Merchandise:** All unsold merchandise shall be inventoried, valued and stored at the GNYRSO for use by the next convention committee for fundraising purposes by the Fundraising subcommittee unless otherwise disposed pursuant to GNYRSO BOD approval.

## **ARTICLE XI: CONTRACTS**

Section 1: Purchasing & Orders: All purchases shall be made in accordance with the budgeting protocol described in Article II. If expenditures of less than five hundred dollars (\$500.00) are necessary in emergent circumstances, said purchases shall be made with the approval of the Subcommittee chair and Convention Committee Treasurer or Vice-Treasurer if the Treasurer is absent or otherwise unavailable. The Convention 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 substandard.

Section 2: Signatories: Only GNYRSO Board of Directors may sign a contract that binds the GNYRSO.

Section 3. Licenses & Permits: All entities with whom the Convention Committee hires to provide goods or services must be state licensed; insured and if applicable have sufficient permits to render the service or good.

Section 4. Bids/Proposals: No contract for goods or services over \$1,000.00 shall be executed without prior Convention Committee and GNYRSO BOD approval unless or until a minimum of three (3) bids/proposals are considered for all contracted activities (i.e. hotels, food and beverage, merchandise, printing etc.). The three (3) bid policy is not optional, if a subcommittee cannot fulfill this requirement, the full Convention committee must review the issue prior to any agreement being signed and this action must be reported to the GNYRSO.

Section 5. Bidding Conflicts: Any GNYRSO Director or Convention Committee member who has direct, indirect, actual or potential ownership, investment, or a compensation arrangement with any business entity or individual that seeks to bid or otherwise enter into any business transaction with the Convention Committee must disclose such potential conflict of interest and immediately provide a completed conflict of interest form to the GNYRSO Board. If the business entity or individual is allowed to bid, a sealed bidding process must be closely followed at which the conflicted Director or Committee member shall not participate in selection discussions or the voting process. If any such Director or Committee Member who knew or should have known of such potential conflict fails or failed to follow the above process, any and all business negotiations shall cease and/or the business contract shall be terminated provided that no legal and/or financial penalty shall be incurred by the Committee and/or the GNYRSO. The offending Committee member's removal is automatic subject to the right of redress provided in the Tenth (10th) Concept. An offending GNYRSO Director's removal and/or sanction is governed by the GNYRSO Bylaws.

Section 6. Literature: All literature materials supplied through the Convention Committee must be NAWS approved or approval from the GNYRSO and/or GNYRSC must be acquired. The NA Fellowship Intellectual Property Trust (FIPT) which can be found on the www.na.org website must be considered in all discussions and decisions made.

## **ARTICLE XII: POST CONVENTION PROTOCOLS**

Section 1: Proceeds: After each Convention, a prudent reserve of a minimum of twenty-five thousand dollars (\$25,000.00) over and above pre-registrations shall be maintained to finance the next Convention (“seed monies”). Said funds shall be disbursed using the following priorities subject to disbursement for outstanding debts pursuant to GNYRSO Board Approval:

1. To be held in the Convention Bank Account as seed money for the next convention.
2. Retained by the Regional Service Office to provide services for the Regional Service Committee and the Areas.
3. Donated to the Regional Service Conference for use as they see fit.

Section 2. Property: All Convention Committee Members shall safeguard the ownership of all Convention Committee property (physical and intellectual) as trusted servants. Any property used or created for subcommittee functions shall be returned and /or relinquished to the Committee upon the completion of their term of service. Subcommittee Chairs shall pass along all subcommittee property to next year’s Convention Chair with their final convention report at the final convention meeting.

Section 3. Archives: All Convention Committee Members shall safeguard the ownership of all Convention Committee records as trusted servants by saving material appropriate to archive. Material appropriate for archive shall include but be not limited to meeting minutes, proposals, contracts, financial records, receipts, forms, logos, designs and renderings. Subcommittee chairs shall pass along all subcommittee archival material with their final report at the final Convention meeting.