

North Dade Area Convention
Of Narcotics Anonymous
(NDACNA)
GUIDELINES



(Approved: April 2003)

Reprinted: January 2017

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NORTH DADE AREA CONVENTION OF NARCOTICS ANONYMOUS
(NDACNA)

I PURPOSE

The purpose of the North Dade Area Convention of Narcotics Anonymous (NDACNA) is to bring our membership together in the celebration of recovery. Meetings, workshops, and other activities are scheduled to encourage unity and fellowship among our members and will reflect the primary purpose of Narcotics Anonymous.

The convention will be held on **President's Day** weekend except when the World Convention of NA is held in Dade County, the Keys, Broward County Mid-Coast, or the West Coast areas.

II CONVENTION COMMITTEE

The NDACNA Convention Committee will carry out the financial and/or contractual responsibilities of the *annual* convention. This will be accomplished in accordance with the Guidelines of NDACNA. All members of this committee will be, are subject to, and will abide by the Twelve Traditions of NA. The committee will further abide by motions adopted at each meeting of the North Dade Area Service Committee of Narcotics Anonymous (ASC) and implement decisions reached by the ASC as they pertain to the convention.

III CONVENTION COMMITTEE MEETINGS

The purpose of these meetings is to gather and share information regarding the planning and carrying out of the convention. All convention committee meetings will take place at a regularly scheduled place and time. The procedural guides of these meetings will be, in this order: Twelve Traditions of NA, NDACNA Guidelines, Twelve Concepts of NA, Convention Guidelines of Narcotics Anonymous, and Robert's Rules of Order.

Efforts will be made to encourage support and participation from all members of NA. All meetings of the convention committee and subcommittees are open to any member of Narcotics Anonymous. Care will also be exercised during the planning process to involve as many groups and individuals as possible.

Convention committee meetings are scheduled monthly until four (4) months prior to the convention, at which time they take place every two (2) weeks. At two months prior to the convention, meetings take place weekly. The format will be as follows:

- Opening: beginning with a moment of silence asking for all members to reflect on their involvement, thinking about whom they serve and why. Follow with the serenity prayer.
- Read the Twelve Traditions
- Read and Approve Minutes of last meeting
- Open Forum
- Executive Committee report (given by Vice-Chair)
- Subcommittee Reports
- Old Business (carried over from the last meeting)
- New Business
- Closing Prayer

IV **CONVENTION COMMITTEE MEMBERSHIP**

The Convention Committee will consist of an Executive committee, Subcommittee chairpersons, and attending members. Executive committee members will be elected by the ASC. Subcommittee chairpersons will be elected by the Executive committee and attending members. Attending members consist of any member of NA attending convention committee meetings. Election of officers will be based upon qualifications and experience in the positions to be held. Nominations for all positions will be open to any qualifying members of Narcotics Anonymous and will be submitted in writing at the closing meeting of the convention. Executive committee nominations will be presented at the March meeting of the ASC to be sent go groups for election in April. Elections for subcommittee chairs will be held the following week at a special meeting called by the Executive committee.

Subcommittees will elect the following officers from among its members: Vice-Chairperson, Secretary, and Treasurer (as required). *For any position remaining open after elections period, nominations will be accepted and elected from the floor of the next ASC or Executive committee meeting.*

The Executive committee and subcommittee chair positions are identified as follows:

1. **Executive Committee**
 1. Chairperson
 2. Vice-Chair
 3. Secretary
 4. Treasurer
 5. Hotel Liaison

2. **Subcommittees**
 1. Arts & Graphics
 2. Auction
 3. Banquet
 4. Convention Information
 5. Entertainment/Fundraising
 6. Hospitality
 7. Marathon
 8. Merchandise
 9. Program
 10. Registration
 11. Serenity Keepers

V QUALIFICATIONS FOR CONVENTION COMMITTEE

- a. *Chairperson*: Minimum of five (5) years clean time, three (3) years prior ASC experience, two (2) years' experience on a convention committee, knowledge of North Dade Area Service policy, and administrative abilities.
- b. *Vice-Chairperson*: Minimum of four (4) years clean time
- c. *Secretary*: Minimum of three (3) years clean time
- d. *Treasurer*: Minimum of five (5) years clean time, own source of income, and accounting skills.
- e. *Hotel Liaison*: Four (4) years clean time and negotiating skills.
- f. *Assistant Secretary*: Two (2) years clean time
- g. *Assistant Treasurer*: Four (4) years clean time
- h. *Assistant Hotel Liaison*: Three (3) years clean time
- i. *Subcommittee Chairpersons*: Two (2) years clean time, with the following exceptions:
 1. Merchandising: Four (4) years clean time
 2. Registration: Four (4) years clean time
 3. Serenity Keepers: Three (3) years clean time
- j. *Subcommittee Vice-Chairpersons*: One (1) year
- k. *Subcommittee Secretary*: Six(6) months clean time

QUALIFICATIONS FOR ALL EXECUTIVE COMMITTEE AND SUBCOMMITTEE CHAIRPERSONS

1. One (1) year experience on a convention committee
2. One (1) year of service in the North Dade Area within the previous calendar year.
3. Displays a working knowledge of the 12 Steps and 12 Traditions through application.

4. Understanding of the 12 Concepts of NA
5. Ability to exercise humility, patience and tolerance
6. Willingness and desire to serve

GENERAL QUALIFICATION FOR ATTENDING MEMBERS

1. Six (6) months clean time
2. Willingness, commitment and desire to serve and apply the 12 Steps and 12 Traditions of NA
3. Active participant in North Dade Area of Narcotics Anonymous for the previous six (6) months.

VI RESPONSIBILITIES OF CONVENTION EXECUTIVE COMMITTEE MEMBERS

The Executive committee carries out the will of the overall committee. Its function is to ensure that the various subcommittees work together and to assist any subcommittee that may need extra help.

aa. *Chairperson:*

1. Prepares agenda and presides at all Convention Committee meetings
2. A cosigner of NDACNA bank account and all other contracts upon approval by the Convention Committee.
3. Prepares monthly report to be distributed to the Convention Committee and to the ASC.
4. Attend all ASC meetings, including Admin. (Vice-Chair may attend in his/her absence).
5. Convention Committee liaison to the ASC
6. Votes only in the event of a tie.
7. Ensures that committee members are informed of any sudden changes in meeting times and places.
8. Delegate's major tasks to specific subcommittees.
9. Helps resolve all conflicts
10. Monitors fund flow and costs
11. Prepares a budget for the Executive committee functions.
12. Keep activities within the principles of the Twelve Traditions and in accordance with the purpose of the convention.
13. Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.

bb. *Vice-Chairperson:*

1. Will assume the responsibilities of the Chairperson in the event of his/her absence.
2. Assist the Chairperson in overall coordination and meeting deadlines.
3. Is secondary liaison between the Convention Committee and the ASC
4. A cosigner of NDACNA bank account.

5. Prepares a monthly report to the Chair as the status of the Vice-Chair's liaison activities to be included in the chair's report.
6. Assist subcommittee chairs when needed.
7. Acts as parliamentarian and clarifies guidelines at Convention committee meetings.
8. Attend all Convention committee meetings and Executive committee meetings.

cc. *Secretary:*

1. Will record all minutes of the Convention Committee legibly and accurately.
2. Will maintain files of all minutes (including those of subcommittees) and coordinate their distribution to the Convention Committee within two (2) weeks following the Convention Committee meeting.
3. Provides additional copy of minutes to be sent to ASC.
4. Assist all committees in mailing and correspondence.
5. Responsible for access to the NDACNA post office box.
6. Provides policy updates voted on by the ASC for the Convention committee.
7. Attend all Convention Committee meetings, including Executive committee meetings.
8. Maintains a list of names, addresses and phone numbers of committee members.

dd. *Treasurer:*

1. Will maintain the Convention committee bank accounts.
2. A cosigner on the NDACNA bank account.
3. Prepares and distributes monthly financial statement including, but not limited to, revenue from registration and banquet tickets, other income, and expenditures.
4. Reviews and monitors subcommittee reports for actual expenditures against original budgets so that an accurate budget can be maintained. This information is included in Treasurer's report.
5. Works with the Convention committee in the preparation of budgets for each subcommittee.
6. Must be accessible to subcommittee chairpersons.
7. Attend all Convention committee meetings and Executive committee meetings.
8. Is responsible for collecting and maintains records of all receipts of expenditures from all subcommittees.
9. Has the sole authority to handle checks, make disbursements, and pay bills.

10. *Will assure* when accepting a check, an address and phone number will be provided.
11. Will be responsible for assuring that the only money to be deposited in the Convention committee account will be checks from the Convention committee. All checks will be deposited within 72 hours.
12. Submits a complete Treasurer's report to be submitted to the ASC sixty (60) days after the Convention, along with fund distribution.
13. Responsible to the Convention committee and ASC.
14. Must attend all NDACNA fundraisers.
15. Makes sure all outstanding bills are paid and monies turned over to the ASC within 60 days, with the exception of seed monies to be kept in NDACNA bank account for the following year's convention.

ee. *Hotel Liaison:*

1. Gather area bid packages for presentation to Executive committee.
2. A cosigner on all hotel contracts.
3. May secure hotel up to three (3) years in advance.
4. Acts as spokesperson on behalf of Convention Committee and its subcommittees with hotel personnel.
5. Coordinates convention committee needs as they pertain to hotel registrations.
6. Fields and handles all questions regarding hotel services in a timely fashion.
7. Must attend all convention and administrative committee meetings.
8. Responsible for coordinating all activities in the hotel during the convention, including, but not limited to set up for meetings and coffee distribution throughout the convention.
9. Works with the entertainment and fund-raising subcommittees to secure needed equipment at the hotel.

VII **RESPONSIBILITIES OF SUBCOMMITTEES**

All subcommittees work together. It is important to understand that subcommittees are vital to the convention and participating individuals should expect to be replaced if they are unable to serve for any reason. Each subcommittee has a chairperson, vice-chairperson, and secretary. These trusted servants then recruit subcommittee members. Subcommittee chairpersons assure that each task assigned is carried out, that accurate records of activities and correspondence are maintained, and that all subcommittee reports contain financial reports showing needs, expenditures, and receipts.

1. Chairperson, Vice-Chairperson, Secretary and Treasurers
 - a. Chairperson
 1. Attend all subcommittee meetings and all Convention committee meetings. (Vice-Chair may attend in absence)
 2. Prepare agenda and set schedule for subcommittee meetings.
 3. Delegate's responsibility to subcommittee members.
 4. Prepare reports to be submitted to Convention committee.
 5. Helps resolve all conflicts
 6. Monitors fund flow and costs
 7. Prepares and submits budget to Convention committee as soon as possible.
 8. Keep subcommittee activities within the principles of the Twelve Traditions and in accordance with the purpose of the convention.
 9. Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
 - b. Vice-Chairperson
 1. Willing to assume responsibilities of the Chair when necessary.
 2. Assist the Chairperson in overall coordination and meeting deadlines.
 3. Is secondary liaison between the subcommittee and the Convention committee.
 4. Prepares a monthly report to the Chair as to the status of the Vice-Chair's liaison activities to be included in the chair's reports.
 5. Assist subcommittee members when needed.
 6. Acts a parliamentarian and clarifies guidelines at Convention committee meetings.
 7. Attend all subcommittee meetings and Convention committee meetings.
 - c. Secretary
 1. Will record all minutes of the subcommittee legible and accurately.
 2. Will maintain files of all minutes and copy for distribution to members.
 3. Provides additional copies to be sent to Convention committee.
 4. Assists in mailing, correspondence, and copying as needed.
 5. Attend all subcommittee meetings.
 6. Maintains a list of names, addresses and phone number of subcommittee members.

d. Treasurer

1. Prepares and distributes monthly financial statement pertaining to subcommittee activities.
2. Reviews and monitors report for actual expenditures against original budgets so that an accurate budget can be maintained. This information is included in Treasurer's report.
3. Works with the Chairperson in the preparation of budget.
4. Must be accessible to accessible to subcommittee members.
5. Attend all subcommittee meetings and Convention committee meetings.
6. Responsible for collecting and maintaining records of all receipts of expenditures of subcommittee meetings.
7. Has the sole authority to handle checks, make disbursements, and pay bills as necessary.
8. When accepting checks on behalf of committees, will assure that an address and phone number will be provided and will submit those checks to Executive Committee Treasurer within forty-eight (48) hours.
9. Will submit all cash collected to Executive Committee Treasurer within forty-eight (48) hours.
10. After the convention, submits a complete Treasurer's report to be submitted to the ASC thirty (30) days, along with fund distribution.
11. Responsible to the subcommittee and convention committee.
12. Must attend all subcommittee fundraisers.
13. After the convention, makes sure all outstanding bills are paid and monies turned over to the Convention committee within thirty (30) days.

e. Arts and Graphics

1. Develop and submit budget to convention committee.
2. Responsible for all designs to be used for the Convention, including the themes for the convention.
3. Consisting of members who are artistic and energetic.
4. Submit designs to Convention committee for approval.
5. Keeps all material without our Twelve Traditions.
6. Designs T-shirts, tickets, logos, flyers, posters and other merchandise logos.

- f. Banquet
 - 1. Coordinates all aspects of the Convention banquet.
 - 2. Submit choices for a menu to Convention committee for approval.
- g. Entertainment and Fund-Raising
 - 1. Raise funds to help finance the Convention.
 - 2. Coordinate all activities during the convention, including dances, shows, parties, sports, etc.
 - 3. Selects DJ's, bands, and other entertainment.
 - 4. Works closely with the program subcommittee to form times and dates for activities.
 - 5. Coordinates first fund-raiser at the Convention hotel.
- 5. Hospitality
 - 1. Helps Convention attendees feel welcome.
 - 2. Develops list of "Do's and Don'ts" for hospitality suite.
 - 3. Recruits greeters for Convention (one day clean time requirement).
 - 4. Develops shift schedule for hospitality and recruits shift workers.
 - 5. Maintains supplies for hospitality suite.
- 6. Convention Information
 - 1. Provides information about Convention during convention.
 - 2. Works with ASC Public Information committee.
- 7. Marathon
 - 1. Coordinate 24-hour non-topic, open discussion meeting for Convention.
 - 2. Schedule Chairpersons to facilitate meetings in shifts.
 - 3. Selects format for meeting and assures that it is followed throughout Convention.
 - 4. Works closely with Hotel Liaison in assuring that a room and beverages are provided to accommodate attendees.
- 8. Merchandising
 - 1. Works with Convention committee in implementing the theme and designs for the Convention.
 - 2. Does all purchasing and retailing of merchandise, including sale of items at fund-raising and pre-convention activities.
 - 3. Maintains the inventory of all Convention merchandise.
 - 4. Will not allow sale of any merchandise with the following exceptions:
 - a. Other NA Convention, areas, and groups for sale on the closing day of the convention.
 - b. Jewelry from vendors approved by Convention committee.

5. Prepares budget consisting of items to be sold and expenses to be incurred.
6. Presents a list to Convention committee of those items, showing actual and marketing costs and time frame for obtaining items.
7. Will assure that all items are in keeping without 12 Traditions.
8. Negotiates all pricing for items to be purchased and considers at least three bids of each.
9. Communicates with Hotel Liaison to secure a room at the Convention site.
10. Coordinates hours of operation with Program committee to assure harmony and avoid conflicts.
11. Orders all merchandise at least two (2) months prior to the Convention.
12. Delivers all receipts and monies to Convention Treasurer within forty-eight (48) hours.
13. Delivers final statement of outstanding inventory to Convention Treasurer within fifteen (15) days of end of Convention, along with the merchandise to be held by Convention committee pending election of new Merchandise Chair.
14. Attending committee members must have a minimum of one (1) year clean time to handle Merchandise. Members less than three (3) years clean can no more than five items at a time with maximum value of \$5.00 per item.

9. Program

1. Selects speakers, workshop topics, and workshop chairpersons.
2. Coordinates scheduled workshops and meetings with other committees.
3. Reviews qualifications of prospective speakers, including tapes submitted.
4. Chooses speakers, by majority vote, to be submitted to Convention committee for final approval.
 1. Voting members must attend three (3) consecutive meetings to vote.
 2. Chairperson votes only in event of a tie.
5. Coordinates taping of speakers.
6. Works with Hotel Liaison and Convention chairperson to provide space and accommodations.
7. Secures a minimum of three bids for program printing and taping.
8. Works with printer and the Arts and Graphics subcommittee to produce the Convention program.
9. Prepares meeting formats for all meetings and workshops.

10. Speaker Guidelines:

1. Main speakers must have a minimum of five (5) years clean time.
2. Workshop speakers must have a minimum of three (3) years clean time.
3. Opening speaker will be a member of the North Dade Area.
4. Convention committee members and not eligible to be chosen as speakers.
5. Sponsors, sponsees, boy/girlfriends of Programming committee members may not be chosen as speakers for main meetings or workshops.
6. Speakers must be active members of NA for the twelve (12) months prior to the convention.
7. Speakers will be chosen solely on the basis of their ability to communicate clearly their personal experience as a recovering addict in Narcotics Anonymous.
8. Main speakers are not eligible if they have been a main speaker of any one of three (3) prior NDACNA conventions. However, they may be chosen for a workshop.
9. Workshop speakers may not be chosen to speak at workshops for two consecutive conventions. However, they are eligible for main speakers.
10. Two speakers will be chosen for each workshop. One must be from the South Florida Region and the other from other regions.
11. Must have working knowledge of 12 steps and 12 traditions.
12. Will be required to check in fifteen (15) minutes prior to meeting or workshop.
11. Will select topics from suggestions made by any member of NA.
12. Will choose topics by process of elimination until the number of topics needed are reached. This will be done within Program committee.
13. Workshop Chairpersons must have one (1) year clean. North Dade area members will be given first priority.
14. Workshop speakers will speak for the entire time allotted. No open sharing will be allowed.
15. Will cover the expense of accommodations only for all nights of the convention for main speakers only, as the budget allows.
16. Will secure confirmations for speakers and chairpersons at least one (1) week prior to the convention.
17. Will notify speakers and workshop learners no less than one (1) month prior to the convention.
18. In the event of speaker absence and no-shows, program committee may choose replacement speakers from qualified NA members.

10. Registration
 1. Distributes registration information (forms, flyers, etc.) throughout the fellowship.
 2. Keeps accurate records of monies received, convention registrants, and registration packets distributed at the convention and during the pre-registration period.
 3. Prepare registration packets.
 4. Set up, maintain, and operate registration desk at all convention fundraisers and at the convention.
 5. Keeps accurate records of all monies collected for special events (banquet, etc.) with names of persons purchasing those tickets.
 6. Prepares updated report of pre-registrations and special events sold prior to convention to be submitted to convention committee at each convention committee meeting.
 7. Turns over all monies collected from pre-registrations to convention committee at each convention committee meeting.
11. Auction Committee
 1. Prepares flyer-requesting items to be auctioned at Convention.
 2. Maintains inventory of items to be auctioned prior to convention.
 3. Executes the auction.
 4. Prepares and submits final report of items collected, auctioned, recipients, and monies collected to the convention committee.
 5. Turns over all funds and remaining items after to the convention to the convention committee.
12. Serenity Patrol
 1. Responsible for maintaining an atmosphere of recovery and respect for the facility where convention is held.
 2. Assures that limited personnel and property damage occurs and that NDACNA Convention policy guidelines are followed.
 3. Functions as a liaison between the convention committee and the facility.
 4. Holds periodic and special meetings at Chairperson's discretion.
 5. Distributes flyer requesting participation that includes meeting dates.

VIII GENERAL RESPONSIBILITIES OF CONVENTION COMMITTEE

1. Approves the sites and dates for the annual convention
 1. Site must be within geographic area bound by Flagler Street to the south, 215th Street to the North, the Atlantic Ocean to the east, and ?? Avenue to the west.

2. Approves all contracts for hotels, merchandise, entertainment, and other services necessary to provide for the annual convention once submitted by the subcommittees and reviewed by all Convention Committee members.
3. Sets the prices for pre-registration, registrations, banquets, merchandise, and special activities for the annual conventions.
4. Is responsible for obtaining the necessary insurance for the annual convention and the convention fund-raisers.
5. Makes the final decision on the quantity and type of merchandise sold at the annual convention.
6. Convention Committee will maintain the PO Box.
7. The Convention Committee will approve the final budgets for the subcommittees.
8. The Convention Committee will submit a complete annual financial report to the ASC within thirty (30) days after convention.
9. The Convention Committee will approve all outside vendors for the convention.
 1. Vendors who are members of the North Dade area, their family and friends are not eligible.
10. Approves the final selection of all main speakers for the convention.
11. Will coordinate passing the 7th Tradition basket at all main speaker meetings with counting to be done by members of the ASC.

IX ADDITIONAL GUIDELINES

1. Chairpersons vote only in the event of a tie.
2. No outside enterprises will be used or hired to locate hotel sites.
3. All flyers should include the following language: "Please be respectful of the facility, its employees and guests to avoid incurring damages that must be paid after this event. Our reputation is on the line."
4. Bank accounts will carry the signatures of the Treasurer, Convention Chairperson and Convention Vice-Chairperson. Signature cards and account information will be filled out at the committee meeting, if allowed.
5. Periodic reviews of all financial records will be made by the convention Executive committee and ASC Administrative committee. These reviews will be done at time of actual distribution and in accordance with the Treasurer's monthly financial statement requirements.
6. The convention Chairperson may fill any vacant positions pro tem, pending election of willing trusted servant.
7. Only twenty four (24) hours clean time if required to volunteer to assist at convention, with the exception of handling money, registrations, tickets, or merchandise.

8. Any and all theft will be dealt with according to the "theft policy" adopted from our World Service Office. Waiver of this policy may occur after careful review by the Convention Committee and the ASC Administrative Committee.
9. Convention Committee meetings are open to anyone and an effort will be made do encourage support and participation from all NA members. However, the only people having a voice on the floor are the convention committee members. Other NA members only have a voice at the discretion of the Chair. The only voting members are the Executive committee, Subcommittee members, and the Chair in case of a tie.