

OPEN ARMS AREA CONVENTION COMMITTEE POLICY

November 2017

Convention Policy Ad Hoc Committee Chairperson Marty C.

SECTION 1

Open Arms Area Convention Committee is a Sub-Committee of the Open Arms Area. The purpose of the Committee is to host a Convention on behalf of the Open Arms Area. A commitment on the Convention Committee is service to the Open Arms Area. The purpose and objective of the Open Arms Area Convention is to encourage unity and celebrate recovery in our Area. It should always be remembered we gain strength through the diversity of the many people we serve. The Committee's purpose is to sponsor and conduct Conventions for the Groups of the Open Arms Area and other events to promote and raise funds for the upcoming Convention. The Committee and the Convention will carry the NA message to recovering addicts and to addicts who still suffer in accordance with our spiritual principles. The Convention Committee will operate and abide by the direction of the Groups of the Open Arms Area.

1. The Committee will follow the guidance of the Narcotics Anonymous Convention Guidelines Handbook (and any revision thereof). When conducting business, the Committee will use the NA guide to Local Service Sample Rules of Order, (pages 104-111) when not otherwise in conflict with Open Arms Area Convention Committee Policy or The Open Arms Area Policy.

2. The Open Arms Area Convention Committee will meet monthly to conduct business. Additional meetings can be scheduled as deemed necessary by the Chairperson or Vice Chairperson. The elected Chairperson will select a meeting location in the center of the boundaries of the Open Arms Area. In the spirit of fairness and to accommodate all Convention Committee Members travel time and expense this monthly meeting can be moved every other month or every 3rd month to other locations.

3. All Committee Members are required to attend all meetings. Any Member failing to attend two consecutive meetings without legitimate excuse may attend the third meeting to show cause why they should not be removed from their position. All Committees are required to follow the guidelines and use the methodology and forms prepared by the Treasurer when dealing with money. It is necessary to follow the accounting methods provided in order to effectuate an accounting in accordance with the needs of the Treasurer; Area Treasurer; and further to ensure the accountability of the all Subcommittees.

SECTION 2

Meeting Format

1. Opening with the Serenity Prayer
2. Reading of the Service Prayer, 12 Traditions & 12 Concepts of NA Service
3. Secretary Reads last month's minutes, and motion to accept the minutes. If any information contained in the previous minutes is objected to or missing, it must be addressed at this time. The minutes will be accepted by a majority of all voting Committee Members.
4. Attendance and quorum call.
5. Chairperson's Remarks and Agenda for meeting.
6. Vice Chairperson's Remarks
7. Treasurer's Report
8. Communications Liaison Report
9. Fund raising/Hospitality Report
10. Graphics & Technology Report
11. Convention Information Report
12. Programming Report
13. Serenity Keepers Report
14. Registration Report
15. Merchandise Report
16. Set-up and Clean-up Report
17. Hotel/Venue Liaison Report
18. Policy Report
19. Old Business
20. New Business
21. Scheduling and assignments of pending events
22. Motion to Close & Closing

23. A motion sheet will be made available at the start of each meeting, and will be closed by the Chairperson before the start of old business. No new motions may be submitted afterwards unless in line with previously agenda items and recognized by the Chairperson. Any motion to change the Convention Committee Policy must be taken to the next Open Arms Area Business Meeting by the Convention Chairperson and this change in current policy must be seconded by an Area GSR before being heard on the floor. The GSR who seconds the motion cannot be a Convention Committee Member or be participating on any Convention Sub Committee. All Convention Committee Policy changes MUST go back to Groups to be voted on, no exceptions shall be made otherwise.

24. During new business, the motion maker is given the opportunity to read and speak to the intent of the motion and may be asked questions. After the motion is seconded by a different Committee Member, discussion will take place. Discussion under the direction of the Chairperson, is limited to five (5) minutes, including points of information and personal privilege, unless extended at the discretion of the Chairperson. The Chairperson will then entertain up to two (2) cons and two (2) pros to the motion, beginning with a con. If there are no cons the debate is closed. The motion is then voted on by eligible Committee Members (or their vice-chairs in their absence). Only Convention Committee Members may make a motion. Interested parties can request a voice prior to the meeting by speaking to the Chairperson or Vice Chairperson.

25. At the beginning of each meeting, the Secretary will determine if a quorum is present. A quorum is one-half the voting Members plus one. Voting Members are Executive Committee Members and Sub-Committee Chairpersons. A Sub-Committee Vice Chair may vote in the absence of the Sub-Committee Chairperson. A quorum is necessary to start any meeting where anything is voted upon. A majority vote is necessary to pass a motion. A number of the majority is set by Secretary at the time of the attendance and quorum call. The Chairperson is counted to determine presence of a quorum. If any Member leaves before the end of the meeting, it does not affect the quorum, and the majority number shall remain the same as at the time of the quorum call. Chairperson will only vote to break a tie. The Vice-Chairperson may vote unless he/she then occupies the Chair.

26. Members to Convention Committee are simultaneously elected to the Committee as a whole and additionally as either Chairperson; Vice Chairperson; Secretary; Treasurer; Assistant Treasurer; and Subcommittee Committee Chairpersons. Members must have of working knowledge of the 12 Steps, 12 Traditions and 12 Concepts. It is understood that all Committee Members may be assigned roles in all activities and at the Convention even where their specific Committee has no other function. This service includes participating to carry out the purposes and the functions of the Committee as a whole.

SECTION 3

SPECIFIC POSITIONS OF THE EXECUTIVE COMMITTEE:

1. Chairperson: The Chairperson is elected by the Groups of the Open Arms Area, and is responsible for conducting Convention Committee meetings, preparing the agenda, and various administrative duties. They are a co-signature on the Convention committee's bank account. They shall present a report on the status of the Convention and Convention activities at every monthly Open Arms Area Business Meeting.

Requirements: 5 years street clean time; legal source of income, and access to a computer and e-mail. Due to this position being a signature on the Convention Committee bank account they must not be in collections from any Debt Collecting Agency, including the IRS.

2. Vice Chairperson: The Vice-Chair coordinates all Subcommittees; assists the Chairperson in conducting the Convention Committee meeting, conducts the Convention Committee meeting in the Chairperson's absence.

Requirements: 5 years street clean time; and legal source of income, access to a computer and e-mail.

3. Secretary: They take clear, concise minutes of the Convention Committee and prepare copies of the minutes for distribution at the next meeting. Maintains and stores all Sub-Committee reports and bids. Secretary shall record all motions and votes including pros, cons, and abstentions. Email minutes to Committee Members within one week of the meeting.

Requirements: 3 years street clean time; access to a computer and email.

4. Treasurer: The Treasurer is elected by the Groups of the Open Arms Area. They receive all funds, administer and keep accurate records of the Convention Committee's bank account and other properties. They report on the financial conditions of the Convention Committee at every Open Arms Area meeting and monitors all Sub-Committee funds. They reimburse expenses with proper receipt, pay the rent for the Committee and Subcommittee Meetings. They are a co-signature on the Convention Committees Bank Account along with the Area Treasurer. They keep the financial records of the Convention and the Convention Committee. They manage funds at all fund raising events. They coordinate financial responsibilities with the Area Treasurer. They provide proper documentation including but not limited to balances; schedules; and substantive backup for all expenses. They track all ticket and registration sales and any other money related activities that the Convention Committee has. When the Convention is over the Treasurer will give all proceeds to the Open Arms Area Treasurer and any funds in the Conventions Committee's Bank Account will be transferred into the Open Arms Area Bank Account on the next banking business day.

Requirements: 5 years street clean time. Accounting and Bookkeeping skills; Legal source of income, access to a computer and e-mail. Due to this position being a signature on the Convention Committee bank account they must not be in collections from any Debt Collecting Agency, including the IRS.

5. Assistant Treasurer: They assist the Treasurer in his/her duties, and fill in the absence of the Treasurer.

Requirements: 5 years street clean time. Accounting and Bookkeeping skills; Legal source of income, and access to a computer and e-mail. Due to this position being a signature on the Convention Committee bank account they must not be in collections from any Debt Collecting Agency, including the IRS.

SECTION 4

SUBCOMMITTEE CHAIRPERSONS:

1. All Committee members elected as a Subcommittee Chairperson will be responsible to hold regular Subcommittee meetings and conduct the day-to-day operations of their Subcommittee, attend all Convention Committee meetings; regularly communicate with the Convention Committee Chair Person and Vice Chair person, and provide the Committee with regular written reports. Each Subcommittee Chair is responsible to develop and submit their Subcommittee's policy and budget to the Convention Chairperson. All subcommittee's must have a Committee Policy subject to guidelines below and must be approved by the Convention Committee before they can begin any Subcommittee business.

Note: all Subcommittee Members responsible for money or property belonging to Convention Committee or Open Arms Area must have a minimum of 5 years street clean time. The Subcommittee descriptions and requirements are listed below.

2. Graphics & Technology: This Committee is responsible for designing all logos, Convention flyers, programs; tickets; Convention posters; Convention banner; and designs for merchandise. Designs must all be presented to Convention Committee for approval.

Requirements: 5 years street clean time; access to a computer and email.

3. Fundraising: This Committee coordinates all fundraisers for the Convention. The Committee is responsible to coordinate and plan with all other Sub-Committees to plan events and raise funds. They plan and provide entertainment at all fundraising events for the Convention in conjunction with Hospitality Committee and the Convention Committee. They provide and coordinate the sale of all food and beverage at Convention Fundraisers.

Requirements: 5 years street clean time; Access to a computer and e-mail.

4. Hospitality: This Sub Committee plans and coordinates entertainment and

hospitality at all Convention Events. At Convention site, hospitality maintains hospitality room and other amenities. Assists fundraising when needed.

Requirements: 3 years street clean time; Access to a computer and e- mail.

5. Merchandise: This Committee is responsible to propose and after Convention Committee approval facilitate production of all merchandise offered for sale at the Convention, fund raising events, and other related activities. They assist in selecting items needed as part of theme for events or entertainment; and those required by the Fundraising Committee. The Merchandise Committee will assist in promoting the Convention by selling merchandise at other events outside the area. At the Convention, the Committee will coordinate with the Convention Vice-Chair a schedule of persons to sell the merchandise during the times the merchandise room is open. The Merchandise Chair is also responsible for maintaining an accurate inventory in the format the Treasurer requests and abide by guidelines set forth by the Treasurer. When the Convention ends any merchandise not sold will be turned over to the Convention Committee Chairperson and taken to the next Open Arms Area business meeting and turned over to the Area Chair to give to the Events and Activities Committee to be sold at their future events.

Requirements: 5 years street clean time. Access to computer and e- mail

6. Registration: This Subcommittee drafts the convention flyer and registration form in coordination with Arts & Technology. Once approved by the Convention Committee, they collect pre-registrations, they arrange for sales of tickets for banquet, dance and other events at the Convention. They develop a registration package and present it to the Convention Committee for approval. They are responsible for preparing/stuffing the registration packages with the Convention Committee. The Treasurer will provide the tickets for pre-registered packages. At the Convention, they distribute pre-registration packets, collect onsite registration and distribute registration packets. The committee works closely and abides by the guidelines set by the Convention Treasurer to ensure accountability of all ticket sales, registration sales, and Treasurer requested procedures.

Requirements: 5 years street clean time; Access to a computer and e-mail.

7. Set-up and Clean-up: Provide assistance at every event and at the Convention to set-up and clean- up sites where applicable. Make sure the convention banners are appropriately displayed and retrieved at the Convention and any other event. It is important that sites of events be returned to pre-event condition in accordance with instructions from the site owner or hotel.

Requirements: 3 years street clean time.

8. Convention Information: This Sub Committee provides information to NA members and certain non- NA members. Due to their contact with the public, they should choose Sub-Committee Members who have a working knowledge of the 12 Traditions, and some Public Information background. Convention Information may contact treatment and recovery facilities. Information may be provided for Committee Events and the Convention. Convention Information will prepare a plan for attendees who are participating in treatment and recovery facilities. The Convention Committee will vote on their recommendations. At the Convention, the Convention Information Committee will handle distribution of any registration packages in accordance with the approved plan.

Requirements: 5 years street clean time; Access to a computer and e-mail

9. Programming: The Programming Subcommittee selects appropriate speakers for all Fundraising Events and the Convention. All voting members of the Programming Subcommittee will have a minimum of three (3) years street clean time. The Programming Subcommittee plans all the workshops and meetings at the Convention and other Convention Committee Activities. They are responsible to provide Arts & Technology the meeting schedule for the production of the actual program to be distributed at the Convention. The Main Meeting Speakers for the Convention will be selected by the Programming Committee and approved by the Convention Committee. All airfare purchases must be done 120 days in advance of the date of the Convention. The Programming Committee will distribute a letter to each speaker with instructions and include the pre-registration form two months prior to the pre-registration cut-off date. All main meeting speakers receive a written confirmation letter outlining exactly what they will receive (i.e. airfare if needed, travel reimbursement, hotel room (if applicable), registration and convention event tickets). At the Convention, the Committee coordinates the speakers and ensures that all events are on time and set-up.

Requirements: 5 years street clean time. Access to a computer and email.

10. Serenity Keepers: The Convention Committee utilizes Serenity Keepers at events and at the Convention. The Subcommittee directs attendees to events and informs them of site rules. They assist in coordinating a safe and healthy environment for the Convention and other Committee Events. Members of the Subcommittee must have a minimum of two (2) years street clean time but Hug Squad Members must have a minimum of thirty (30) days street clean time. All Serenity Keepers and Hug Squad Members are responsible to act in a loving and spiritual fashion to promote an atmosphere of recovery. In the case of difficulty, they will be informed of the appropriate person to contact.

Requirements: 5 years street clean time; access to email and computer.

11. Hotel/Venue Liaison: This Sub-Committee will gather bids for Convention sites, the Hotel/Venue Liaison shall interact with the Hotel/Venue and the Convention Committee in order to optimize the relationship between the site Hotel/Venue and the Convention Committee and its attendees.

Requirements: 5 years clean time. Access to a computer, and e-mail.

12. Policy Chairperson: Policy Chairperson will review and update the Sub-Committee Policies. At meeting, events, and the Convention, they shall have access to all policies including Sub-Committee policies. The Policy Chairperson decision shall be the final say on all issues of Convention Policy and Rules of Order. Anyone disagreeing with any decision of the Policy Chairperson must object, request the Convention Committee Chairperson to convene a vote at the next possible meeting of the Convention Committee or if during a meeting at the discretion of the Convention Chairperson. The vote necessary to overturn the Policy Chairperson shall be a super-majority (2/3) of the whole Convention Committee. At an event or at the Convention the Policy Chairperson decisions are final and only can be reviewed at the next regular meeting of the Convention Committee.

Requirements: 5 years clean time. Access to a computer, e-mail. Must have knowledge of the Open Arms Area Convention Policy and the NA guide to Local Service.

SECTION 5

ADDITIONAL CONVENTION POLICY

1. While the Convention Committee elects all Subcommittee Chairperson, each Subcommittee may elect their own Vice-Chairperson, Secretary, etc.

Requirements: Vice-Chairperson must have minimal requirements to fulfill Chairperson. All other requirements will be in their Sub Committee's Policy which must be given to the Convention Committee Chairperson for approval by the entire Convention Committee prior to the second meeting of the Subcommittee. Any Subcommittee Members must have five (5) years street clean time to handle money. All Subcommittee Chairpersons will give their approved Committee Policy to the Policy Chairperson prior to commencing any Subcommittee duties.

2. There will be four (4) cosigners on the Open Arms Area Convention Committee's checking account: Convention Committee Chairperson; Convention

Committee Treasurer, Assistant Treasurer and the Open Arms Area Treasurer. All checks must be signed by at least two (2) co-signers.

3. The Treasurer and Assistant Treasurer cannot co-sign any checks together. They can only be a co-signer on a check that the Convention Committee Chairperson or the Area Treasurer signed.

4. No raffle or donation drawing may contain a cash reward such as a 50/50 split at any Convention Committee Event.

5. The Programming Committee will obtain Area participation. There will be a 50/50 split of speakers from Open Arms Area and other Areas for workshops and marathon meetings. Of the 50% percent speakers from the Open Arms Area 1/2 will be female and 1/2 will be male. All workshops and marathon speakers are responsible for their own expenses including registration fees. The Convention Committee and Programming Committee members will not be speakers at the Convention or Committee Events. Speakers for the Main Meeting Friday (2) Saturday (1) and Sunday (1) will be selected by the Programming Subcommittee for approval by the Convention Committee. Programming Subcommittee selects all workshop speakers. Main speakers will be approved by the entire Convention Committee. A copy of tapes used for selection will be made available to any Convention Committee Members for listening one week in advance. In the event a selection is rejected, the Programming Subcommittee will then select an alternative and submit their selection at the next regular meeting or at a meeting called for said approval. Time will be of essence to assure that Programming Subcommittee has sufficient time to arrange for speaker selection. Programming Subcommittee must invite all workshop speakers outside of the Open Arms Area in writing and include pre-registration flyer in the mailing. Main meeting speakers must be notified in writing what they receive. Policy is Friday night speakers receive full registration package, Saturday night speaker and Sunday Morning speaker received full registration package, airfare/travel, and hotel for Friday and Saturday night. All costs must be approved by the Convention Committee.

6. Friday Night Main Meeting Speaker Policy – There will be two speakers, one male and one female. One speaker must be from Open Arms Area. The other speaker can be from any other Area and or Region.

7. Any Convention Committee or Subcommittee expenditures of over \$199.99 will be submitted to the Convention Committee for prior approval and have three bids from 3 different companies.

8. All money collected at any function should be accounted for by any two standing Committee Members one being the Treasurer or Assistant Treasurer.
9. Outside vendors and other Areas merchandise sales are all subject to prior approval of the entire Convention Committee.