

BAY CITIES AREA CONVENTION COMMITTEE OF NARCOTICS ANONYMOUS GUIDELINES

Approved January 2024

I. This body shall be known as the Bay Cities Area Convention Committee of Narcotics Anonymous (hereafter called the B.C.A.C.C.N.A.) and shall operate as a subcommittee of the Bay Cities Area of Narcotics Anonymous.

II. PURPOSE

To coordinate and conduct a bi-annual Bay Cities Convention by members of Narcotics Anonymous to bring our memberships together in the celebration of recovery. Meetings, workshops, and other activities are scheduled to encourage unity and fellowship among our members.

Conventions are sponsored by the service committees of Narcotics Anonymous, they shall always conform to the N.A. principles and reflect our primary purpose to carry the message to the newcomer.

III. CONVENTION CYCLE

A Convention cycle shall be defined as a 24-month period beginning with the first May Convention Committee meeting after the convention.

IV. MEMBERSHIP

- Any member of Narcotics Anonymous may participate on the Convention Committee.

V. VOTING PRIVILEGES

- Any member present at the first meeting of the Convention cycle has full voting privileges. Any member joining after the first meeting of the new year must attend two consecutive meetings to obtain voting privileges, i.e., you are eligible to vote at your second consecutive meeting.

- Any member of the Convention Committee who is absent two consecutive meetings will be considered inactive for voting purposes at the roll call of the third meeting. They may regain their voting privileges after attending two consecutive meetings. The sign-in sheet shall determine voting membership. It is each member's responsibility to sign in on the sign-in sheet at each meeting. Should a member miss eight meetings throughout the convention cycle, they will be considered inactive for voting purposes for that convention cycle.

- If an Executive Member or Sub-Committee Chairperson misses five meetings, throughout the Convention cycle, (based on the sign-in sheet), they will be asked to step down from their position, for that Convention cycle.
- Convention Committee meetings are held once each month, except two months prior to the Convention they will be called as needed.
- All voting members shall receive committee badges at the Convention.
- Committee badges shall be distributed by the Chairperson or Vice - Chairperson.
- The service inventory will be at the last meeting of the convention cycle.

VI. ELECTIONS

- Elections are held at the first meeting of the convention cycle.
- All nominees must be PRESENT to be nominated and to accept said nomination.
- All nominees must meet guideline requirements and be an active voting member.
- Anyone who steals NA funds, assets or assists in that theft is automatically ineligible for any convention position for five years.

VII. EXECUTIVE BODY

All Executive Body Trusted Servants, Chairperson, Vice Chairperson, Treasurer, Secretary, must be active voting members in good standing. Executive Trusted Servants duties begin at the first Convention Committee meeting, with the exception of the newly elected treasurer. The outgoing treasurer shall work with the current treasurer until the finalization of the prior Convention Treasurers report is completed and submitted to the BCASC.

VIII. QUALIFICATION FOR EXECUTIVE COMMITTEE SHALL BE:

- Chairperson- Minimum 5 years clean time, 3 years' service on ANY NA Convention Committee as a voting member.
- Vice Chairperson- Minimum 5 years clean time, 3 years' service on ANY NA Convention Committee as a voting member.
- Treasurer- Minimum 5 years clean time, 3 years' service on ANY NA Convention Committee as a voting member.
- Secretary- Minimum 2 years clean time, 1 year of service on ANY NA Convention Committee as a voting member.

IX. DUTIES OF COMMITTEE OFFICERS

CHAIRPERSON:

- Handles all negotiations (along with the vice Chair), with the hotel.
- Is the major liaison between site facilities and B.C.A.C.C.N.A.
- Presides over all Convention Committee meetings.
- Prepares an agenda.
- Ensures that Committee members are informed of any sudden changes in meeting time/location.
- Is a co-signer on the Convention Committee bank account.
- Works with the Vice Chair in all matters.
- Is the primary person between Convention Committee and Conventions site administrator.
- Suggested room arrangements (i.e. meetings, merchandise, entertainment, executive committee, hospitality, etc.)
- Arranges on-site visits at hosting hotel.
- Supplies reports to all committees as needed.
- Shall receive and sign all contracts related to the Bay Cities Convention Committee.
- Shall be party to all decisions made regarding B.C.A.C.C.N.A.
- Shall serve no more than two terms within a ten-year period.
- Shall attend all Policy and BCASC meetings.
- Shall announce nominations to be held first Thursday of month following Convention.

VICE CHAIRPERSON:

- Shall assume the responsibility of the Chairperson in the event of the Chairperson's absence.
- Shall assist Chair in overall coordination.
- Shall be a co-signer on the Convention Committee bank account.
- Shall maintain direct contact with Sub-Committee Chairs. By phone, email, or attend meetings.
- Shall be aware of all operational procedures of Sub-Committee requirements and deadlines and offer input when necessary.
- Shall receive and be knowledgeable to all contracts related to the Bay Cities Convention Committee.

TREASURER:

- Be a co-signer on the Convention Committee bank account.
- Will be responsible for opening a Post Office Box that is geographically convenient and pickup all preregistration and correspondence.
- Responsible for recording and depositing all checks for registration and forwarding to the Registration Chairperson
- Will use the method of record keeping recommended by the Bay Cities Area Executive Body.
- Will be responsible for issuing any checks that are required to help facilitate the convention.
- Will keep accurate journal of checks that have been issued and be certain that they are categorized for the appropriate sub-committee thus monitoring their individual budget.
- Will see to it that all checks written have the proper receipts. Will provide the Convention Committee with a monthly cash flow statement accompanied with the current bank statement.
- Will coordinate all on-site duties pertaining to cash pickup, counting, depositing, and record keeping.
- Will provide the Convention Committee and BCASC with a final report detailing all financial income and expense activities throughout the convention cycle within 60 days of the close of the convention".
- Will coordinate in seeing to it that new signature cards are filled out with the appropriate signatures and returned.

SECRETARY:

- Shall record minutes, make copies and distribute at all Convention Committee meetings.
- Shall maintain records and minutes for the cycle.
- Handles all correspondence as directed by the Chairperson.
- Shall maintain an active voting member list (Xerox copy of the actual sign-in sheet and match to minutes).
- Shall coordinate with Chairperson on site for distribution of Committee Volunteer Badges.
- Distribute minutes to the Convention Committee and 2 copies with the Financial Report to the Chairperson for the Bay Cities Area Business Meeting.

X. SUB-COMMITTEE CHAIRS

REQUIREMENTS FOR SUB-COMMITTEE CHAIRPERSON SHALL BE:

- REGISTRATION- Minimum 5 years clean time, 3 years' service on ANY NA Convention Committee as a voting member.
- ENTERTAINMENT-Minimum 5 years clean time, 3 years' service on ANY NA Convention Committee as a voting member.
- HOSPITALITY- Minimum 5 years clean time, 3 years' service on ANY NA Convention Committee as a voting member.
- PROGRAMING-Minimum 5 years clean time, 3 years' service on ANY NA Convention Committee as a voting member.
- OPERATIONS-Minimum 5 years clean time, 3 years' service on ANY NA Convention Committee as a voting member.
- MERCHANDISING-Minimum 5 years clean time, 3 years' service on ANY NA Convention Committee as a voting member.
- ARTS & GRAPHICS-Minimum 5 years clean time, 3 years' service on ANY NA Convention Committee as a voting member.
- MARATHON- Minimum 5 years clean time, 3 years' service on ANY NA Convention Committee as a voting member.
- WEBSITE- Minimum 5 years clean time, 3 years' service on ANY NA Convention Committee as a voting member.

XI. DUTIES OF ALL SUB-COMMITTEE CHAIRS

- Attend all B.C.A.C.C.N.A. Regular and Special meetings.
- Serve as Liaison between B.C.A.C.C.N.A. and Sub-Committee.
- Submit a written recap report after the convention inventorying the strengths and weaknesses to be put in archives (one copy) and provide a second copy to the following year's sub-committee chair for future use.
- Must read and be familiar with all contracts pertaining to their sub-committee.
- Copy and distribute all contracts generated by their Sub-Committee to all members of the Executive Body.
- To set on-site hourly work schedule for all sub-committee members. To be submitted to convention chair 30 days prior to convention.
- Mandatory attendance in all site walk-through.
- Three bids must be submitted in writing for monetary expenditures over \$100.00
- To submit an estimated budget to the B.C.A.C.C.N.A within twelve (12) months of the upcoming convention cycle.

- At convention cycle end must submit closing summary Service Inventory.

XII. SUB-COMMITTEE VICE CHAIRS

REQUIREMENTS FOR SUB-COMMITTEE VICE CHAIRPERSONS SHALL BE:

- REGISTRATION- 4 years clean time, 2 years' service on ANY NA Convention Committee as a voting member.
- ENTERTAINMENT- 4 years clean time, 2 years' service on ANY NA Convention Committee as a voting member.
- HOSPITALITY - 4 years clean time, 2 years' service on ANY NA Convention Committee as a voting member.
- PROGRAMING - 4 years clean time, 2 years' service on ANY NA Convention Committee as a voting member.
- OPERATIONS- 4 years clean time, 2 years' service on ANY NA Convention Committee as a voting member.
- MERCHANDISING-4 years clean time, 2 years' service on ANY NA Convention Committee as a voting member
- ARTS & GRAPHICS-4 years clean time, 2 years' service on ANY NA Convention Committee as a voting member.
- MARATHON- 4 years clean time, 2 years' service on ANY NA Convention Committee as a voting member.
- WEBSITE- 4 years clean time, 2 years' service on ANY NA Convention Committee as a voting member.

XIII. DUTIES OF ALL SUB-COMMITTEE VICE CHAIRS

- Will assume the responsibility of the Chairperson in the event of Chairperson's absence.

XIV. DUTIES OF SUB-COMMITTEES

REGISTRATION CHAIRPERSON

- Coordinates Sub-Committee meetings.
- Coordinates duties of sub-committee as follows:

PRE-CONVENTION:

- Works in conjunction with the Treasurer to receive ALL registration forms, which include, Early Bird, Pre-Registration, Fundraising Events, Postal Mail, Online, and Onsite Registrations.
- Responsible for putting together registration packages.
- To receive all registration mail from Convention treasurer.

- Training for Committee voting members, with a minimum of five (5) years of clean time to operate cash registers.
- Keep a list of registration from different Areas, States and Countries.
- Will keep a running tally of all pre-registrations, banquet, breakfast, entertainment, and any pre-sale merchandise (if applicable) tickets that are purchased.
- Notify Arts & Graphics, 60 days prior to event of signs needed on site.

ONSITE:

- Process all registrations
- Registration badges and all paid events (i.e. banquet, entertainment" etc.) are to be numbered and distributed among registers as needed by Registration Chair and Vice-Chair only.
- Responsible for Newcomer badges.

HOSPITALITY CHAIRPERSON:

- Coordinates Sub Committee meetings.
- Coordinates duties of Sub-Committee as follows:

PRE-CONVENTION:

- Responsible for staffing of Hospitality Room for duration of Convention.
- Purchases supplies for Hospitality Room.
- Establishes volunteer sign-up sheet board and delegates volunteer duties.
- To plan and coordinate Hospitality Room for the Convention.
- Enlisting volunteers by mean of signup sheets distributed throughout Narcotics Anonymous.
- Calling the volunteers and setting up time slots convenient to the volunteers.
- Purchase Newcomer Sheets.
- Notify Arts & Graphics, 60 days prior to event of signs needed on site.

ONSITE:

- Setting up the Hospitality Room on site, overseeing the room throughout the Convention, and cleaning the room at the conclusion of the Convention.
- Responsible for delivery of Newcomer Sheets to Main Meeting Saturday night.
- Provides center pieces for banquet tables.

ARTS & GRAPHICS CHAIRPERSON

- Coordinates Sub-committee meetings.
- Coordinates duties of Sub-committee as follows:

PRE-CONVENTION

- Responsible for artwork and logo.
- Responsible for all printed matter pertaining to convention, (i.e., tickets, signs, fliers, registration forms, banner, program, on-site signs, etc.)
- Responsible for setting and implementing deadlines for artwork and logo.

- Responsible for distribution of all fliers.

ONSITE:

- Responsible for last minute signs.
- Deliver signs to various rooms.
- Works in conjunction with all sub-committees on site.
- Responsible for hanging signs and banners- , or overseeing the hanging of signs and banners.
- Chair shall be responsible for obtaining all banners from past area conventions for the current Convention.
- Also returning all banners, including the present year banner, to area Chair.

MERCHANDISE CHAIRPERSON

- Coordinates Sub-Committee meetings.
- Coordinates duties of Sub-Committee as follows:

PRE-CONVENTION

- To obtain and provide appropriate Convention merchandise at convention site.
- All final contracts are to be submitted to chair for approval by B.C.C.C.N.A. copies to be distributed to the executive body.
- All invoices and receipts to be promptly submitted to convention Treasurer.
- Arrange merchandise delivery 30 days prior to convention date.
- Arrange inventory of all merchandise 21 days prior to convention, and provide a written report to executive body.
- Coordinates a money drop policy with the Treasurer.
- Selects merchandise to be sold at the convention.
- Obtain three (3) bids from vendors and submit to B.C.C.C.N.A.
- Suggest pricing of merchandise.
- Determine Hours of Operation.
- Only merchandise committee voting members with minimum five years clean time shall operate cash registers or handle cash.
- Notify Arts & Graphics 60 days prior to event of signs needed onsite.

ONSITE:

- Sell merchandise.
- Inventory all merchandise in merchandise room prior to opening convention.
- Setting up Merchandise Room.
- Secure merchandise room every night.
- Tear down Merchandise Room and re-inventory merchandise and submit a written account at close of convention.

ENTERTAINMENT CHAIRPERSON

- Coordinates Sub-Committee meetings.
- Coordinates duties of Sub-Committee as follows:

PRE-CONVENTION:

- Establishes types of entertainment to be provided. Actively seeks out and procures entertainers and vendors. Coordinates and staffs on site entertainment and activities.
- Works in conjunctions with Treasurer on all paid events. Works in conjunction with Program and Operations on suggestions and space allocations.
- Notify Arts & Graphics 60 days prior to event of signs needed on site.

ONSITE:

- Responsible for accommodating entertainers, back stage preparations, ticket taking, and being stationed at door during dances and paid events.

OPERATIONS CHAIRPERSON:

- Coordinates Sub-Committee meetings.
- Coordinates duties of Sub-Committee as follows:

PRE-CONVENTION:

- Enlists volunteers for Serenity Keeper positions through signup sheets distributed throughout Narcotics Anonymous.
- To obtain order and good relations with the hotel and NA members.
- Receives bids from vendors for Serenity Keepers shirts, submitting bids to the B.C.A.C.C.N.A.
- Notify Arts & Graphics 60 days prior to event of signs needed on site.
- Submits expenditures to B.C.A.C.C.N.A. for approval.

ONSITE:

- Coordinates with any subcommittee that needs Serenity Keepers setting up a volunteer schedule to cover shifts. This includes but is not limited to, dances, merchandise, registration & main meetings.
- Provides support to all other Sub-Committees as needed (i.e. room, power, equipment, special needs, etc.)
- Coordinates work schedule so that the Operations Committee is available at all times during the convention.
- Inventories & distributes any communication devices that are to be used by the executive body and Sub-committee chairs.
- Chair remains available to accompany treasurer on money drops if it is felt there is a need.
- Responsible for set up and clean-up of meeting rooms.
- Responsible for set up and clean-up of entertainment events.
- Responsible for security and crowd control.
- Assist in placement of signs.
- Assists and directs loading and unloading of truck.

WEBSITE CHAIRPERSON

- Coordinates Sub-Committee meetings.

- Coordinates duties of sub-committee as follows:

PRE-CONVENTION:

- Creates website for upcoming convention cycle once logo and theme have been approved.
- Constructs purchase availability for Registration, Pre-Merchandise, Entertainment events, and Banquets.
- Keeps record of purchases and forwards to each perspective committee. (ie Registration, Merchandise, and Entertainment.
- Keep a list of registration from different Areas, States and Countries.
- Will keep a running tally of all pre-registrations, banquet, breakfast, entertainment tickets, and any pre-sale merchandise (if applicable) that are purchased.
- Work with Arts & Graphics in helping create signs for convention.

ONSITE:

- Assist with any committee in need of assistance.

MARATHON

- Coordinates Sub-committee meetings
- Coordinates duties of Sub-Committee as follows:

PRE-CONVENTION

- Enlists meetings and individuals to lead marathon meetings through signup sheets distributed throughout Narcotics Anonymous.
- Sets a schedule and topic list for marathons.
- Purchases readings for the marathon meetings if none are available from the previous cycle.

ONSITE:

- Check in on marathons periodically throughout the convention.
- Remain available as support for other sub-committees that may be in need of assistance.

PROGRAMMING CHAIRPERSON:

- Coordinates Sub Committee meetings.
- Coordinates duties of Sub-Committee as follows:

PRE-CONVENTION:

- Personally contacts all selected speakers, leaders, and readers.
- Confirms travel and hotel arrangements.
- Determines visitor's special needs.
- Set number of meetings.
- Prepare schedule of meetings.

- Program must be completed 90 days prior to convention including notification of speaker, leaders, and ready to go to print.
- Solicit bids from taping company (three required)
- Solicit bids from travel agencies (three required)
- Notify Arts & Graphics 60 days prior to event of signs needed on site.

ONSITE:

- Ensure that out-of-town speakers have necessary transportation to and from convention site.
- Welcome speakers.
- Start scheduled meetings.
- Work closely with the chosen taping company while on site.
- Provide area and sign in sheet for speakers to sign in.
- Deliver gifts to Speakers-rooms prior to their arrival.
- Have speaker sign release forms.

XV. LEADER AND READER-SELECTIONS

- Leaders shall have a minimum of two (2) years clean time, Readers should have a minimum of one (1) year, and both must be active members of Narcotics Anonymous.
- No Leader/Reader may lead or read for two consecutive cycles.
- No member of the Convention Committee may lead, or read, at the Convention.

XVI. MAIN SPEAKER SELECTION

- Main speakers shall be active members of Narcotics Anonymous with a minimum of five (5) years clean time and a working knowledge of the Twelve Steps and Twelve Traditions: carrying a Narcotic Anonymous message of recovery.
- No B.C.A.C.C.N.A speaker shall repeat as a speaker within eight (8) years.
- No speaker shall be a member of the Convention Committee.
- Main speakers shall get complimentary air fares (if needed) lodging, and a complete convention registration package including banquet, breakfast and shows.
- Main meetings are defined as Friday Night Opening Speaker Meeting, Saturday Night Main Speaker Meeting, and Sunday Morning Closing Speaker Meeting.

XVII. WORKSHOP SPEAKER SELECTION

- Workshop speakers must be active members of Narcotics Anonymous with a minimum of four (4) years clean time and a working knowledge of the Twelve Steps and Twelve Traditions: carrying a Narcotic Anonymous message of recovery.
- No workshop speaker shall repeat as a speaker within eight (8) years
- No workshop speaker shall be a member of the Convention Committee.

XVIII. CONVENTION COMMITTEE OPERATIONS POLICIES

- The convention cycle begins the: first May after the convention.
- Convention Chairperson shall serve for no more than two terms within a ten year period. All other trusted servants may serve up to two consecutive terms in any given position within the same ten year period.
- The B.C.A.C.C.N.A. shall maintain a working capital of \$40,000.00
- The B.C.A.C.C.N.A shall make donations above the working capital to the BCASC at the end of the cycle, upon final financial report.
- The B.C.A.C.C.N.A. shall conduct its business by a simple majority of those voting. Decisions that affect money and guideline changes shall require a 2/3rd vote.
- The B.C.A.C.C.N.A. checking account shall require two signatures on its checks.
- Amendment of the B.C.A.C.C.N.A. guidelines shall require a 2/3rd vote of Committee members and the approval of the BCASC.
- After approval of B.C.A.C.C.N.A. all contracts are to be signed by Chairperson.
- Three (3) bids are required for all purchases over \$100.00.
- Chairperson will be the Liaison of for Policy and Business meetings.
- No signee on the Bank Account shall co-habitat.
- All bank deposits of the B.C.A.C.C.N.A. and it's sub-committees, shall be made within 7 business days.
- In the event of a Pandemic, Act of God, or any type of disaster which causes a quarantine and interferes with a live convention, that cycle will be considered a dead cycle allowing Executive Body to remain intact for the following live cycle.