

UPPER ROCKY MOUNTAIN REGIONAL CONVENTION COMMITTEE GUIDELINES

FINAL DRAFT 2/03/08

ARTICLE I - NAME

Section 1: The name of this Convention shall be the

UPPER ROCKY MOUNTAIN REGIONAL CONVENTION OF NARCOTICS ANONYMOUS

ARTICLE II- PURPOSE

Section 1: Purpose of this convention is to provide an annual celebration of recovery in NA event through following the Principles in the Twelve Steps of NA, Twelve Traditions of NA and Twelve Concepts of NA service; to further our primary purpose in carrying the message of recovery in NA throughout the Upper Rocky Mountain Region while supporting the host area and local NA Fellowship; to provide speaker meetings, workshops and other events that carry the NA message of recovery.

ARTICLE III- COMMITTEE MEMBERSHIP

Section 1: The committee shall be made up of: Executive Committee

- A.
 - a. Chairperson
 - b. Vice-Chairperson
 - c. Secretary
 - d. Treasurer
 - e. Alternate Treasurer
- B. Sub-Committee Chairpersons
 - a. Arts and Graphics Chairperson/Vice Chairperson
 - b. Convention Information Chairperson/Vice Chairperson
 - c. Fundraising and Entertainment Chairperson/Vice Chairperson
 - d. Hotels and Hospitality Catering Chairperson/ Vice Chairperson
 - e. Merchandise Chairperson/Vice Chairperson
 - f. Program Chairperson/Vice Chairperson
 - g. Registration Chairperson/Vice Chairperson
- C. Sub-Committee Members
NA members committed to doing service in NA, developing a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA.
- D. Ad-Hoc Committees

Section 2: Voting Members of the Committee shall consist of the Sub-Committee Chairpersons including the Ad-hoc Chairs and the Executive Committee, except the Alternate Treasurer. **The Chairperson votes only in the case of a tie.**

Section 3: Non-Voting Members shall consist of the Alternate Treasurer, Sub-Committee Vice-Chairpersons, Sub-Committee Members, Sub-Committee Vice-Chairpersons will become a voting member in the absence of the Sub-Committee Chair. The Alternate Treasurer will become a Voting Member in the absence of the Treasurer.

Section 4: Nominations and motions can be made by any committee member, excluding the Chairperson, but must be seconded by a voting member.

Section 5: Any voting member, excluding executive committee members, may hold more than one voting membership or combination of voting and non-voting membership, if approved by the convention committee. In the case of a member holding more than one voting membership, only one vote will be allowed.

ARTICLE IV- ELECTION OF COMMITTEE MEMBERS

Section 1: Election of Convention Executive Committee will be held at the last day of the convention.

Section 2: An election to fill a vacancy in any position will occur at the following Convention Committee meeting. It will be the duty of the Convention Committee Chairperson to notify the URMRS Committee of the vacancy so intent to fill the vacancy can be given to the fellowship.

ARTICLE V- REMOVAL OF COMMITTEE MEMBERS

- Section 1: An executive committee member, sub-committee chairperson or sub-committee vice-chairpersons will be automatically removed from their position for non-compliance, which includes:
- A. Loss of clean time.
 - B. Non-fulfillment of duties.
 - C. Misappropriation of convention funds.
 - D. Absence of two consecutive committee meetings without prior notification given to any member of the convention executive committee and approval by the chairperson.
- Section 2: Any committee member can resign from their position by providing written notice to the convention committee chairperson at the regular meeting prior to their resignation.

ARTICLE VI- DUTIES OF COMMITTEE MEMBERS

Section 1: ***Chairperson Requirements:*** One Year Commitment or as needed. Minimum five (5) years clean time for Chairperson. Minimum of five (5) years of NA service.

- a) Willingness, time and resources to serve.
 - b) A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA, through application. Previous convention experience a must.
 - c) Willingness to resign all other elected positions at the Area and Regional levels of service.
 - d) Experience on and understanding of their subcommittee functions and guidelines.
- Duties
- a) Appoints all Ah-hoc committees, organizes sub-committees and delegates major tasks to specific sub-committees or Ad-hoc committees. Stays informed of the activities of each sub-committee, and provides help when needed.
 - b) Keeps activities within the principles of the Twelve Traditions and in accord with the purpose of the Convention.
 - c) Monitors the fund flow and overall Convention costs and assist organize the subcommittee budgets.
 - d) Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to taking action.
 - e) Allows the sub-committees to do their jobs while providing guidance and support. Exercises patience and tolerance while helping resolve personality conflicts.
 - f) Prepares agendas and chairs the convention committee meetings as well as the convention.
 - g) Must attend all URMRSR meetings and reports on progress of the Convention Committee and all pertinent information.
 - h) Submits an executive committee budget within thirty days of being elected.
 - i) Always upholds the ***CONVENTION COMMITTEE GUIDELINES!***
 - j) A written report must be done and handed out at all Convention Committee meetings.
 - k) Has Convention Guidelines copies available for NA members serving on the committees and helps members understand their duties.

Section 2: ***Vice-Chairperson Requirements:*** One (1) year Commitment. Minimum four (4) years clean time for Vice-Chairperson. Minimum of four (4) years of NA service.

- a) Willingness time and resources to serve.
- b) The ability to exercise patience and tolerance.
- c) A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA through application.
- d) Prior convention committee experience.
- e) Willingness to resign all other elected positions at the Area and Regional levels of service.
- f) Experience on and understanding of their subcommittee function and guidelines.

- Duties
- g) Vice-Chairperson is to be a member of the next hosting area.
 - a) Acts as chair in the absence of the Chairperson.
 - b) Coordinates sub-committees and attends sub-committee meetings when needed, in order to assure that they get the necessary support to do a good job.
 - c) Works closely with the Chairperson to help delegate responsibilities to sub-committee chairpersons and ad-hoc committees.
 - d) A written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
 - e) Must attend all URMRS C meetings and submit a written report as needed.

Section 3: **Secretary Requirements:** Suggested minimum of three (3) years clean. Prior Convention committee experience (Voting Membership).

- a) Time and commitment to fulfill duties.
 - b) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of NA With previous Secretary experience a plus.
- Duties:
- a) Keeps an extra set of minutes, updated after each committee meeting, for members who request a complete set. Keeps Extra copies of Convention

Guidelines available for NA members.

- b) Maintains a list of names, addresses, and phone numbers of all committee members for committee use.
- c) Maintains an archive of the convention for history and for future convention committees.
- d) Prepares the agenda, in coordination with the Chairperson, for the Convention Committee Meetings.
- e) A written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.

Section 4: **Treasurer Requirements:** Minimum five (5) years clean time. Minimum of five (5) years of NA service.

- a) Willingness, time and resources to serve.
 - b) A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA through application, and an understanding of the URMRS C policies including the URMRS C money management and theft policies.
 - c) Be financially secure and good at managing his/her personal finances, as well as inspiring the trust of the URMRS C Committee.
 - d) Willingness to resign all other elected positions at the Area and Regional levels of service.
 - e) Experience and understanding of their subcommittee function and guidelines.
- Duties:
- a) Opens bank account for the Convention Committee. All checks will require two (2) signatures, that of the Treasurer and one of the following: Chairperson, Vice-Chairperson, or the Secretary.
 - b) Works with the Chairperson and Vice-Chairperson to prepare a Convention budget. The budget is based on the recommendation as to the monies they will need to carry out their tasks.
 - c) Writes all checks and is responsible for collecting all receipts for money paid out.
 - d) Responsible for all Convention money. Pays all bills, and advises the Committee on cash supply, income flow, and rate of expenditures.
 - e) Reviews Sub-Committee reports for departures from their original budgets so an accurate budget can be maintained.
 - f) Makes records available and maintained for audit to be conducted at the discretion of the Convention Committee or at the request of URMRS C.

- g) Helps perform audit when deemed necessary.
- h) Serves as the Chairperson in the absence of the Chairperson or Vice-Chairperson.
- i) A written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.

Section 5: **Alternate Treasurer Requirements:** Minimum four (4) years clean time. Minimum of four (4) years of NA service

- a) Willingness, time and resources to serve.
- b) A working knowledge of the Twelve Steps Twelve Traditions and Twelve Concepts of NA through application, and an understanding of the URMRSRSC policies including the URMRSRSC money management and theft policies.
- c) Be financially secure and good at managing his/her personal finances, as well as inspiring the trust of the URMRSRSC Committee.
- d) Experience and understanding of their subcommittee function and guide.
- Duties a) Shares the responsibility of all Convention finances with the Treasurer.
- b) Acts as the Treasurer in the absence of the Treasurer. When acting as the Treasurer, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
- c) Meets monthly with the Treasurer.
- d) Works with the Chairperson and Vice-Chairperson to prepare a Convention budget. The budget is based on the recommendations as to the monies they will need to carry out their tasks.
- e) Works with Sub-Committees, at their requests, to develop budgets using information from previous financial records.
- f) Acts as a witness to all financial transactions that take place at the Convention.
- g) Helps perform any audits conducted.
- h) Does not sign any Convention Checks. Does not open any Convention Accounts.

Section 6: **Arts and Graphics Chairperson Requirements:** Suggested minimum of two (2) years clean time and commitment to fulfill duties. Prior convention experience.

- Duties a) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of NA Willingness to serve.
- b) Hold a monthly Sub-Committee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- c) Be in charge of introducing a new Convention theme and logo each year.
- d) Be responsible to obtain a release from all persons submitting artwork, written materials, etc., used by the Convention Committee, releasing all rights and privileges of ownership to the convention committee. Such a release must be signed by the donating person, or the material will be returned and not used.
- e) Be responsible to insure that the original logo be put into digital format and saved on a disk before it is used for anything.
- f) Be responsible for the designing of all banners, programs, tickets, flyers, convention posters, and all Convention merchandise using the Convention logo.
- g) Must present a budget to the Treasurer of all estimated Sub-Committee costs within thirty days of being elected.
- h) A written report must be done and handed in at all Convention Committee Meetings, except at special order of business meetings if not pertaining to their position.

Section 7: **Arts and Graphics Vice-Chairperson Requirements:** Suggested minimum of One year clean.

- Duties: a) Time and commitment to fulfill duties.
- b) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts

- of NA
- c) Acts as the Arts and Graphics Chairperson in the absence of the Arts and Graphics Chairperson. When acting as the Chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
- d) Must attend Sub-Committee meetings monthly.
- e) Works in conjunction with the Chairperson to fulfill all duties pertaining to that Committee.
- f) Completes other duties as directed by the Convention Committee or the Arts and Graphics Chairperson.
- g) Be responsible for, in coordination with the Fund Raising and Entertainment Committee for the cooking and cleaning of all meals at events.
- h) Be responsible for table decorations at all events and the Convention Banquet and Breakfast.
- i) Must present a budget to the Convention Committee prior to each activity.
- k) A written report must be done and handed in at all Convention Committee Meetings.

Section 8: **Convention Information Chairperson Requirements:** Suggested minimum of two (2) years Clean. Prior Convention Experience.

- Duties:
- a) Time and commitment to fulfill duties.
 - b) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of NA
 - a) Hold a monthly Sub-Committee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
 - b) Must present a budget to the Treasurer of all estimated Sub-Committee costs within thirty days of being elected.
 - c) Be in charge of informing all surrounding NA communities of upcoming Convention and upcoming Fund Raising Events.
 - d) Be in charge of informing the NA WAY, as well as any other related publication, of upcoming Convention and Fund Raising Events.
 - e) Be responsible for supplying Convention information to Webmasters of the Regional and Area Websites, along with other Regional Websites in the Rocky Mountain Forum.
 - f) Be in charge of informing all local treatment facilities/treatment programs of the upcoming Convention 6 months and 1 month prior to the convention. Make information about number of attendees from any local treatment facilities/programs available to the Registration Sub-Committee.
 - g) Make press packets available at the Convention, in coordination with the host area Public Information committee in accordance with the Twelve Traditions of NA
 - h) A written report must be done and handed in at all Convention Committee Meetings.

Section 9: **Convention Information Vice-Chairperson Requirements:** Suggested minimum of One year clean.

- Duties:
- a) Time and commitment to fulfill duties.
 - b) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of NA Service.
 - a) Acts as the Convention Information Chairperson in the absence of the Chairperson. When acting as the Chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
 - b) Must attend Sub-Committee meetings monthly. Works in conjunction with the Chairperson to fulfill all duties pertaining to that Committee.

- c) Completes other duties as directed by the Convention Committee or the Convention Information Chairperson.

Section 10: **Fundraising and Entertainment Chairperson Requirements:** Suggested minimum of Three years clean. Prior convention experience

- a) Time and commitment to fulfill duties.
 - b) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of NA Service.
- Duties:
- a) Hold a monthly Sub-Committee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
 - b) Must present a budget to the Treasurer of all estimated Sub-Committee costs within thirty days of being elected
 - c) Must make sure that all events are done within the Twelve Traditions of NA and the 12 Concepts of NA. Abide by all local laws and ordinances. Fund Raising should only be done within the NA fellowship.
 - d) Be in charge of all fund raising and entertainment. All events must be approved by the Convention Committee before they are carried out. Events need to be planned far enough in advance to provide the fellowship with adequate information, flyers etc.
 - e) A list of all expenses must be presented for approval, before each event. After the Convention Committee has approved the event, and the expenses, the Treasurer will issue the Fund Raising Chairperson a check for the amount approved. Expenses will include: change, refreshments, raffle prizes, decorations, rent, etc.
 - f) Be responsible to deliver all money raised from the events to the Convention Treasurer within 72 hours after the event.
 - g) Be in charge of planning and carrying out all entertainment events at the Convention. All money raised at the Convention events must be delivered to the Convention Treasurer immediately after the event.
 - h) A written report must be done and handed in at all Convention Committee Meetings.

Section 11: **Fund Raising and Entertainment Vice-Chairperson Requirements:** Suggested minimum of one year clean. Prior convention experience.

- a) Time and commitment to fulfill duties.
 - c) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of NA Service.
- Duties:
- a) Acts as the Fund Raising and Entertainment Chairperson in the absence of the Chairperson. When acting as the Chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
 - a) Must attend Sub-Committee meetings monthly. Works in conjunction with the Chairperson to fulfill all duties pertaining to that Committee.
 - b) Completes other duties as directed by the Convention Committee or the Fund Raising and Entertainment Chairperson.

Section 12: **Hotels and Hospitality Chairperson Requirements:** Suggested minimum of three (3) years clean. Prior convention experience

- a) Time and commitment to fulfill duties.
 - b) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of NA
- Duties:
- a) Hold a monthly Sub-Committee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
 - b) Must present a budget to the Treasurer of all estimated Sub-Committee costs within thirty days of being elected.
 - c) Solicit 3 convention hotel bids cost estimates, and be in charge of all negotiations

of contracts with the hotel, including meals. Submit a written outline to the hotel of the rooms required, workshop, marathon, hospitality etc., and estimated attendance. All contracts must be in writing and signed by the hotel representative. Final approval must be given by the Convention Committee. A minimum of three bids must be submitted for review and/or approval.

- d) Using all information available, be responsible to project an estimated attendance figure for use by all other Sub-Committees, such figure should be available within 60 days of being elected.
- e) Must present the Convention Committee a menu of all meals as well as proposed cost of meals for registration package.
- f) Be in charge of authorizing and signing for services (coffee, rooms, etc.) before and during the Convention. A maximum of three people will be allowed to sign.
- h) A written report must be done and handed in at all Convention Committee Meetings.

Section 13: ***Hotels and Hospitality Vice-Chairperson Requirements:*** Suggested minimum of three (3) years clean. Prior convention experience.

- a) Time and commitment to fulfill duties
- b) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of NA
- Duties: a) Acts as the Hotels and Hospitality Chairperson in the absence of the Chairperson. When acting as the Chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
- b) Must attend Sub-Committee meetings monthly. Works in conjunction with the Chairperson to fulfill all duties pertaining to that Committee.
- c) Completes other duties as directed by the Convention Committee or the Hotels and Hospitality Chairperson.

Section 14: ***Merchandise Chairperson Requirements:*** Suggested minimum of three (3) years clean. Prior convention experience.

- a) Time and commitment to fulfill duties.
- b) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of NA
- Duties: a) Hold a monthly Sub-Committee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- b) Must present a budget to the Treasurer of all estimated Sub-Committee costs within thirty days of being elected.
- c) Work closely with the Arts and Graphics Committee for the design of merchandise prior to contracting with a company 6 months prior to the convention
- d) Be responsible for the contracting of all Convention merchandise. A minimum of three bids must be obtained for approval by the convention committee.
- e) Be responsible to see that convention merchandise is purchased from the company contracted to produce said merchandise, only by the Merchandise Sub-Committee, with the proper Convention Committee approval.
- f) Make sure that all merchandise sold by the Merchandising Committee, or people authorized to sell merchandise by the Merchandise Sub-Committee, is paid for in full, before it is handed over.
- g) Must maintain a record of all merchandise purchased and sold and must keep that record up to date. Include this information in monthly reports to Convention Committee.
- h) Be in charge of the sales of all current year merchandise. Be responsible for the operation of a store at the Convention, where merchandise can be sold.
- i) See that the sale of all commercial merchandise is prohibited.
- j) Oversee the sales of all other fellowship merchandise.

- k) Must deliver all money raised from pre-Convention sales of merchandise to the Treasurer within 72 hours, and daily during the Convention.
- l) Must give a report of all left over merchandise at the first regular Convention Committee meeting following the Convention.
- n) A written report must be done and handed in at all Convention Committee Meetings.

Section 15: **Merchandise Vice-Chairperson Requirements:** Suggested minimum of one (1) year clean. Prior convention experience

- a) Time and commitment to fulfill duties
 - b) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of NA
- Duties: a) Acts as the Merchandise Chairperson in the absence of the Chairperson. When acting as the Chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
- b) Must attend Sub-Committee meetings monthly. Works in conjunction with the Chairperson to fulfill all duties pertaining to that Committee.
 - c) Completes other duties as directed by the Convention Committee or the Merchandise Chairperson.

Section 16: Program Chairperson Requirements: Suggested minimum of three (3) years clean.

- a) Prior convention experience time and commitment to fulfill duties.
 - b) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of NA
 - c) Clear understanding of the importance of having NA speakers who carry a NA message of Recovery.
- Duties: a) Hold a monthly Sub-Committee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- b) Must present a budget to the Treasurer of all estimated Sub-Committee costs within thirty days of being elected. Projected Main Speaker travel and hotel costs.
 - c) Maintains the Convention Committee's collection of NA speaker tapes. Passes this collection to next years convention after NA speakers are chosen
 - d) Inform the NA community of the opportunity to submit NA speaker tapes/names as well as the deadlines to be considered for the upcoming Convention.
 - e) Be responsible for the scheduling of all Convention events. Must submit the program agenda to the Convention Committee 6 months prior to the Convention for approval, along with the names of NA Main Speakers and Program Speakers.
 - f) Provide in a timely manner all information to the Arts and Graphics Sub-Committee for the design and set up of Convention Program.
 - g) Be in charge of setting up all speaker meetings, marathon meetings and workshops. All speakers must be NA members who carry a clear message of recovery in NA, who base their recovery in NA, identify themselves as addicts, and attend NA meetings to sustain their recovery. Main speakers must have five years clean; Workshop speakers must have at least 1 year clean and be active in local NA fellowship.
 - h) Be responsible for arranging taping of all NA speaker meetings and workshops, if approved by the Convention Committee, always keeping within the Twelve Traditions of NA Include Cost in program budget.
 - i) Responsible for Contacting Main Speakers and arranging travel requirements and hotel rooms. Maintaining contact with NA speakers on regular basis until the convention. Have back up speakers list available.
 - j) A written report must be turned in at all Convention Committee Meetings.

Section 17: **Program Vice-Chairperson Requirements:** Suggested minimum of two (2) years clean. Prior Convention Experience.

- a) Time and commitment to fulfill duties
- b) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of NA
- Duties: a) Acts as the Program Chairperson in the absence of the Chairperson. When acting as the Chairperson, a written report must be done and handed in at all Convention Committee meetings.
- b) Must attend Sub-Committee meetings monthly. Works in conjunction with the Chairperson to fulfill all duties pertaining to that Committee.
- c) Completes other duties as directed by the Convention Committee or the Program Chairperson.

Section 18: **Registration Chairperson Requirements:** Suggested minimum of two (2) years clean. Prior Convention experience. Time and commitment to fulfill duties.

- a) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of NA
- Duties: a) Hold a monthly Sub-Committee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- b) Must present a budget to the Treasurer of all estimated Sub-Committee costs within thirty days of being elected.
- c) Provide all information. Related to pre-registration flyer and ensures the first flyers are sent out to the NA fellowship 6-7 months before convention.
- d) Be responsible for preparing and distributing a complete registration package. A minimum of three bids must be obtained for approval by the Convention Committee, for any items the Sub-Committee would like to provide to registrants in the registration package.
- e) Must deliver all registration money collected to the Treasurer weekly.
- f) Be responsible for setting up and maintaining a registration table at all Fund Raising events once the Pre-Registration form is complete.
- g) Be responsible for setting up and maintaining a registration table at the beginning of the Convention.
- h) Deliver all registration money collected at the Registration table to the Treasurer periodically throughout the day and immediately after it closes.
- i) A written report must be done and handed in at all Convention Committee Meetings, except at special order of business meetings if not pertaining to their position.

Section 19: **Registration Vice-Chairperson Requirements:** Suggested minimum of one (1) year clean.

- a) Time and commitment to fulfill duties
- b) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of NA
- Duties: a) Acts as the Registration Chairperson in the absence of the Chairperson. When acting as the Chairperson, a written report must be done and handed in at all Convention Committee meetings
- b) Must attend Sub-Committee meetings monthly. Works in conjunction with the Chairperson to fulfill all duties pertaining to that Committee.
- c) Completes other duties as directed by the Convention Committee or the Registration Chairperson.
- d) Reports should be given to the chairperson in a timely manner within last convention committee meeting.

ARTICLE VII- MEETINGS

Section 1: Regular meetings will be held at least once a month. The committee can approve meeting as often as needed. The meeting should be held on the same day/days of each month so there will be less confusion.

Section 2: Special meetings may be called upon written request of any voting member of the committee. The purpose of the meeting shall be stated. No other business shall be conducted. The Chairperson

must call such a meeting within two weeks of receiving written notice and must give at least one-week notice to all Committee members.

- Section 3: A quorum must be present before any business can be conducted. Fifty percent (50%) of the voting members constitute a quorum. Two executive committee members must be in attendance.
- Section 4: Each Sub-Committee will hold a Sub Committee meeting at least once a month. The meetings should be held on the same day of the month so there will be less confusion and so the information can be made available to the fellowship to encourage participation.
- Section 5: The Executive Committee shall meet at any time at the request of one or more members of the Executive Committee. At least one week notice will be given.
- Section 6: The first Convention Planning Meeting will be held ASAP after the URMRS elects the convention chairperson. At this meeting copies of the Convention Guidelines will be passed to any and all NA members present. Each position and requirements/ duties will be read and reviewed so anyone being elected will be informed of their duties and suggested requirements and any concerns can be addressed. So these NA members can make an informed decision, whether they can follow through with their duties. A post convention meeting will be held within one month of the end of the convention. Purpose will be to review and pass on information to the next Convention Committee from all the Executive Committee members and Sub-committee chairs.

ARTICLE VIII- STANDING SUB-COMMITTEES

- Section 1: All Sub-Committees of the Convention Committee shall work closely together at all times.
- Section 2: **The Convention Committee may combine Sub-Committees if needed.**
- Section 3: No person shall be elected to any position or Sub-Committee Chairperson if the Convention Committee feels that a conflict of interest exists. If the Convention Committee decides, by a majority vote, that there is a conflict of interest, the nominee will not be eligible for election for the position. If a majority vote determines a conflict of interest exists with someone already serving a position, that person shall be removed.
- Section 4: All the Convention Executive Committee, and Sub-committee chairs will submit a written summary of what they learned while serving on the Convention and what worked well in resolving issues that arose during the planning and implementing of the convention.

ARTICLE IX- AD-HOC COMMITTEES

- Section 1: The Chairperson of the Convention Committee shall have the authority to appoint Ad-Hoc Committees for such purpose as may, from time to time, be deemed necessary to fulfill specific function. The Chairperson shall specifically designate the purpose, membership, and duration of existence of any such Ad-Hoc Committee at the time of appointment.

ARTICLE X- PARLIMENTARY AUTHORITY

- Section 1: The rules contained in the current edition of Roberts Rules of Order shall be utilized to expedite the business of the Committee in cases to which they are applicable and in which they are not inconsistent with the Twelve Traditions of NA, these Guidelines, and Twelve Concepts of Service.

ARTICLE XI- AMENDMENTS TO THE Guidelines

- Section 1: Any voting member of the Convention Committee may propose any amendments to the Convention Committee Guidelines. The proposal must be in writing using exact wording and submitted to the Chairperson at the regular Convention Committee meeting. The proposal must be seconded by a voting member and will be voted on at the next regular Convention Committee meeting. A two-thirds (2/3) vote is required to pass an amendment.
- Section 2: Any amendments to these Guidelines must be approved by the URMRS after the Convention Committee has approved them.
- Section 3: All amendments will go into effect immediately after URMRS approval, unless specified in the amendment.

- Section 4: It will require a three-quarters (3/4) majority vote by the Convention Committee to suspend the rules. Rules include:
- 1) These Guidelines.
 - 2) Roberts Rules of Order (except when in conflict with these Guidelines).
 - 3) World Service Conference Convention Guidelines (except when in conflict with these Guidelines).

Section 5: The URMRS C may amend these Guidelines at any time by submitting in writing the proposal using exact wording at any regular URMRS C meeting and passing it by a majority vote. The amendment will take effect immediately unless specified in the amendment.

ARTICLE XII-FINANCIAL MANAGEMENT

- Section 1: All money accumulated from fund raising, registrations, ticket sales, sales of merchandise, and any other source shall be maintained in a back account general fund, subject to disbursement by the Convention Committee Treasurer for paying obligations.
- Section 2: All expenditures made by the Committee shall be made by check.
- Section 3: In the event a check is made payable to one of the authorized signers of the bank account, the payee shall not be authorized to sign said check and another signer is required.
- Section 4: No regular expenditures shall be made from the treasury without a majority vote of the Convention Committee, receipt or itemized listing of account ability.
- Section 5: A committee consisting of the Convention Chairperson, Convention Vice-Chairperson, URMRS C Chairperson, and the URMRS C Treasurer shall audit the financial books annually. The Convention Treasurers Books/ The Merchandise Books /The Registration Books
- Section 6: After each Convention a prudent reserve of \$5,000 will be kept to finance the next years Convention. Any money over the prudent reserve will be donated to the URMRS C.
- Section 7: All left over merchandise will be kept by the Convention Committee and used for fundraising for the following year unless an adequate prudent reserve is available, in which case all left over merchandise will be divided equally with the URMRS C
- Section 8: Convention fund raising should never conflict with URMRS C fundraising. All fundraisers will be coordinated with the URMRS C fundraising committee.
- Section 9: All money received at the Convention shall be deposited, at least daily, either by person or by night deposit. Two members of the Executive Committee must be present when money is counted and deposited.

ARTICLE XIII- AMENDMENTS/ANNOUNCEMENTS

- Section 1: Written motions for changes will be attached to each copy of the Guidelines until the Secretary has retyped the guidelines. A written list of motions will be attached to the guidelines for review purposes.