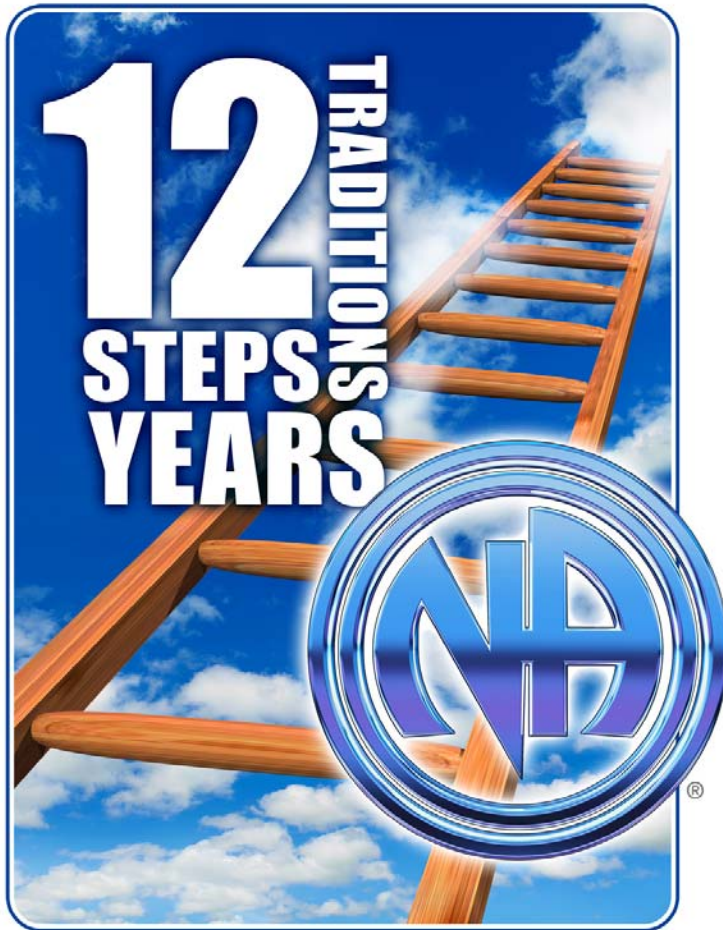


CIRCCNA



CIRCNAXII July 2 - 5, 2010
Palm Springs, CA

**APPROVED
GUIDELINES
12-06-09**

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1.

CHARTER

This body shall be known as the California Inland Region of Narcotics Anonymous Convention Committee (CIRNACC) and shall operate as a Subcommittee of the Regional Service Committee (RSC) of the California Inland Region.

2. PURPOSE

To coordinate and conduct an annual California Inland Regional Convention by members of Narcotics Anonymous 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.

3. RESPONSIBILITY

CIRNACC will, to the best of its ability, prudently manage its funds with regards to its spending, thus creating the opportunity for fund flow to the California Inland Region.

4. MEMBERSHIP

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

4.2 Anyone who steals NA funds, assets, or assists in that theft is automatically ineligible for any position for a five year period of time, and will be prosecuted (See 'Enclosure 1').

4.3 Willingness to give the time and resources necessary, ability to exercise patience and tolerance, and active participation in Narcotics Anonymous is required.

4.4 All Convention Committee voting members are required to participate on a Subcommittee on-site if they are not on the Executive Body or a Subcommittee prior to the convention.

5. MEETING/VOTING PRIVILEGES

5.1 The first meeting of the new convention year shall be held the third Sunday of the new fiscal year.

5.2 Convention Committee meetings are held monthly, (usually on the third Sunday of the month), except two months prior to the convention when they will be called as needed.

5.3 A Guideline review meeting will be held the month following the event. Attendance is mandatory for Executive Body members, Subcommittee Chairpersons both current and elected.

5.4 Any member present at the first meeting of the convention year has full voting privileges.

5.5 Any member joining after the first meeting of the new year must attend three consecutive meetings to obtain voting privileges; voting privileges shall be determined by the sign-in sheet (i.e. you are eligible to vote at your third consecutive meeting).

5.6 No voting member of CIRNA or the CIRNA Executive Body may have a vote on the Convention Committee.

5.7 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. Voting privileges shall be determined by the sign-in sheet. It is each member's responsibility to sign the sign-in sheet at the beginning of each meeting. Should any member miss four meetings throughout the year, they will be considered inactive for voting purposes for the year.

5.8 Attendance shall be defined as; a member physically present who has stayed for the entire meeting. Any member leaving early may lose credit for attendance at that same meeting - no report or designee shall be permitted to replace a member's physical attendance. Attendance shall be recorded by the Convention Secretary beginning at the first meeting of the convention year and end after the Guideline review meeting of that same year. All attendance records shall restart at the first meeting of each convention year.

- 5.9 If an Executive Committee member or Subcommittee Chairperson misses three (3) meetings throughout the convention year based on the sign-in sheet), they may be asked to step down from their position, (based upon a majority vote of the Convention Committee (i.e. more than half of the votes cast by Convention Committee members, excluding blank votes and abstentions).
- 5.10 CIRNACC voting members registered at the convention shall receive "Committee Member Badges". All other Subcommittee members and volunteers shall receive "Volunteer Ribbons".

6. ELECTIONS

- 6.1 Only CIRNACC voting members have a vote at any elections. Chairperson may vote in elections only. If a tie occurs a revote will be required.
- 6.2 Anyone who steals NA funds, assets or assists in that theft is automatically ineligible for any Position for a five year period of time, and will be prosecuted (See 'Enclosure 1').
- 6.3 No member of the CIRNA Executive body nor any RCM or RCM Alternate may hold a position on the Convention Committee.
- 6.4 While the Committee is strongly encouraged to consider only nominees which meet all guideline requirements, these guidelines may be waived on an individual basis by a 2/3 vote of quorum.
- 6.5 All nominees must be present to be nominated, accept said nomination, and state their qualifications. All nominees must be present during elections.
- 6.6 It is suggested that in accordance with the spiritual principal of rotation, members periodically work on different committees to enrich their own experience and to strengthen the committee as a whole.
- 6.7 Nominations shall be held at both the last convention meeting prior to the convention and at the closing meeting of the convention year.
- 6.8 Elections shall be held at the closing meeting of the convention year. Remember in the 4th Concept of Service it states "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants".
- 6.9 At the closing meeting of the convention year, a vote will be held to ratify the Vice Chairperson as the Chairperson for the following convention year. If the Vice Chairperson is not ratified, nominations will be held for the Convention Chairperson position.

7. EXECUTIVE COMMITTEE

- 7.1 The Executive Committee shall consist of the Chairperson, Vice Chairperson, Treasurer, Vice Treasurer, Secretary, Records and Archives Keeper, Operations Chairperson, and Operations Vice Chairperson. All Executive Body trusted servants must be active voting members in good standing. Executive trusted servant's 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 Treasurer's report.
- 7.2 QUALIFICATIONS FOR ALL EXECUTIVE COMMITTEE MEMBERS shall be a working knowledge of the 12 Steps and 12 Traditions, and knowledge of the 12 Concepts of Service.
- 7.3 QUALIFICATIONS FOR CHAIRPERSON, TREASURER, SECRETARY AND OPERATIONS CHAIRPERSON shall be a minimum of five (5) years clean time; and two (2) years service on the California Inland Region Convention Committee as a voting member.
- 7.4 QUALIFICATIONS FOR VICE CHAIRPERSON, VICE TREASURER OPERATIONS VICE CHAIRPERSON AND RECORDS AND ARCHIVES shall be a minimum of four (4) years clean time; and one (1) year service on the California Inland Region Convention Committee as a voting member.

- 7.5 Due to the nature of an executive position, continuous on-site attendance at the convention will be required. Therefore, lodging will be provided in the host hotel.
- 7.6 No signers to the checking account may be a payee and a signer of any check. No two persons in the same household or immediate family/relationship shall have the authority to sign on the CIRNACC bank account.

7.7 DUTIES OF EXECUTIVE COMMITTEE OFFICERS

7.7.1 Chairperson

- A. Presides over all Negotiations/Convention Committee meetings.
- B. Prepares an agenda for the meetings.
- C. Ensures that Committee members are informed of any changes in meeting time/location.
- D. Shall create and distribute a Timeline to the Executive Body and all Subcommittee Chairpersons.
- E. May attend Program Committee meetings for input only.
- F. Is the secondary contact person between Convention Committee and convention-site administrator.
- G. Attends the RSC, provides approved minutes, and any meeting pertaining to Convention Committee as needed.
- H. Supplies reports to all committees as needed.
- I. Shall receive and be knowledgeable on all contracts related to CIRNACC.
- J. Shall be a party to all decisions made by CIRNACC.
- K. Works with Operations chairperson between site facilities and Convention Committee.
- L. Submit a written report along with oral report to Executive body, Area representatives, and Subcommittee Chairpersons.
- M. Shall attend final financial recap at convention site.
- N. Shall distribute "All Access" Badges as required.
- O. Shall create two (2) binders provided by Records & Archives with all information concerning Chairperson position (i.e. contracts, budget, invoices, etc.). One to be given to Records and Archives Keeper and one to the new Chairperson at the last meeting of the convention year.
- P. Shall continue to be available to assist the new Chairperson as required.
- Q. Shall be required to sign all contracts, licenses, and tax documents.
- R. Shall receive insurance binder information, from Operations, Programming, Entertainment, or any committee needing insurance binders 90 days prior to the event.)
- S. Shall coordinate with Regional Insurance Coordinator to obtain insurance binders.
- T. Shall maintain a back-up copy of the storage unit key for emergency use only (see guideline 7.7.6D).
- U. Shall maintain a copy of a key to the Regional Office, when supplied by CIRNA.
- V. Shall take possession of, and be responsible for, excess donated jewelry which shall be turned over to the Merchandise Chair on-site.

7.7.2 Vice Chairperson

- A. Shall assume the responsibility of the Chairperson in the event of their absence or if the Chairperson steps down from their position.
- B. Assist Chairperson in overall coordination.
- C. Maintains direct contact with all Subcommittee Chairpersons.
- D. Shall be aware of all operational procedures, requirements, and deadlines of said Subcommittees and offer input when necessary.
- E. May attend Program Committee meetings for input only.

- F. Shall attend the RSC and any meeting pertaining to Convention Committee in the absence of the Chairperson or as needed.
- G. Shall receive and be knowledgeable on all contracts related to CIRNACC.
- H. Submit written report along with oral report to Executive Body, Area Representatives, and Subcommittee Chairpersons.
- I. Shall distribute "All Access Badges" as required.
- J. Shall attend all Negotiations Committee meetings.
- K. Shall assume the responsibility of a vacant Executive Body or Subcommittee Chairperson position per a request by CIRNACC should one exist.
- L. Create two (2) binders provided by Records & Archives with all information concerning Vice Chairperson position (i.e. contracts, budget, invoices, etc.). One to be given to Records and Archives Keeper and one to the new Vice Chairperson at the last meeting of the Convention year.
- M. Shall continue to be available to assist the new Vice Chairperson as required.
- N. Upon ratification at the closing meeting of the convention year, the Vice Chairperson shall assume the position of Chairperson for the following convention year.
- O. Shall attend final financial recap at convention site.

7.7.3 Treasurer

- A. Shall be responsible to open a Post Office Box that is geographically convenient and pick up all pre-registrations and correspondence. All checks will be recorded and deposited and the registrations forwarded to the Registration Chairperson.
- B. Shall keep a running tally of all pre-registrations, banquet, breakfast, and/or entertainment tickets and any pre-sale merchandise that are purchased.
- C. Shall coordinate with the Convention Committee in assuring that new signature cards are filled out with the appropriate signatures and returned to the bank. Signers on the accounts will consist of four (4) Executive Committee members, Regional Chairperson and Regional Treasurer (See section 7.6).
- D. Ensures that all checks have two (2) signatures (See section 7.6).
- E. Shall give copies of contracts and invoices to appropriate Subcommittee Chairpersons.
- F. Shall be responsible for issuing any checks that are required to help facilitate the convention (See section 7.6).
- G. Shall keep accurate journal of checks that have been issued and be certain that they are categorized for the appropriate Subcommittee, thus monitoring their individual budgets. A copy to be given to each Subcommittee Chairperson.
- H. Shall ensure that all checks written have the proper receipts and are accompanied by a check request, filled out with the proper information, and does not exceed that Subcommittee's budget.
- I. Shall provide the Convention Committee with a detailed monthly cash flow statement, accompanied with the current bank statement reflecting all items used.
- J. May attend Program Committee meetings for input only.
- K. Shall create written procedures for all on-site duties pertaining to cash pick-up, counting, depositing and record keeping. Note: It is required that one of the Executive Body and/or Hotel site security accompany Treasurer on cash pick-ups and/or depositing monies during the convention.
- L. Shall make arrangement for armored cash pick-up or delivery to the bank by two (2) Executive Body members at the close of the convention.
- M. Shall provide the Convention Committee and the RSC with a final report detailing all financial activity throughout the year within ninety (90) days of the close of the convention.

- N. Shall establish over-ring, check, and credit card procedures for all cash registers.
- O. Submit written report along with oral report to Executive body, Area Representatives, and Subcommittee Chairpersons.
- P. No funds shall be disbursed over \$500.00 without CIRNACC approval.
- Q. Shall attend all Negotiations Committee meetings.
- R. Shall continue to be available to assist the new Treasurer as required.
- S. Shall preside over in the final financial recap at convention site.
- T. Shall set up all cash registers and credit card machines for Registration and Merchandise Committees and provide training of said cash registers and credit card machines.
- U. Shall pay any and all sales tax owed by CIRNACC by the closing of the fiscal year.
- V. Create two (2) binders provided by Records & Archives with all information concerning Treasurer position (i.e. contracts, budget, invoices, etc.). One to be given to Records and Archives Keeper and one to the new Treasurer at the last meeting of the convention year.
- W. Is authorized to pay all bills onsite at the convention as needed (See section 7.7.3.P).
- X. Shall update the PayPal and credit card accounts as needed.

7.7.4 Vice Treasurer

- A. Shall assume the responsibility of the Treasurer's position in the event of their absence or if the Treasurer steps down from their position.
- B. Assist the Treasurer in keeping records of all income and expenditures.
- C. Assist the Treasurer in preparing a financial statement at the close of the convention.
- D. Assist the Treasurer in preparing a written financial statement to be submitted to the RSC.
- E. May attend the Program Committee meetings for input only.
- F. Submit written report along with oral report to Executive Body, Area Representatives, and Subcommittee chairpersons.
- G. Shall continue to be available to assist the new Vice Treasurer as required.
- H. Shall participate in the final financial recap at convention site.
- I. Shall create two (2) binders provided by Records & Archives with all information concerning the Vice Treasurer position (i.e. contracts, budgets, invoices, etc.). One to be given to Records and Archives and one to be given to the new Vice Treasurer at the last meeting of the convention year.

7.7.5 Secretary

- A. Shall record Minutes, make copies (to include all written reports) and distribute them to all Executive Body, Subcommittee Chairpersons, CIRNA (7 Copies), Area Representatives, and Convention Committee voting members who have requested copies prior to the production of the recorded minutes. This distribution shall be permitted by any medium necessary.
- B. Shall distribute Minutes prior to the next Convention Committee meeting for approval.
- C. Shall maintain records and Minutes for the year.
- D. Handles all public information as directed by the Convention Chairperson.
- E. Shall maintain and attach the active voting member sign-in sheet/attendance record to Minutes along with an updated phone list (See section 5 'Meeting/Voting Privileges').
- F. May attend Program Committee meetings for input only.
- G. Submits written report along with oral report to Executive body, Area representatives, and Subcommittee chairpersons.
- H. Shall attend all Negotiations Committee meetings.

- I. Shall create two (2) binders provided by Records & Archives with all information concerning the Secretary position (i.e. contracts, budgets, invoices, etc.). One to be given to Records and Archives and one to be given to the new Secretary at the last meeting of the convention year.
- J. Shall continue to be available to assist the new Secretary as required.
- K. Shall maintain a list of Subcommittee meeting locations and times (i.e. date and time of each meeting).
- L. Shall provide a list to the Registration Chairperson of all people to receive “Committee Member Badges” before the convention (See section 5 ‘Meeting/Voting Privileges’).

7.7.6 Records and Archives Keeper

- A. Maintain a file of all documents (i.e., contracts, program, correspondence, minutes, procedures, pre-registration list, financial reports, etc.) and any other literature relating to the CIRNACC.
- B. Shall be responsible for maintaining information booth site.
- C. Shall assume the responsibility of the Secretary in the event of their absence or if the Secretary steps down from the position.
- D. Maintain a rental storage unit for CIRNACC within close proximity of the convention site and shall be required to be physically present any time the storage unit is accessed, record the activities, and document all activities in their next CIRNACC report. Storage access or use shall be restricted to CIRNACC business only. Keys to the storage unit shall not be duplicated, or given to any other person with the exception of the CIRNACC Chairperson (see 7.7.1.T).
- E. Shall provide minutes (the previous two years minutes) at all CIRNACC meetings, and on-site at current convention.
- F. Submit written report along with oral report to Executive Body, Area Representatives, and Subcommittee Chairpersons.
- G. Collect and close the convention year archives at the last meeting. Add year-end financial report when available.
- H. Shall collect and store merchandise and pre-registration merchandise (two each) for archives.
- I. Shall continue to be available to assist the new Records and Archive Keeper as required.
- J. May attend Program Committee meetings for input only.
- K. Shall separate and bring all artwork for logo/theme selection, at the first meeting of the convention year.
- L. Shall create two (2) binders with all information concerning the Records and Archives position (i.e. contracts, budgets, invoices, etc.). One to be kept in Records and Archives storage and one to be given to the new Records and Archives Keeper at the last meeting of the convention year.
- M. Shall work with all Executive Body members, and Subcommittee Chairpersons to provide two (2) binders by the third meeting of the convention year.

7.7.7 Operations Chairperson

- A. Coordinate all meeting locations and times at the convention site (based upon space availability).
- B. Shall be the primary point of contact on all matters between the Convention Committee and convention-site.
- C. Submit all expenditures to CIRNACC for approval.
- D. Plans, coordinates and suggests room arrangements (i.e. meetings, Merchandise, Entertainment, Executive Committee, Hospitality, Programming, etc.) according to approved budgets.

- E. Shall attend all Negotiations Committee meetings.
- F. Shall work in conjunction with all Subcommittees and Negotiations Committee to meet any of their needs.
- G. Shall continue to be available to assist the new Operations Chairperson as required.
- H. Shall create two (2) binders provided by Records & Archives with all information concerning the Operation Chairperson position (i.e. contracts, budgets, invoices, etc.). One to be given to Records and Archives and one to be given to the new Operation Chairperson at the last meeting of the convention year.
- I. May attend Program Committee meetings for input only.
- J. Submits written report along with oral report to Executive Body, Area Representatives, and Subcommittee Chairpersons.
- K. Responsible for overseeing banquets and for placement of table decorations and favors.
- L. Pre-Convention
 - 1. The Operations Chairperson is responsible for initial set-up, liaisons between the convention Subcommittees, the site facilities, and Hotel representatives (Security excluded) and other duties as required.
 - 2. Subcommittee liaisons report back to Operations Chairperson to coordinate needs and activities of all Subcommittees.
 - 3. Meets on monthly basis, or as needed with the convention-site staff.
 - 4. Assists and directs loading and unloading of truck(s).
 - 5. Notify Arts & Graphics of signs needed (notifications, directional, crowd control, etc) at least ninety (90) days prior to the convention.
 - 6. Meet with and obtain names and means of communications with host facility personnel for any special needs that may arise during the convention.
 - 7. Supply hotel with schedule of events sixty (60) days prior to the convention.
 - 8. Shall budget for all needed binders and provide the necessary information to the Chairperson 90 days prior to the convention.
- M. On-Site
 - 1. Operations Chairperson is the liaison between site facilities and the convention Subcommittees.
 - 2. Responsible for set-up and clean up of meeting rooms.
 - 3. Responsible for set-up and clean up of Entertainment events.
 - 4. Assists in placement of all banners.
 - 5. Assists all Subcommittees as needed (i.e., room needs, power, equipment, duct tape, special needs, etc.)
 - 6. Assists and directs loading and unloading of truck(s).

7.7.8 Operations Vice Chairperson

- A. Shall assume the responsibility of the Operations Chairperson position in the event of their absence or if the Operations Chairperson steps down from their position.
- B. Shall assist the Operations Chairperson in overall coordination of meetings, plans, and arrangements.
- C. Shall assist the Operations Chairperson in the initial set-up and clean-up of all rooms used during the convention.
- D. Shall assist the Operations Chairperson in all loading and unloading of trucks at the convention site.
- E. Shall assist the Operations Chairperson in placement of all banners.
- F. Shall attend all meeting with the convention site staff.
- G. Submits written report along with oral report to Executive Body, Area representatives, and Subcommittee Chairpersons.

- H. May attend Program Committee meetings for input only.
- I. Shall create two (2) binders provided by Records & Archives with all information concerning the Operation Vice Chairperson position (i.e. contracts, budgets, invoices, etc.). One to be given to Records and Archives and one to be given to the new Operation Vice Chairperson at the last meeting of the convention year.

7.7.9 Negotiations Committee

- A. The Negotiations Committee shall be made up of the following persons:
 - 1. Current Convention Chairperson
 - 2. Current Convention Vice Chairperson
 - 3. Past Convention Chairperson
 - 4. Current Operations Chairperson
 - 5. Current Operations Vice Chairperson
 - 6. Past Operations Chairperson
 - 7. Current Treasurer
 - 8. Current Secretary
- B. Duties of the Negotiations Committee are as follows
 - 1. Establish site location (minimum three (3) years out).
 - 2. Negotiate with facilities and/or obtain and coordinate the services of a professional negotiator and present contracts to the Convention Committee for approval. Any expenses incurred in the hiring of a negotiator are subject to the prior approval of the Convention Committee.
 - 3. Review all contracts originated by Convention Committee prior to final approval.
 - 4. Continue to review alternate locations within the boundaries of CIRNA for upcoming conventions.
 - 5. Meet monthly or as often as needed.
 - 6. An appointed member will provide copies of all contracts to accelerate communications for current year's convention.
 - 7. Submits written report along with oral report to Executive Body, Area Representatives, and Subcommittee Chairpersons.

8. OPERATIONAL POLICIES

- 8.1 Convention Chairperson shall serve for no more than one (1) year within a five (5) year period. All other trusted servants may serve up to two (2) years in the same position. Member will then be ineligible for that same position for a period of five (5) years.
- 8.2 Subcommittee Chairpersons will be elected at the last Convention Committee meeting of the current year. Duties shall start at the first Convention Committee meeting of the new convention year.
- 8.3 Subcommittees shall elect a Vice Chairperson by the end of the second meeting. If no Vice Chairperson is elected from within the Committee, the Convention Committee as a whole can elect a Vice Chairperson for that Subcommittee.
- 8.4 All contracts and invoices of any kind shall be submitted to the treasurer.
- 8.5 Registration packets to be assembled by the Convention Committee on a chosen date by Registration Committee.
- 8.6 At the last meeting of the convention year Executive Body and Subcommittee Chairpersons shall be given a copy of the current guidelines by the outgoing Secretary and asked to review guidelines and be prepared to present written changes at the guidelines review meeting (See section 5 'Meeting/Voting Privileges').
- 8.7 CIRNACC Rooms shall be designated as follows:

- A. Convention Chairperson – Night before through last day night (1 room).
- B. Convention Vice Chairperson – Convention nights only (1 room with late check out).
- C. Treasurer – Night before through last day night (1 room).
- D. Vice Treasurer – Convention nights only (1 room).
- E. Secretary – Convention nights only (1 room).
- F. Records and Archives Keeper – Convention nights only (1 room).
- G. Operations Chairperson – Night before through last day night (1 room).
- H. Operations Vice Chairperson – Convention nights only (1 room).
- I. Registration Committee – Night before and convention nights only (1 room with late check out).
- J. Entertainment Committee – Convention nights only (1 room).
- K. Hospitality Committee – Convention nights only (1 room).
- L. Program Committee – Convention nights only (2 rooms, 1 room void if chair speaks Spanish).
- M. Merchandise Committee – Night before and convention nights only (1 room with late check out).
- N. Security Chairperson – Night before and convention nights only (1 room).
- O. Marathon Committee – Convention nights only (1 room).
- P. Arts and Graphics Committee – Convention nights only (1 room).

8.8 All meetings between the hotel/host site must be coordinated with the Executive Body.

9. **SUBCOMMITTEES**

Convention Subcommittees shall consist of Registration, Entertainment, Hospitality, Programming, Merchandise, Security, Marathons, and Arts and Graphics.

9.1 **ALL SUBCOMMITTEE CHAIRPERSONS AND VICE CHAIRPERSONS** shall have a working knowledge of the 12 Steps and 12 Traditions, and knowledge of the 12 Concepts of Service. (See section 6 'Elections') NOTE: Service at the Regional level does not constitute service at the Convention Committee level.

9.2 **REQUIREMENTS FOR SUBCOMMITTEE CHAIRPERSONS**

9.2.1 **REGISTRATION, ENTERTAINMENT, MERCHANDISE AND PROGRAMMING**

a minimum of five (5) years clean time, twenty-four (24) months service on the California Inland Region Convention Committee (twelve (12) months of which can be as a voting member of a Subcommittee), Previous service as a Vice Chairperson is suggested.

9.2.2 **HOSPITALITY, SECURITY, MARATHONS AND ARTS AND GRAPHICS**

a minimum of four (4) years clean time, twelve (12) months service on the California Inland Region Convention Committee (twelve (12) months of which can be as a voting member of a Subcommittee). Previous service as a Vice Chairperson is suggested.

9.3 **SUGGESTED REQUIREMENTS FOR SUBCOMMITTEE VICE CHAIRPERSONS**

9.3.1 Shall attend CIRNACC meeting within the first three (3) months of accepting their commitment, and be ratified by the CIRNACC in becoming obligated to assume the Subcommittee Chair position should their current Chairperson step down for any reason.

9.3.2 **REGISTRATION, ENTERTAINMENT, MERCHANDISE AND PROGRAMMING**

a minimum of four (4) years clean time, twelve (12) months service on the California Inland Region Convention Committee (which can be as a voting member of a Subcommittee), NOTE: Previous service in said Subcommittee is suggested.

9.3.3 **HOSPITALITY, SECURITY, MARATHONS AND ARTS AND GRAPHICS**

a minimum of three (3) years clean time, twelve (12) months service on the California Inland Region Convention Committee (which can be as a voting member of a Subcommittee), NOTE: Previous service in said Subcommittee is suggested.

9.4 **DUTIES OF SUBCOMMITTEE CHAIRPERSONS**

9.4.1 All Subcommittee Chairpersons

- A. Preside over all Subcommittee meetings with a written agenda created from the Timeline received by the Convention Chairperson.
- B. Provide a functional itemized and revised written financial plan (budget) to the Convention Committee by the second meeting of the convention year.
- C. Must submit any expenses to CIRNACC for approval.
- D. Three (3) bids must be received in writing for any monetary expenditure(s) over one thousand dollars (\$1,000.00), and submitted to CIRNACC for selection.
- E. Establish terms/credit with vendors, if possible, for Net 30 or Net 60 days after the convention.
- F. Mandatory attendance at all site walkthroughs, pertaining to their positions.
- G. Participate in executive-called meetings as directed by the Convention Chairperson.
- H. In the event of an emergency, the Subcommittee Chairperson is responsible to make arrangements with Vice Chairperson or a Subcommittee Representative to be present if they cannot attend any CIRNACC meeting.
- I. Must read and be familiar with all contracts pertaining to their Subcommittee.
- J. Copy and distribute all contracts generated by their Subcommittee to all members of the Negotiations Committee (See section 7.7.9A).
- K. Set an on-site hourly work schedule for all Subcommittee members, to be submitted to Convention Chairperson fifteen (15) days prior to convention.
- L. Determine signs and other on-site needs and submit to appropriate Subcommittee ninety (90) days prior to convention.
- M. Coordinate all on-site needs and activities with the Operations Chairperson.
- N. Submit written report along with oral report to Executive Body, Area Representatives, and Subcommittee Chairpersons, and be available for any questions, at every Convention Committee meeting. NOTE: All reports must have a Subcommittee attendance records included so, the Secretary can keep Subcommittee member voting privileges on file for any and all elections (See section 9 'Subcommittees').
- O. Submit a written recap report after the convention, inventorying the strengths and weaknesses, to be put into the archives (one copy) and provide a second copy to the following year's Subcommittee Chairperson for future use.
- P. Shall be available to assist the incoming Subcommittee Chairperson as needed.
- Q. Shall create two (2) binders provided by Records & Archives with all information concerning the Subcommittee (i.e. contracts, budgets, invoices, etc.). One to be given to Records and Archives and one to be given to the new Subcommittee Chairperson at the last meeting of the convention year.
- R. REMEMBER communication between Chairperson and Vice Chairperson is important for unity, continuity, and the common welfare of CIRNACC.
- S. Shall ensure that all on-site sellers provide proof of resale license listing the site address.

9.4.2 Registration Chairperson

- A. Coordinate Subcommittee meetings.
- B. Coordinate pre-registration brochure mailings to recovery homes, RSO, and last years pre-registration.
- C. Communicate to CIRNACC.
- D. Coordinate duties of Subcommittee which include but are not limited to:
 - 1. Processing all registrations.
 - 2. Working in conjunction with the Treasurer to receive pre-registrations in a timely manner and resolving any discrepancies between check amount and registration form.
 - 3. Responsible for cash register training with Treasurer.
 - 4. Coordinate a money drop policy with the Treasurer and/or Executive body.

- E. Responsible for working in conjunction with Treasurer in programming cash registers prior to convention.
- F. Present written report at all Convention Committee meetings. (See section 9.4.1N)
- G. Work with Merchandise committee to insure that all pre-registration merchandise is selected from approved vendors. Give Merchandise chairperson final order for all pre-registration merchandise to be ordered through Merchandise committee.
- H. Work with Arts and Graphics and Entertainment sub-committees to ensure all tickets to paid events are numbered and that occupancy figures for each paid event correspond to amount of tickets given to Registration committee for sale.
- I. Shall participate in the final financial recap at convention site.
- J. Shall actively participate in all Subcommittee business until all past year's business is closed.
- K. Function of Subcommittee Pre-Convention
 - 1. Responsible for deciding items for and putting together registration packets. Including ordering all items, inventorying received items, and requesting payment of said items. Any registration packet items not sold must be inventoried and turned over to Merchandise committee on last day of the convention.
 - 2. Keep Arts and Graphics sub-committee fully apprised of registration items to be ordered so that Arts and Graphics can ensure that items such as Badges or Badge Inserts and Programs are correctly sized and formatted.
 - 3. Shall require three (3) bids for registration packet items to be turned over to Treasurer for preview.
 - 4. Shall require all invoices to be approved by CIRNACC.
 - 5. Receive all registration mail from Treasurer.
 - 6. Mandatory training for committee members working cash registers to be coordinated with Treasurer prior to convention.
- L. Function of Subcommittee On-Site
 - 1. Set-up Registration room and oversee room throughout the convention, cleaning the room at the end of the convention.
 - 2. Only those Registration committee members and/or volunteers that meet the clean time requirement of four (4) years shall operate cash registers on-site. NOTE: Anyone operating a cash register or credit card machine must sign Enclosure 1.
 - 3. Only the Registration Chairperson or Vice Chairperson can distribute tickets to cash registers for sale. All unused tickets are to be kept in a secure location.
 - 4. Only the Registration Chairperson or Vice Chairperson can distribute "Committee Member Badges" per list received by the Secretary. All unused badges are to be kept in a secure location.
 - 5. Only the Registration Chairperson and Vice Chairperson will have the key(s) to said secure location.
 - 6. Only the Registration Chairperson or Vice Chairperson can contact convention site security to unlock and lock doors to registration room. Operations Chairperson shall introduce convention site security prior to convention.

9.4.3 Entertainment Chairperson

- A. Coordinate Subcommittee meetings.
- B. Communicate to CIRNACC.
- C. Coordinate duties of Subcommittee which include but are limited to:
 - 1. Establishing types of activities and entertainment to be provided.
 - 2. Actively seek out and procure entertainers and vendors.
 - 3. Coordinate and staff on-site entertainment and activities.
 - 4. Work in conjunction with Treasurer on all paid events.

5. Work in conjunction with Programming and Operations chairperson on scheduling suggestions and space allocations. Including but not limited to equipment requirements and occupancy figures per location.
- D. Submit written list to Registration chairperson for all required items (i.e. registration packets, tickets to paid events, etc.).
- E. Present written report at all convention committee meetings. (See section 9.4.1N)
- F. Shall actively participate in all Subcommittee business until all past year's business is closed.
- G. Functions of Subcommittee Pre-Convention
 1. 11 months out, start seeking entertainment.
 2. 7 months out, submit all contract bids to Treasure for preview.
 3. 6 months out, get bids and present to CIRNACC body for approval. (See section 9.4.1D)
 4. 4 months out, approval and signing of contracts for entertainers. NOTE: All entertainers are required to sign Enclosures 2.
 5. 3 months out, finalize arrangements with Operations Chairperson regarding accommodations, equipment, etc. If needed, submit any information to Arts and Graphics for signage.
 6. Work with Arts and Graphics and Registration sub-committees to ensure all tickets to paid events are numbered and that occupancy figures for each paid event
- H. Functions of Subcommittee On-Site
 1. Responsible for coordinating the arrival of entertainers, their accommodations (if applicable) and to make sure that the convention site is ready for their arrival with storage space (if applicable).
 2. Assist with back stage preparations and any ticket taking (if applicable). NOTE: Anyone dealing with funds while taking tickets must sign Enclosure 1.
 3. At least one (1) member of the Entertainment Committee shall be present at all paid events and dances.
 4. Coordinate pool-side entertainment.

9.4.4 Hospitality Chairperson

- A. Coordinate Subcommittee meetings.
- B. Communicate to CIRNACC.
- C. Coordinate duties of Subcommittee which include but are not limited to:
 1. Responsible for staffing of Hospitality room.
 2. Submit a written request for any required literature and supplies for Hospitality room, to include Basic Texts for distribution at the Main Meeting.
 3. Responsible for coordination of all on-site volunteers by establishing a Volunteer sign-up board and delegating all volunteer duties.
 4. Shall create an inventory of all Literature and supplies used and remaining.
- D. Present written report at all Convention Committee meetings. (See section 9.4.1N)
- E. Shall actively participate in all Subcommittee business until all past year's business is closed.
- F. Functions of Subcommittee Pre-Convention
 1. To plan and coordinate Hospitality room for the annual CIRNACC.
 2. Enlist volunteers by means of sign-up sheets distributed throughout the California Inland Region and to other areas upon request. NOTE: Arts and Graphics shall help create any fliers required.
 3. Call all the volunteers and set-up time slots convenient to the volunteers for two (2) hour or four (4) hour slots.

4. Shall check last years inventory of Literature and supplies and order any needed Literature and supplies. Literature order to be placed through Convention Chairperson ninety (90) days out.
- G. Functions of Subcommittee On-Site
 1. Set-up Hospitality room and oversee room throughout the convention, cleaning room at the end of the convention.
 2. Provide greeters at Main Speaker meetings and at front desk during the convention.

9.4.5 Program Chairperson

- A. Coordinate Subcommittee meetings.
- B. Communicate to CIRNACC.
- C. Shall schedule a Leader and Reader selection meeting. To be attended by all Area Representatives.
- D. Shall schedule a Main Speaker selection meeting which can be attended by the Executive Body for input only.
- E. Shall submit expenditures to CIRNACC for approval.
- F. Personally responsible for seeing to it that all Main Speakers, leaders and readers are contacted and confirmed.
 1. Make travel arrangements for any Main Speakers, within budget, to cover airfare, gas, or mass transit; and provide receipts for reimbursement.
 2. Determine special lodging needs for all main speakers (i.e. smoking, non-smoking, physically impaired).
 3. Send an invitation with instructions and all confirmations (i.e. airfare, lodging, one convention registration, meeting date and time), dress codes and pre-registration forms.
- G. Coordinate duties with appropriate Subcommittees (i.e. Raffles, auctions, entertainment, etc.).
- H. Present written report at all Convention Committee meetings. (See section 9.4.1N)
- I. Responsible for submitting all meeting formats ninety (90) days prior to the convention (for Convention Committee approval).
- J. Shall actively participate in all Subcommittee business until all past year's business is closed.
- K. Functions of Subcommittee Pre-Convention
 1. Set and schedule number of meetings. Establish types of workshops. NOTE: The use of the convention theme is suggested. REMEMBER that a balance of workshops for newcomers, service-minded people and spiritual discussions are encouraged.
 2. Prepare written meeting formats.
 3. Prepare necessary fliers for Program Committee for Main Speaker selections (speaker tapes or CD's) by the 3rd convention committee meeting. NOTE: Arts and Graphics shall help create any fliers required.
 4. Prepare Leader/Reader flier by 4th meeting. NOTE: Arts and Graphics shall help create any fliers required.
 5. Program must be completed ninety (90) days prior to convention, including notification of speakers, leaders and readers. Must be ready to go to print.
 6. Notify Arts and Graphics of signs needed (i.e., workshops, meetings, to cover convention site logos on the podiums etc.) ninety (90) days out.
 7. Solicit bids from taping company; turn in to Treasurer for preview. (See section 9.4.1D) (Note: Tape vendors must sign 'Enclosure 2')
 8. Solicit bids for travel; turn in to Treasurer for review. (See section 9.4.1D)
 9. Make arrangements for and insure out of town Main Speakers have necessary transportation to and from the airport.

10. Shall turn in a written list to the Registration Chairperson of registration packets needed for all Main Speakers with main speaker(s) name by pre-registration deadline.
 11. Work with Arts and Graphics and Registration sub-committees to ensure all tickets to paid events are numbered and that occupancy figures for each paid event
- L. Leader and Reader selections
1. Leaders and readers will be selected by Area Representatives. Leader and Reader selection will be chosen on a rotational basis, initially determined by drawing names from a hat. In the spirit of unity we encourage the use of members outside our region.
 2. Area Representatives who attend this one Leader and Reader selection meeting must be active members of Narcotics Anonymous, with a working knowledge of the 12 Steps and 12 Traditions.
 3. Leaders should have a minimum of two (2) years clean time. Readers should have a minimum of one (1) year clean time. Each Leader and Reader must be active members of Narcotics Anonymous.
 4. Programming Committee must attend the Leader/Reader selection meeting.
 5. Programming Chairperson is responsible for notification of leaders and readers with the ability to delegate this responsibility to other members of the Program Committee.
 6. No leader or reader shall receive airfare, lodging, or registration packets from CIRNACC.
- M. Workshop Speaker selection
1. Workshop Speakers must be active members of Narcotics Anonymous with a minimum of five (5) years clean time, a working knowledge of the 12 Steps and 12 Traditions, and carry a clear NA message of recovery.
 2. Workshop Speakers are selected by group conscience in a closed Program Committee meeting. They are chosen through tape or CD submission and/or suggestions of other Convention Committee members.
 3. It is suggested that Workshop Speakers are chosen outside of the California Inland Region.
 4. No Workshop speaker shall repeat as a speaker within four (4) years, regardless of whether they spoke at a main meeting or a workshop.
 5. No Workshop Speaker shall receive airfare, lodging, or registration packets from CIRNACC.
- N. Main Speaker selection
1. Main Speakers shall be active members of Narcotics Anonymous with a minimum of five (5) years clean time, a working knowledge of the 12 Steps and 12 Traditions, carrying a clear NA message of recovery.
 2. All Main Speaker candidates must submit a tape or CD by deadline to qualify as a Main Speaker.
 3. No speakers shall be a member of the Convention Committee or located in the California Inland Region.
 4. No Main speaker shall repeat as a speaker within four (4) years, regardless of whether they spoke at a main meeting or a workshop.
 5. Main Speakers shall get complimentary airfare and lodging (only if needed).
 6. Main Speakers shall get one (1) registration packet, tickets to any paid events, T-Shirt and Mug.
 7. Main meetings shall be defined as Opening English/Spanish Meeting, Main English/Spanish Meeting, and Closing English/Spanish Meeting. NOTE: If it is a four (4) day convention one (1) English/Spanish meeting may be added.

- O. Functions of Subcommittee On-Site
 1. Ensure that Main Speakers have transportation to and from airport.
 2. Work in conjunction with Convention Committee in welcoming speakers.
 3. Start scheduled meetings. NOTE: One person from Programming committee shall attend each meeting to handle any problems that may arise.
 4. Keep a log of attendance numbers for all Workshop and Main meetings to be turned over to Operations chairperson at the end of the convention.
 5. Work closely with the chosen taping company while on-site.
- P. Dress code:
 1. Anyone at the podium during any meeting shall not wear anything that promotes an outside enterprise, affiliation, organization, association or other entity. NOTE: Approved NA attire is permitted.

9.4.6 Merchandise Chairperson

- A. Coordinate Subcommittee meetings.
- B. Communicate to CIRNACC.
- C. Coordinate duties of Subcommittee which include but are not limited to:
 1. Obtain, provide and sell approved Narcotics Anonymous merchandise at convention-site.
 2. All contracts are to be submitted to Treasurer for Preview.
 3. All contracts then must be approved by CIRNACC.
 4. All invoices to be promptly submitted to Treasurer.
 5. Arrange merchandise delivery to location specified by the Executive Body thirty (30) days prior to convention date Inventory all merchandise twenty four (24) hours prior to convention and provide a written report to the Treasurer.
 6. Secure merchandise room every night.
- D. Responsible for working in conjunction with providing a pricelist of merchandise to the Treasurer in programming cash registers prior to convention (i.e. pricelist of merchandise and register training).
- E. Coordinate a shift schedule for volunteer workers with Treasurer, not to coincide with other committees (i.e. Registration, Programming, etc.) for money drops.
- F. Shall participate in final financial recap at convention site.
- G. Present a written report at all Convention Committee meetings. (See section 9.4.1N)
- H. Shall actively participate in all Subcommittee business until all past year's business is closed.
- I. Functions of Subcommittee Pre-Convention
 1. Determine types, colors, quantities of merchandise to be sold and coordinate with Registration Committee on pre-registration merchandise and Security Committee on Security T-Shirts.
 2. Obtain at least three (3) quotes and turn in to the Treasurer for preview. Must then be approved by CIRNACC. (See section 9.4.1D)
 3. Order merchandise and arrange for delivery and pick up. Pre-Registration merchandise to be delivered to Registration Committee and Security T-Shirts to Security Committee prior to convention.
 4. Inventory all ordered merchandise for correct types, colors and quantities.
 5. Solicit other Areas and Regions for interest in the selling of Alternative Merchandise on the last convention day.
 6. Confirm participants in Alternative Sales: Provide a Letter of Authorization from their service body or NAWS. And obtain a copy of their California sales tax permit, temporary resale certificate from the California Board of Equalization or on-site "Seller's Permit".

7. Determine hours for sales and create work schedule for Merchandise committee members and volunteers (i.e. raffles, auctions see 9.4.6.E).
 8. Mandatory training for committee members working cash registers to be coordinated with Treasurer prior to convention.
- J. Functions of Subcommittee On-Site
1. Set up Merchandise room and oversee room throughout the convention, cleaning room at the end of the convention.
 2. Oversee all sales of merchandise throughout convention.
 3. Only Merchandise committee members or volunteers that meet the clean time requirement of four (4) years shall operate cash registers on-site. NOTE: Anyone working a cash register must sign Enclosure 1.
- K. Functions of Subcommittee Post-Convention
1. Inventory remaining merchandise and arrange for transportation with Records and Archives Chairperson to storage facility.
 2. Finalize all invoices with vendor (i.e. jewelry, merchandise, etc.).
 3. Provide CIRNACC with final accounting of expenses and sales with a written closing inventory of all merchandise including prior years.
 4. Keep remaining merchandise on hand for a minimum of one (1) year. On the second year it may be sold at Alternative Merchandise and on the third year it should be surrendered to CIRNA.

9.4.7 Security Chairperson

- A. Coordinate Subcommittee meetings.
- B. Communicate to CIRNACC.
- C. Coordinate duties of Subcommittee which include but are not limited to:
 1. Shall conduct walk-thrus with Security members to familiarize them with the host facility.
 2. Review all Security producers and all radio call signs with Security members at each Security meeting.
 3. Keep a detailed log of all radio calls received and any and all incidents that require any intervention from Security teams (i.e. date, time, who was present, what happened, what action was taken if any).
 4. If on-site host Security management and/or staff is called or needed Security chairperson shall be required to contact Convention Chairperson and inform them of the situation.
 5. Shall be responsible for getting bids for rental of radios and turning them over to Treasurer for preview. (See section 9.4.1D)
 6. Rental contract for radios and invoice for said rentals to be approved by CIRNACC.
 7. A log for all dispersed radios must be kept with a detail of all and any malfunctions, breakages, and losses (i.e. who signed out radio, date and time, serial number of radio, when it was returned).
 8. When selecting Security T-Shirts color and logo should work with Merchandise and Arts and Graphics Sub-Committees. After selection is approved all orders are to be placed through Merchandise chairperson. All invoices are to be approved through CIRNACC for said T-Shirts before order is placed.
 9. Enlist volunteers by means of a flier distributed throughout the California Inland Region, and other Areas upon request. NOTE: Arts and Graphics shall create said flier.
- D. Present a written report at all Convention Committee meeting. (See section 9.4.1N)
- E. Shall actively participate in all Subcommittee business until all past year's business is closed.

- F. Functions of Subcommittee On-Site
 - 1. Through coordination with the Convention Committee and on-site host Security management and staff, the Security Committee shall provide for augmented security throughout the CIRNA convention, including but not limited to; security for personnel, Registration, fiscal activity, parking and vehicles (including motorcycles), events, and Merchandising. Emphasis will be based on providing security during the times of 4:00 pm through 4:00 am.
 - 2. The operational philosophy of Security for the convention shall be one of coordination and cooperation within the NA spirit of Unity and Recovery. Through an understanding with on-site Security it has been generally agreed that NA members of Convention Security will be called upon first to handle any security problems which may arise with convention attendees. Should they be unable to reach an equitable resolution, on-site Security will be called in to handle the situation. If this occurs Convention Chairperson should be informed immediately. It should be noted that illegal drugs (this includes Alcohol) and or activity of any sort will not be tolerated under any circumstances and will be dealt with appropriately.
- G. Functions of Convention Security Staff
 - 1. The Convention Security staff shall consist of those individual members of the Security subcommittee plus additional NA volunteer members as may be appointed or approved.
 - 2. The Chairperson and Vice Chairperson of the Convention Security subcommittee shall be the designated Head and Assistant Head of the Security staff and shall have ultimate authority for all matters pertaining to security throughout the convention, including, but not limited to general supervision of the Security staff, appointment/approval of additional NA volunteer members to the Security staff, and assignment of duties and liaison with on-site Security.
 - 3. Head of Security and Assistant Head may delegate authority as deemed necessary during the convention.
 - 4. Staff members will be assigned to duty during various rotating shifts as one or more Security teams by the Head or Assistant Head of Security. The Head or Assistant Head of security may designate certain individuals as Team leaders. Security assignment roster(s) will be maintained at Security base.
 - 5. Team leaders shall be responsible for their respective teams and areas of responsibility and shall ensure that team members carry out their duties as required. In addition to a basic requirement for general familiarization with the site layout, all team members shall be appropriately briefed regarding duties prior to departing on assignment.

9.4.8 Marathons Chairperson

- A. Coordinate Subcommittee meetings.
- B. Communicate to CIRNACC.
- C. Present a written report at all Convention Committee meetings. (See section 9.4.1N)
- D. Shall actively participate in all Subcommittee business until all past year's business is closed.
- E. Functions of Subcommittee Pre-Convention
 - 1. Coordinate Marathon room for the annual CIRNA convention.
 - 2. Enlist volunteers by means of a sign-up sheet distributed throughout the California Inland Region, and other Areas upon request. NOTE: Arts and Graphics shall help create the sign-up sheet.
 - 3. Call all volunteers and set up Leaders for each meeting.

- F. Functions of Subcommittee On-Site
 1. Set up the Marathon room and oversee it throughout the convention, cleaning up the room at the end of the convention.
 2. Ensure that all reading formats are present before the start of each meeting.
 3. If not needed in the Marathon room, report to the convention Vice Chairperson, or the Operations Chairperson.
 4. All Leaders are to keep a log on attendance numbers to be turned over to a member of the Marathons Committee at the end of each meeting. Log to be given to Operations Chairperson at the end of the convention.

9.4.9 Arts and Graphics Chairperson

- A. Coordinates Subcommittee meetings.
- B. Communicates to CIRNACC.
- C. Responsible for all printed materials pertaining to convention (i.e. tickets, signs, fliers, registration forms, banners, program, on-site signs, etc.).
- D. Present a written report at all Convention Committee meetings. (See section 9.4.1N)
- E. Shall actively participate in all Subcommittee business until all past year's business is closed.
- F. Functions of Subcommittee Pre-Convention
 1. Coordinate with Records and Archives to present all submitted artwork and logos to CIRNACC for review and selection for following year's convention at the Guideline review meeting in August.
 2. Responsible for all printed matter pertaining to convention (i.e., tickets, fliers, signs, registration forms, banners, program, on-site signs, etc).
 3. Ensure that all event and banquet tickets are sequentially numbered.
 4. Shall work in conjunction with all Subcommittees on all needed fliers and signs. All signage requirements to be turned in ninety (90) days prior to convention by each Subcommittee.
 5. Shall arrange to provide properly formatted artwork of the convention logo and theme, electronically or as required by vendor, to any Subcommittee requiring the convention logo and theme for reproduction.
 6. Shall coordinate with the CIRNA Webmaster to ensure that logos, information and graphics pertaining to the upcoming convention are up-to-date and accurate in all sections of the cirna.org web site.
- G. Functions of Subcommittee On-Site
 1. Responsible for last minute signs.
 2. Deliver signs to various rooms.
 3. Work in conjunction with all Subcommittees on-site.
 4. Responsible for overseeing hanging of signs and banners in conjunction with Operations Chairperson.
 5. Responsible for overseeing removal of signs and banners in conjunction with Operations Chairperson. Place all signs and banners in approved storage containers and place in secure room at the end of the convention.

10. PROCEDURAL GUIDELINES

- 10.1 These guidelines may be amended at any time by a 2/3 vote of all voting Convention Committee members. Guideline changes adopted by the Convention Committee must be presented to the CIRNA RSC for approval prior to their implementation by the Convention Committee.
- 10.2 Any committee worker or officer may be removed during their term of office by a 2/3 vote of all voting Convention Committee members.

- 10.3 The Convention Committee shall hold regular monthly meetings. Special meetings may be called by (1) a majority vote or (2) the Committee Chairperson on being apprised of a matter of special and major determination, such as major policy changes or large and unusual expenditures. Notice must be given to all committee members seven (7) days in advance.
- 10.4 The moving of the location or time of the monthly Convention Committee business meeting requires a 2/3 majority vote.
- 10.5 The Chairperson shall set the Agenda for all Convention Committee meetings. The order of the Agenda shall be at the discretion of the Chairperson. The Convention Committee may change the order of the agenda by a 2/3's vote.
- 10.6 Anyone wishing to address the Convention Committee who is not a regular participating member of the Convention Committee should approach the Chairperson prior to the meeting so that the Chairperson may schedule time for them in the Agenda. The Chairperson may refuse to set aside time in the Agenda, at which time the party may request to be heard under New Business, requiring a majority vote.
- 10.7 A quorum at all meetings shall consist of all voting members present, but no less than 51% of all voting members. All votes involving matters, unless otherwise defined, shall be by a simple majority of at least 51% of quorum. Disbursement of funds requires 2/3 vote of quorum.
- 10.8 Discussion on the floor will be limited to the matter at hand and taken from those whose hands are raised, indicating a desire to speak. Anyone not recognized (called upon) by the Chairperson may be called 'out of order' and asked to defer to the person currently or next on the floor. If discussion drags on unnecessarily, the Chairperson may request that a motion be made or the committee move on to other business.
- 10.9 Any member of the Convention Committee may entertain a motion, but it must be made and seconded by a voting member. With the exception of a motion to table, no new motions will be allowed on the floor until a motion has been voted on. If a motion is made but not seconded it dies for lack of support.
- 10.10 Discussion on a motion will be limited to 2 Pros, 2 Cons and 2 Points of Interest. At the Chairperson's discretion, more discussion may be allowed. Past the regular allowed discussion, a call to vote may be made by any voting member (no second required) at which time a majority vote will decide whether the motion is voted upon immediately or discussion is allowed to continue.
- 10.11 A 'friendly amendment' may be proposed by any voting member prior to the vote being taken on a motion. A friendly amendment requires acceptance by both the maker and second of the original motion.
- 10.12 When calling the vote, the Chairperson will ask for yes, no and abstain votes (an abstaining member may also decline to cast a vote at all). Results of a vote will always be tabulated from quorum, not the number of members who participate in the vote.
- 10.13 In case of a tie, the Chairperson must break the tie with a yes or no vote.
- 10.14 A motion to table supercedes all other motions on the floor and must be addressed immediately after it is made and seconded.

- 10.15 Once a motion has been passed, it cannot be voted upon again. However, a motion to rescind the motion in question may be made, requiring a 2/3 vote.
- 10.16 If a motion does not pass, a new motion may be made subject to standard motion and voting procedures. The new motion must be stated differently than the failed motion.
- 10.17 A phone vote of Convention Committee members may be taken outside the confines of the regular Convention Committee meeting upon the Chairperson or Vice-Chairperson being apprised of a matter which requires immediate attention. Quorum shall be calculated from all voting members. A record of the date, the motion, and each member contacted, the vote and the outcome of the vote must be kept and entered into the minutes of the next regular Convention Committee meeting.
- 10.18 For procedural and operational questions not answered in these guidelines, the Convention Committee may refer to Robert's Rules of Order, the 12 Traditions of NA, and/or the 12 Concepts of NA Service, all of which have been utilized in the writing of these guidelines.

11. ENCLOSURE 1

Trusted Servants Financial Services Acknowledgement

I, _____,

Intend to accept a money-handling, volunteer position within the California Inland Region of Narcotics Anonymous Convention Committee (henceforth CIRNACC).

I understand that it is a requirement of the CIRNACC that all Trusted Servants performing a money-handling service position sign this Acknowledgement prior to accepting such a position, and I do so of my own free will under no duress.

I understand that Narcotics Anonymous funds are not to be used for any form of personal use, and that to do so constitutes misappropriation. I understand that should I be suspected of misappropriation of funds, an investigation will be required, with CIRNACC representatives and/or on-site hotel security performing said investigation.

Should I be found to have misappropriated funds, I understand that the matter will be turned over to the proper authorities.

Signed this _____ day of _____, _____.

(Signature)

(Print Name)

(Witness)

12. ENCLOSURE 2

Hold Harmless Acknowledgement

I, _____,
(Henceforth "Company") Understand that the California Inland Region of Narcotics Anonymous Convention Committee (henceforth CIRNACC) requests that I sign this acknowledgement. It is my intent to accept a contractor position within the CIRNACC. I understand that it is a requirement of the CIRNACC that all contractors performing and/or servicing the convention sign this acknowledgement prior to accepting such a position, and I do so of my own free will under no duress.

The "Company" acknowledges, and does hereby and for its employees, agents, representatives heirs, executors, administrators, successors and assigns release, acquit and forever discharge "CIRNACC" and/or California Inland Region of Narcotics Anonymous (henceforth CIRNA), jointly and severally, and its committees, agents, servants, successors, heirs, executors, administrators, and all other persons, firms, corporations, associations or partnerships of and from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service, expenses and compensation whatsoever, which the "Company" has or which may hereafter accrue on account of or in any way growing out of any and all known and unknown, foreseen and unforeseen injuries, including death, or economic or other damages, including equipment and merchandise, in whole or in part, leased or owned by the "Company", and the consequences thereof resulting or to result from "Company's" attendance for purpose of displaying, vending, selling, demonstrating and providing merchandise, entertaining and/or performing at the CIRNACC/CIRNA convention in Palm Springs.

Signed this _____ day of _____, _____.

(Signature)

(Print Name)

(Witness)