

SETACNA Guidelines

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I. THIS BODY SHALL BE KNOWN AS THE SOUTH EAST TEXAS AREA CONVENTION OF NARCOTICS ANONYMOUS AND SHALL OPERATE AS A BRANCH OF THE SOUTH EAST TEXAS AREA SERVICES COMMITTEE OF NARCOTICS ANONYMOUS.

II. PURPOSE

- A. TO COORDINATE AND CONDUCT AN ANNUAL SOUTH EAST TEXAS AREA CONVENTION BY MEMBERS OF NARCOTICS ANONYMOUS
- B. TO BRING OUR MEMBERSHIP TOGETHER IN THE CELEBRATION OF RECOVERY
- C. TO MAINTAIN FINANCIAL VIABILITY OF THE RECOVERY CELEBRATION MEETINGS, WORKSHOPS, AND OTHER ACTIVITIES ARE SCHEDULED
- D. TO ENCOURAGE UNITY AND FELLOWSHIP AMONG OUR MEMBERS
- E. TO ALWAYS CONFORM TO THE NA PRINCIPALS AND REFLECT OUR PRIMARY PURPOSE TO CARRY THE MESSAGE TO THE ADDICT WHO STILL SUFFERS

III. MEMBERSHIP

- A. ANY MEMBER OF NARCOTICS ANONYMOUS MAY PARTICIPATE ON THE CONVENTION COMMITTEE; UNLESS UNDER AREA OR REGIONAL SUSPENSION.

IV. VOTING PRIVILEGES

- A. ANY MEMBER PRESENT AT THE FIRST MEETING OF THE CONVENTION YEAR HAS FULL VOTING PRIVILEGES. ANY MEMBER JOINING AFTER THE FIRST MEETING OF THE NEW YEAR MUST ATTEND TWO CONSECUTIVE MEETINGS TO OBTAIN VOTING PRIVILEGES. I.E. YOU ARE ELIGIBLE TO VOTE AT YOUR SECOND CONSECUTIVE MEETING.
- B. ANY MEMBER OF THE CONVENTION COMMITTEE WHO IS ABSENT TWO CONSECUTIVE MEETINGS WILL BE CONSIDERED INACTIVE FOR VOTING PURPOSES AT ROLL CALL OF THE THIRD MEETING. THEY MAY REGAIN THEIR VOTING PRIVILEGES AFTER ATTENDING TWO CONSECUTIVE MEETINGS. VOTING MEMBERSHIP SHALL BE DETERMINED BY THE SIGN-IN SHEET. IT IS EACH MEMBER'S RESPONSIBILITY TO SIGN THE SIGN-IN SHEET AT EACH MEETING.
- C. SHOULD A MEMBER MISS FOUR MEETINGS THROUGHOUT THE YEAR, THEY WILL BE CONSIDERED INACTIVE FOR VOTING PURPOSES FOR THE YEAR. IF AN EXECUTIVE MEMBER OR SUB-COMMITTEE CHAIRPERSON MISSES FOUR MEETINGS THROUGHOUT THE YEAR BASED ON THE SIGN-IN SHEET, THEY WILL BE ASKED TO STEP DOWN FROM THEIR POSITION.
- D. CONVENTION COMMITTEE MEETINGS ARE HELD ON THE FIRST SATURDAY OF EACH MONTH AT 1 :30 AT NEW LIFE GROUP IN VIDOR, TX. ADDITIONAL MEETINGS MAY BE CALLED AS NEEDED.
- E. ONLY REGISTERED VOTING MEMBERS SHALL RECEIVE COMMITTEE BADGES AT THE CONVENTION, AS DETERMINED BY THE SIGN-IN SHEET. ALL OTHER PARTICIPANTS SHALL RECEIVE VOLUNTEER BADGES.
- F. CONVENTION YEAR ENDS AFTER THE INVENTORY AND ELECTIONS MEETING. ELECTIONS ARE HELD THE LAST CONVENTION COMMITTEE MEETING OF THE CONVENTION YEAR.
- G. THE FIRST MEETING OF THE NEW YEAR WILL BE HELD THE FIRST SATURDAY OF THE MONTH FOLLOWING THE INVENTORY AND ELECTION MEETING.

V. ELECTIONS

- A. ELECTIONS ARE HELD THE LAST MEETING OF THE CONVENTION YEAR.
- B. ALL NOMINEES MUST BE PRESENT TO BE NOMINATED AND TO ACCEPT SAID NOMINATIONS.
- C. ALL NOMINEES MUST MEET GUIDELINE REQUIREMENTS AND BE ACTIVE VOTING MEMBERS.
- D. IF ONLY ONE PERSON IS NOMINATED, THEY MUST RECEIVE MAJORITY OF

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VOTING MEMBERS PRESENT TO BE ELECTED.

- E. ANYONE WHO STEALS NA FUNDS, ASSETS OR ASSISTS IN THAT THEFT; MISREPRESENTS OR MISAPPROPRIATES THE NA NAME FOR PERSONAL GAIN OR FOR THE GAIN OF AN ASSOCIATE, IS AUTOMATICALLY INELIGIBLE FOR ANY ELECTED CONVENTION COMMITTEE POSITION FOR FIVE YEARS.
- F. NO TWO PERSONS IN THE SAME HOUSEHOLD, IMMEDIATE FAMILY OR RELATIONSHIP SHALL HAVE THE AUTHORITY TO SIGN ON THE SAME ACCOUNT.

VI. EXECUTIVE BODY

- A. THE EXECUTIVE BODY SHALL CONSIST OF CHAIRPERSON, VICE-CHAIRPERSON, TREASURER, VICE-TREASURER, AND SECRETARY.
- B. ALL EXECUTIVE BODY TRUSTED SERVANTS MUST BE VOTING MEMBERS IN GOOD STANDING.
- C. EXECUTIVE TRUSTED SERVANTS DUTIES BEGIN AT THE FIRST CONVENTION COMMITTEE MEETING, WITH THE EXCEPTION OF THE NEWLY ELECTED TREASURER. THE OUTGOING TREASURER SHALL WORK WITH THE CURRENT TREASURER UNTIL THE FINALIZATION OF THE PRIOR CONVENTION'S TREASURER REPORTS.
- D. CHAIRPERSON
 - 1. QUALIFICATIONS FOR THE CHAIRPERSON SHALL BE:
 - a) MINIMUM 5 YEARS CLEAN TIME
 - b) WORKING KNOWLEDGE OF THE STEPS, THE TRADITIONS AND THE CONCEPTS OF SERVICE
 - 2. DUTIES OF THE CHAIRPERSON SHALL BE:
 - a) PRESIDES OVER ALL CONVENTION COMMITTEE MEETINGS
 - b) PREPARES AN AGENDA
 - c) INSURES THAT COMMITTEE MEMBERS ARE INFORMED OF ANY SUDDEN CHANGES IN MEETING TIME OR LOCATION
 - d) IS A CO-SIGNER ON THE CONVENTION COMMITTEE BANK ACCOUNT
 - e) IS THE PRIMARY PERSON BETWEEN CONVENTION COMMITTEE AND CONVENTION SITE ADMINISTRATORS
 - a) ATTENDS AREA SERVICE COMMITTEE MEETINGS
 - b) SUPPLIES REPORTS TO ALL COMMITTEES AS NEEDED.
 - c) RECEIVES AND IS KNOWLEDGEABLE OF ALL CONTRACTS RELATED TO THE SETACN.A.
 - d) ACTS AS OR APPOINTS SITE COORDINATOR.
 - e) APPOINTS MAJOR LIAISON BETWEEN SITE FACILITIES AND CONVENTION COMMITTEE
 - f) SUBMITS WRITTEN REPORT ALONG WITH ORAL REPORT TO SUBCOMMITTEE AND ASC
 - 1) SERVES NO MORE THAN TWO TERMS WITHIN A TEN-YEAR PERIOD
 - a) ARRIVES ONE-DAY PRIOR TO START AND THROUGH DAY AFTER CONVENTION TO COORDINATE BUSINESS MATTERS
 - b) PRESENTS ALL FINANCIAL CONTRACTS TO THE ASC FOR THEIR REVIEW, SIGNATURE, AND RECOMMENDATIONS
- E. VICE-CHAIRPERSON
 - 1. QUALIFICATIONS FOR THE VICE-CHAIRPERSON SHALL BE:
 - a) MINIMUM 5 YEARS CLEAN TIME
 - b) WORKING KNOWLEDGE OF THE STEPS, THE TRADITIONS AND THE CONCEPTS OF SERVICE
 - 2. DUTIES OF THE VICE-CHAIRPERSON SHALL BE:
 - a) ASSUMES THE RESPONSIBILITY OF THE CHAIRPERSON IN THE EVENT OF THEIR ABSENCE
 - b) ASSISTS CHAIRPERSON IN OVERALL COORDINATION
 - c) MAINTAINS DIRECT CONTACT WITH SUB-COMMITTEE CHAIRPERSONS
 - d) IS AWARE OF ALL OPERATIONAL PROCEDURE OF SUB-COMMITTEE

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REQUIREMENTS AND DEADLINES, AND OFFERS INPUT WHEN NECESSARY.

- e) SUGGESTED ATTENDANCE AT AREA SERVICE COMMITTEE MEETINGS
- f) RECEIVES AND BE KNOWLEDGEABLE TO ALL CONTRACTS RELATED TO THE SET ACNA
- g) ARRIVES ONE-DAY PRIOR TO START AND THROUGH DAY AFTER CONVENTION TO COORDINATE BUSINESS MATTERS

F. TREASURER

1. QUALIFICATIONS FOR THE TREASURER SHALL BE:
 - a) MINIMUM 5 YEARS CLEAN TIME
 - b) PRIOR TREASURER EXPERIENCE
 - c) WORKING KNOWLEDGE OF THE STEPS, THE TRADITIONS AND THE CONCEPTS OF SERVICE
2. DUTIES OF THE TREASURER SHALL BE:
 - a) IS RESPONSIBLE TO PICK UP ALL PRE-REGISTRATIONS AND CORRESPONDENCE. ALL CHECKS WILL BE RECORDED AND DEPOSITED AND THE REGISTRATIONS FORWARDED TO THE REGISTRATIONS CHAIRPERSON.
 - b) KEEPS A RUNNING TALLY OF ALL PRE-REGISTRATIONS, BANQUET, BREAKFAST AND ENTERTAINMENT TICKETS, AND PRE-SALE MERCHANDISE THAT IS PURCHASED
 - c) COORDINATES WITH THE ASC THAT NEW SIGNATURE CARDS ARE FILLED OUT WITH APPROPRIATE SIGNATURES AND RETURNED TO THE BANK. SIGNERS ON THE ACCOUNT SHOULD CONSIST OF TREASURER, CHAIRPERSON, AND ASC TREASURER.
 - d) GIVES COPIES OF CONTRACTS AND INVOICES TO APPROPRIATE SUB-COMMITTEE CHAIRPERSON
 - e) IS RESPONSIBLE FOR ISSUING ANY CHECKS THAT ARE REQUIRED TO HELP FACILITATE THE CONVENTION
 - f) KEEPS AN ACCURATE JOURNAL OF CHECKS THAT HAVE BEEN ISSUED AND IS CERTAIN THAT THEY ARE CATEGORIZED FOR THE APPROPRIATE SUB-COMMITTEE, THUS MONITORING THEIR INDIVIDUAL BUDGETS.
 - g) VERIFIES THAT CHECKS WRITTEN HAVE THE PROPER RECEIPTS AND ARE ACCOMPANIED BY A CHECK REQUEST FILLED OUT WITH PROPER INFORMATION
 - h) PROVIDES THE ASC AND CONVENTION COMMITTEE WITH A MONTHLY CASH FLOW STATEMENT
 - i) WORKS WITH VICE-TREASURER TO COORDINATE ALL ON-SITE DUTIES PERTAINING TO CASH PICK-UP, COUNTING, DEPOSITING, AND RECORD KEEPING
 - j) MAKES ARRANGEMENTS FOR BANK DEPOSITS AT THE CLOSE AND DURING THE CONVENTION IF NECESSARY
 - k) PROVIDES THE CONVENTION COMMITTEE AND ASC WITH A FINAL REPORT DETAILING ALL FINANCIAL ACTIVITY THROUGHOUT THE YEAR WITHIN 90 DAYS OF THE CLOSE OF THE CONVENTION
 - l) PROVIDES THE ASC WITH A QUARTERLY SALES TAX STATEMENT AND WHEN APPLICABLE WILL INCLUDE PAYMENT WITH SAID STATEMENT.
 - m) ARRIVES ONE-DAY PRIOR TO START AND THROUGH DAY AFTER CONVENTION TO COORDINATE BUSINESS MATTERS AND FOR DEPOSIT PICKUP
 - n) PROVIDES A MONTHLY FINANCIAL REPORT TO THE TREASURER OF THE ASC AND ATTEND THE ASC MEETING IF THE CHAIR OF THE ASC DEEMS NECESSARY. IF THE TREASURER IS NOT AVAILABLE THEN THE VICE-TREASURER WILL ATTEND IN HIS OR HER PLACE.
 - o) ALL FUNDS ABOVE PRUDENT RESERVE SHALL BE DONATED TO THE ASC.

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- p) SENDS CERTIFIED OR REGISTERED LETTER TO THE SIGNER OF ANY RETURNED CHECK TO REIMBURSE SETACNA FOR AMOUNT OF CHECK PLUS ANY ADDITIONAL FEES INCURRED DUE TO TRANSACTION.

G. VICE-TREASURER

1. QUALIFICATIONS FOR THE VICE-TREASURER SHALL BE:
 - a) MINIMUM 5 YEARS CLEAN TIME
 - b) WORKING KNOWLEDGE OF THE STEPS, THE TRADITIONS AND THE CONCEPTS OF SERVICE
2. DUTIES OF THE VICE-TREASURER SHALL BE:
 - a) ASSUMES THE RESPONSIBILITY OF THE TREASURER IN THE EVENT OF THEIR ABSENCE
 - b) ASSISTS TREASURER IN KEEPING RECORDS OF ALL INCOME AND EXPENDITURES
 - c) ASSISTS TREASURER IN PREPARING A WRITTEN FINANCIAL STATEMENT AT THE CLOSE OF THE CONVENTION
 - d) SHALL ARRIVE TWO-HOURS PRIOR TO START THROUGH END OF CONVENTION TO COORDINATE BUSINESS MATTERS.
 - e) WORKS WITH TREASURER TO COORDINATE ALL ON-SITE DUTIES PERTAINING TO CASH PICK-UP, COUNTING, DEPOSITING, AND RECORD KEEPING

H. SECRETARY

1. QUALIFICATIONS FOR THE SECRETARY SHALL BE:
 - a) MINIMUM 1 YEAR CLEAN TIME
 - b) A WORKING KNOWLEDGE OF THE STEPS AND THE TRADITIONS
2. DUTIES OF THE SECRETARY SHALL BE:
 - a) RECORDS MINUTES, MAKE COPIES AND DISTRIBUTE THEM AT ALL CONVENTION COMMITTEE MEETINGS.
 - b) MAINTAINS RECORDS AND MINUTES FOR THE YEAR
 - c) HANDLES ALL CORRESPONDENCE AS DIRECTED BY THE CHAIRPERSON.
 - d} MAINTAINS AN ACTIVE VOTING MEMBER LIST (APPROVED COPIES) OF THE ACTUAL SIGN-IN SHEET ATTACHED TO THE MINUTES.
 - e.) COORDINATES WITH REGISTRATION CHAIRPERSON, ON COMMITTEE VOLUNTEER BADGES FROM CURRENT ATTENDANCE LIST

VII. SUB-COMMITTEES

A. DUTIES OF ALL SUB-COMMITTEE CHAIRPERSONS:

1. TO HAVE A PROJECTED ITEMIZED BUDGET BY THE FOURTH MEETING OF THE CONVENTION YEAR
 2. THREE BIDS MUST BE RECEIVED IN WRITING FOR MONETARY EXPENDITURE FOR PRODUCTS AND SERVICES OVER FIVE HUNDRED DOLLARS (\$500.00).
 3. PROVIDES A WRITTEN AND FINAL, USE AND FUNCTIONAL FINANCIAL PLAN TO ALL MEMBERS OF THE EXECUTIVE BODY 45 DAYS PRIOR TO THE CONVENTION.
 4. SUBMITS A WRITTEN RECAP REPORT AFTER THE CONVENTION, INVENTORYING THE STRENGTHS AND WEAKNESSES OF SUB-COMMITTEE, ONE COPY TO BE PUT IN ARCHIVES; AND PROVIDE A SECOND COPY TO THE FOLLOWING YEAR'S SUB-COMMITTEE CHAIRPERSON FOR FUTURE USE.
 5. MANDATORY ATTENDANCE AT ALL ON-SITE WALK- THROUGHS
 6. PARTICIPATES IN EXECUTIVE CALLED MEETINGS AS DIRECTED BY THE CHAIRPERSON
 7. IN THE EVENT OF AN EMERGENCY, THE SUB-COMMITTEE CHAIRPERSON IS RESPONSIBLE TO MAKE ARRANGEMENTS WITH THE VICE-CHAIRPERSON OF THE SUB-COMMITTEE REPRESENTATIVE TO BE PRESENT.
- A. MUST READ AND BE FAMILIAR WITH ALL CONTRACTS PERTAINING TO THEIR SUB-COMMITTEE.
1. COPY AND DISTRIBUTE ALL CONTRACTS, IN TRIPLICATE, GENERATED BY

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2. THEIR SUB-COMMITTEE TO THE EXECUTIVE BODY.
TO SET ON-SITE HOURLY WORK SCHEDULE FOR ALL SUB-COMMITTEE MEMBERS
3. TO DETERMINE SIGNS AND OTHER ON-SITE NEEDS AND SUBMIT TO APPROPRIATE SUB-COMMITTEE 60 DAYS PRIOR TO THE CONVENTION
4. REMEMBER, COMMUNICATION BETWEEN CHAIRPERSON AND VICE-CHAIRPERSON IS IMPORTANT FOR UNITY, CONTINUITY, AND THE COMMON WELFARE OF SETACNA
5. SUBMIT WRITTEN REPORT ALONG WITH ORAL REPORT TO SECRETARY FOR ACCURACY IN MINUTES.
6. AT THE CONVENTION COMMITTEE INVENTORY MEETING TURN INTO THE ARCHIVES KEEPER ALL OPERATIONAL INFORMATION PERTAINING TO THEIR SUB-COMMITTEE.
7. RESPONSIBLE FOR ARRANGING FIRST SUB COMMITTEE MEETING BETWEEN FIRST AND SECOND COMMITTEE MEETING

B. ARTS & GRAPHICS

1. CHAIRPERSON

- a) QUALIFICATIONS FOR ARTS & GRAPHICS CHAIRPERSON SHALL BE:
 - (1) MINIMUM 1 YEAR CLEAN TIME
 - (2) WORKING KNOWLEDGE OF THE STEPS AND TRADITIONS
- b.) DUTIES OF THE ARTS & GRAPHICS CHAIRPERSON:
 - (1) COORDINATES SUB-COMMITTEE MEETINGS
 - (2) COMMUNICATES TO SETACNA
 - (3) COORDINATES DUTIES OF SUB-COMMITTEE, WHICH INCLUDE BUT ARE NOT LIMITED TO:
 - (a) RESPONSIBLE TO PRESENT THEME AND LOGO TO CONVENTION COMMITTEE FOR APPROVAL
 - (b) RESPONSIBLE FOR ALL PRINTED MATERIAL PERTAINING TO CONVENTIONS, I.E. TICKETS, SIGNS, FLIERS, REGISTRATION FORMS, BANNER, PROGRAMS, ON-SITE SIGNS, ETC.
 - (c) RESPONSIBLE FOR SETTING AND IMPLEMENTING DEADLINES FOR ARTWORK AND LOGO BY THE THIRD CONVENTION MEETING OF THE YEAR
 - (d) SHALL BE RESPONSIBLE FOR TURNING IN ALL UNAPPROVED ARTWORK TO THE ARCHIVES KEEPER, FOR LATER USE, AFTER A LOGO HAS BEEN APPROVED

2. VICE-CHAIRPERSON

- a) QUALIFICATIONS FOR ARTS & GRAPHICS VICE-CHAIRPERSON SHALL BE:
 - (1) MINIMUM 1 YEAR CLEAN TIME
 - (2) 2 YEARS SERVICE ON THE SOUTH EAST TEXAS CONVENTION COMMITTEE AS A VOTING MEMBER
 - (3) WORKING KNOWLEDGE OF THE STEPS AND THE TRADITIONS

3. DUTIES OF ARTS & GRAPHICS COMMITTEE:

- a) PRE-CONVENTION
 - (1) RESPONSIBLE FOR APPROVING 3-5 SAMPLES OF ARTWORK TO BE BROUGHT TO THE CONVENTION COMMITTEE FOR FINAL SELECTION OF THEME AND LOGO
 - (2) RESPONSIBLE FOR SEEING THAT FINAL ARTWORK AND LOGO ARE CAMERA READY AND DISTRIBUTED TO APPROPRIATE SUB-COMMITTEES BY AT LEAST 5 MONTHS PRIOR TO CONVENTION,
 - (3) RESPONSIBLE FOR ALL PRINTED MATERIAL PERTAINING TO CONVENTION, I.E. TICKETS, SIGNS, FLYERS, REGISTRATION FORMS, BANNER, PROGRAMS ON-SITE SIGNS, ETC.
 - (4) RESPONSIBLE FOR SUBMITTING 3 TO 5 SAMPLES OF ART WORK TO BE BROUGHT TO THE CONVENTION COMMITTEE

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FOR FINAL SELECTION OF THEME AND LOGO FOR THE FOLLOWING YEAR 90 DAYS PRIOR TO CURRENT CONVENTION.

- b) ON-SITE
 - (1) RESPONSIBLE FOR LAST MINUTE SIGNS
 - (2) DELIVER SIGNS TO VARIOUS ROOMS.
 - (3) WORKS IN CONJUNCTION WITH ALL SUB-COMMITTEES
 - (4) RESPONSIBLE FOR HANGING SIGNS
 - (5) IF NO DUTIES ON-SITE, REPORTS TO VICE-CHAIRPERSON OF THE CONVENTION COMMITTEE OR TO THE OPERATIONS CHAIRPERSON.

C. ENTERTAINMENT

1. CHAIRPERSON

- a) QUALIFICATIONS FOR ENTERTAINMENT CHAIRPERSON SHALL BE:
 - (1) MINIMUM 1 YEARS CLEAN TIME
 - (2) WORKING KNOWLEDGE OF THE STEPS AND THE TRADITIONS
- b) DUTIES OF ENTERTAINMENT CHAIRPERSON:
 - (1) COORDINATES SUB-COMMITTEE MEETINGS
 - (2) COMMUNICATES TO SETACNA
 - (3) COORDINATES DUTIES OF SUB-COMMITTEE, WHICH INCLUDE BUT ARE NOT LIMITED TO:
 - (a) ESTABLISHES TYPES OF ENTERTAINMENT TO BE PROVIDED
 - (b) ACTIVELY SEEK OUT AND PROCURE ENTERTAINMENT AND VENDORS.
 - (c) COORDINATE AND STAFF ON-SITE ENTERTAINMENT AND ACTIVITIES.
 - (d) WORKS IN CONJUNCTION WITH TREASURER ON ALL PAID EVENTS
 - (e) COORDINATES WITH OPERATIONS AND EXECUTIVE BODY ON SUGGESTIONS REGARDING SPACE ALLOCATION

2. VICE-CHAIRPERSON

- a) QUALIFICATIONS FOR ENTERTAINMENT VICE-CHAIRPERSON SHALL BE:
 - (1) MINIMUM 1 YEARS CLEAN TIME
 - (2) WORKING KNOWLEDGE OF THE STEPS AND THE TRADITIONS

3. DUTIES OF ENTERTAINMENT COMMITTEE:

- a) PRE-CONVENTION
 - (1) CONDUCT MONTHLY BUSINESS MEETINGS AND ADDITIONAL MEETINGS AS REQUIRED.
 - (2) ESTABLISH TYPES OF ENTERTAINMENT TO BE PROVIDED.
 - (3) ACTIVELY SEEKS OUT AND PROCURE ENTERTAINERS AND VENDORS.
 - (4) COORDINATES AND STAFFS ON-SITE ENTERTAINMENT AND ACTIVITIES.
- b) ON-SITE
 - (1) RESPONSIBLE FOR ACCOMMODATING ENTERTAINERS BACKSTAGE PREPARATIONS, TICKET TAKING, AND BEING STATIONED AT DOOR DURING THE DANCE AND PAID EVENTS
 - (2) A MINIMUM 2 SUB-COMMITTEE MEMBERS SHOULD BE PRESENT AT EACH ENTERTAINMENT FUNCTION
 - (3) WORKS IN CONJUNCTION WITH OPERATIONS
 - (4) IF THERE ARE NO ON-SITE DUTIES REGARDING ENTERTAINMENT, REPORT TO VICE-CHAIRPERSONS OR CHAIRPERSON OF OPERATIONS FOR DUTIES.

D. HOSPITALITY

1. CHAIRPERSON

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- a) QUALIFICATIONS FOR HOSPITALITY CHAIRPERSON SHALL BE:
 - (1) MINIMUM 1 YEARS CLEAN TIME
 - (2) WORKING KNOWLEDGE OF THE STEPS AND THE TRADITIONS
 - b) DUTIES OF HOSPITALITY CHAIRPERSON:
 - (1) COORDINATES SUB-COMMITTEE MEETINGS
 - (2) COMMUNICATES TO SETACNA
 - (3) COORDINATES DUTIES OF SUB-COMMITTEE, WHICH INCLUDE BUT ARE NOT LIMITED TO:
 - (a) RESPONSIBLE FOR STAFFING HOSPITALITY ROOM FOR THE DURATION OF THE CONVENTION
 - (b) REPLENISH SUPPLIES FOR HOSPITALITY ROOM
 - (c) ESTABLISHES VOLUNTEER SIGN-UP BOARD AND DELEGATES VOLUNTEER DUTIES.
 - (d) SHALL COORDINATE ON-SITE COFFEE DROPS WITH CHAIR OF THE CONVENTION.
2. VICE-CHAIRPERSON
- a) QUALIFICATIONS FOR HOSPITALITY VICE-CHAIRPERSON SHALL BE:
 - (1) MINIMUM 6 MONTHS YEARS CLEAN TIME
 - (2) KNOWLEDGE OF THE STEPS AND THE TRADITIONS
3. DUTIES OF HOSPITALITY COMMITTEE:
- a) PRE-CONVENTION
 - (1) TO PLAN AND COORDINATE HOSPITALITY ROOM FOR THE ANNUAL SOUTHERN CALIFORNIA REGIONAL CONVENTION OF NARCOTICS ANONYMOUS
 - (2) ENLISTING VOLUNTEERS BY MEANS OF SIGN-UP SHEETS DISTRIBUTED THROUGHOUT THE SETACC
 - (3) CALLING THE VOLUNTEERS AND SETTING UP TIME SLOTS CONVENIENT TO THE VOLUNTEERS, "2 HOURS OR MORE AT A TIME SLOT," "POSSIBLY A 4 HOUR TIME SLOT."
 - b) ON-SITE
 - (1) SETTING UP HOSPITALITY ROOM ON-SITE: OVERSEEING AND CLEANING
 - (2) THE ROOM THROUGHOUT THE CONVENTION AND AT THE CONCLUSION OF THE CONVENTION
 - (3) IF NOT NEEDED IN HOSPITALITY ROOM REPORT TO VICE-CHAIRPERSON OR THE OPERATIONS CHAIRPERSON
- E. MERCHANDISE
1. CHAIRPERSON
- a) QUALIFICATIONS FOR MERCHANDISE CHAIRPERSON SHALL BE:
 - (1) MINIMUM 3 YEARS CLEAN TIME
 - (2) WORKING KNOWLEDGE OF THE STEPS AND THE TRADITIONS
 - b) DUTIES OF MERCHANDISE CHAIRPERSON:
 - (1) COORDINATES SUB-COMMITTEE MEETINGS
 - (2) COMMUNICATES TO SETACNA
 - (3) COORDINATES DUTIES OF SUB-COMMITTEE, WHICH INCLUDE BUT ARE NOT LIMITED TO:
 - (a) TO OBTAIN, PROVIDE AND SELL APPROPRIATE NARCOTICS ANONYMOUS MERCHANDISE AT CONVENTION SITE
 - (b) SUBMITTING ALL FINAL CONTRACTS TO THE EXECUTIVE BODY FOR APPROVAL BY ASC
 - (c) PROMPTLY SUBMITTING ALL INVOICES TO CONVENTION TREASURER
 - (d) ARRANGE MERCHANDISE DELIVERY TO WITHIN 30 DAYS PRIOR TO THE CONVENTION DATE, WHENEVER POSSIBLE.
 - (e) ARRANGE INVENTORY OF ALL MERCHANDISE

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WITHIN 21 DAYS PRIOR TO CONVENTION AND PROVIDE A WRITTEN REPORT TO EXECUTIVE BODY, WHENEVER POSSIBLE

- (f) SECURING MERCHANDISE ROOM EVERY NIGHT
- (g) COORDINATING A MONEY DROP POLICY WITH THE TREASURER
- (h) SUBMIT A WRITTEN INVENTORY REPORT TO TREASURER AND UPON CONCLUSION OF THE EVENT.

2. VICE-CHAIRPERSON

- a) QUALIFICATIONS FOR MERCHANDISE VICE-CHAIRPERSON SHALL BE:

- (1) MINIMUM 2 YEARS CLEAN TIME
- (2) WORKING KNOWLEDGE OF THE STEPS AND THE TRADITIONS

3. DUTIES OF MERCHANDISE COMMITTEE:

- a) PRE-CONVENTION

- (1) SELECT MERCHANDISE TO BE SOLD FOR CONVENTION YEAR.
- (2) SELECT VENDOR THROUGH 3 BIDS SUBMITTED.
- (3) DETERMINE-PRICING OF MERCHANDISE.
- (4) DETERMINE HOURS OF OPERATION.
- (5) MANDATORY TRAINING FOR QUALIFIED COMMITTEE MEMBERS WHOM WILL WORK THE CASH REGISTERS AND CREDIT CARD MACHINES
- (6) INVENTORY ALL MERCHANDISE AT THE S.O. 21 DAYS PRIOR TO CONVENTION, WHENEVER POSSIBLE
- (7) MAKE ON-SITE INSPECTION OF MERCHANDISE SELLING FACILITY AT THE HOTEL OR CONVENTION CENTER TO ESTABLISH THE NEEDS OF THE COMMITTEE DURING THE CONVENTION.

- b) ON-SITE

- (1) INVENTORY ALL MERCHANDISE IN MERCHANDISE ROOM PRIOR TO OPENING CONVENTION.
- (2) SET UP MERCHANDISE ROOM
- (3) TEAR DOWN MERCHANDISE ROOM AND RE-INVENTORY REMAINING MERCHANDISE AT THE CLOSE OF CONVENTION.
- (4) BOX AND ARRANGE TO TRANSPORT REMAINING MERCHANDISE TO STORAGE.
- (5) COORDINATES AND COMMUNICATES WITH OTHER COMMITTEES.
- (6) IF APPROVED BEFOREHAND, HELPING OTHER REGIONS/AREAS FIND SPACE TO SET UP TO SELL THEIR MERCHANDISE AT THE SUNDAY ALTERNATIVE STORE
- (7) ONLY VOTING MEMBERS OF MERCHANDISE COMMITTEE WITH A MINIMUM OF 1 YEAR CLEAN TIME AND SIGNED WAIVERS SHALL OPERATE THE CASH REGISTER AND CREDIT CARD MACHINES ON SITE.

F. PROGRAM

1. QUALIFICATIONS OF PROGRAM COMMITTEE:

- a) PROGRAM COMMITTEE SHALL BE COMPRISED OF ACTIVE VOTING MEMBERS OF THE SET ACNA WITH 1 YEAR CONVENTION EXPERIENCE; 4 YEARS CLEAN TIME AND WORKING KNOWLEDGE OF THE 12 STEPS AND THE 12 TRADITIONS OF NARCOTICS ANONYMOUS. ALL OUTSIDE CONVENTION COMMITTEE EXPERIENCE WILL BE RECOGNIZED AS PRIOR CONVENTION COMMITTEE EXPERIENCE.

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- b) PROGRAM COMMITTEE MEMBERS MUST MAINTAIN ACTIVE VOTING STATUS ON CONVENTION COMMITTEE. PROGRAM COMMITTEE MEMBERS MUST ATTEND ALL PROGRAM COMMITTEE MEETINGS, MISSING NO MORE THAN 4 THROUGHOUT THE YEAR. IF MORE THAN 4 MEETINGS ARE MISSED YOU ARE NO LONGER A MEMBER OF THE PROGRAM COMMITTEE AND CAN NO LONGER ATTEND PROGRAM COMMITTEE MEETINGS.
 - c) ANY PROGRAM COMMITTEE MEMBER JOINING AFTER THE FIRST MEETING OF THE NEW YEAR MUST ATTEND 2 CONSECUTIVE MEETINGS TO OBTAIN VOTING PRIVILEGES AND IS ELIGIBLE TO VOTE AT SECOND CONSECUTIVE MEETING
2. CHAIRPERSON
- a) QUALIFICATIONS FOR PROGRAM CHAIRPERSON SHALL BE:
 - (1) MINIMUM 4 YEARS CLEAN TIME
 - (2) WORKING KNOWLEDGE OF THE STEPS AND THE TRADITIONS
 - b) DUTIES OF PROGRAM CHAIRPERSON:
 - (1) COORDINATES SUB-COMMITTEE MEETING
 - (2) COMMUNICATES TO SETACNA
 - (3) MUST ATTEND LEADERS AND READERS SELECTION MEETING, IF APPLICABLE
 - (4) MUST SUBMIT EXPENDITURES TO SET ACNA WHEN APPROPRIATE FOR APPROVAL
 - (5) PERSONALLY CONTACTS ALL SELECTED MAIN SPEAKERS, DELEGATES LEADERS, READERS, AND WORKSHOPS TO THEIR COMMITTEE
 - (a) CONFIRMS TRAVEL ARRANGEMENTS
 - (b) DETERMINES SPECIAL NEEDS; I.E. SMOKING/NON-SMOKING, PHYSICALLY IMPAIRED, ETC.
 - (6) COORDINATES DUTIES OF SUB-COMMITTEE
 - (7) MAINTAINS REGULAR COMMUNICATION WITH THE EXECUTIVE BODY
 - (8) ARRANGE FOR SIGN LANGUAGE INTERPRETERS AT MAIN MEETINGS.
3. VICE-CHAIRPERSON
- a) QUALIFICATIONS FOR PROGRAM VICE-CHAIRPERSON SHALL BE:
 - (1) MINIMUM 4 YEARS CLEAN TIME
 - (2) WORKING KNOWLEDGE OF THE STEPS AND THE TRADITIONS
4. DUTIES OF PROGRAM COMMITTEE:
- a) PRE-CONVENTION
 - (1) SET NUMBER OF MEETINGS
 - (2) PREPARE SCHEDULE OF MEETINGS.
 - (3) PREPARE LEADERS AND READERS MEETING FLYER, IF APPLICABLE, BY FOURTH MEETING.
 - (4) PROGRAM MUST BE COMPLETED 90 DAYS PRIOR TO CONVENTION INCLUDING NOTIFICATION OF SPEAKERS, LEADERS, AND READY TO GO TO PRINT.
 - (5) NOTIFY ARTS & GRAPHICS OF SIGNS NEEDED, I.E. WORKSHOPS, MEETINGS, ETC.
 - (6) SOLICIT BIDS FROM TAPING COMPANY, 3 REQUIRED
 - (7) SOLICIT BIDS FOR TRAVEL ARRANGEMENTS, 3 REQUIRED
 - (8) MAKE ARRANGEMENTS FOR OUT-OF-TOWN SPEAKERS TO HAVE NECESSARY TRANSPORTATION TO AND FROM CONVENTION SITE.
 - (9) SOLICIT BIDS FOR SIGN LANGUAGE INTERPRETERS, 3 REQUIRED
 - b) ON-SITE

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- (1) ENSURE THAT OUT-OF-TOWN SPEAKERS HAVE NECESSARY TRANSPORTATION TO AND FROM CONVENTION SITE.
 - (2) WORKS IN CONJUNCTION WITH PROGRAM CHAIRPERSON IN WELCOMING SPEAKERS
 - (3) START SCHEDULED MEETINGS.
 - (4) WORK CLOSELY WITH THE CHOSEN TAPING COMPANY WHILE ON SITE.
 - (5) SETUP TABLE DECORATION AND TABLE FAVORS FOR BANQUET.
- c) LEADERS AND READERS SELECTION
- (1) THE PROGRAM COMMITTEE WILL SELECT LEADERS AND READERS FROM WITHIN THE SOUTHERN CALIFORNIA REGION. LEADERS AND READERS WILL BE CHOSEN ON A ROTATIONAL BASIS, INITIALLY DETERMINED BY DRAWING FROM A HAT.
 - (2) LEADERS SHOULD HAVE MINIMUM OF 2 YEARS CLEAN TIME. READERS SHOULD HAVE A MINIMUM OF 1-YEAR CLEAN TIME. BOTH MUST BE AN ACTIVE MEMBER OF NARCOTICS ANONYMOUS.
 - (3) NO LEADER OR READER MAY LEAD OR READ 2 CONSECUTIVE YEARS.
 - (4) PROGRAM COMMITTEE CHAIRPERSON AND VICE-CHAIRPERSON MUST ATTEND THE LEADER AND READER SELECTION MEETING. PROGRAM COMMITTEE MEMBERS MAY ATTEND AS OBSERVERS ONLY.
 - (5) NO MEMBER OF THE CONVENTION COMMITTEE MAY LEAD OR READ AT THE CONVENTION.
 - (6) NO CHAIRPERSON OR VICE-CHAIRPERSON SHALL DO ROLL CALL OR COUNT DOWN.
 - (7) ALL WORKSHOPS AND MAIN MEETING, EXCEPT LEADER AND READER FOR SAT NIGHT MAIN MEETING ARE PICKED AT LEADER AND READER MEE
- d) MAIN SPEAKER SELECTION
- (1) MAIN SPEAKERS SHALL BE ACTIVE MEMBERS OF NARCOTICS ANONYMOUS WITH A MINIMUM OF 7 YEARS CLEAN TIME AND WORKING KNOWLEDGE OF THE TWELVE STEPS AND TWELVE TRADITIONS; CARRYING A MESSAGE OF RECOVERY.
 - (2) ALL MAIN SPEAKER CANDIDATES MUST SUBMIT A TAPE/CD TO QUALIFY AS A MAIN SPEAKER.
 - (3) NO SPEAKER SHALL BE A MEMBER OF THE CONVENTION COMMITTEE.
 - (4) NO SPEAKER SHALL REPEAT AS A SPEAKER WITHIN 4 YEARS, REGARDLESS OF WHETHER THEY SPOKE AT A MAIN MEETING OR A WORKSHOP.
 - (5) MAIN SPEAKERS SHALL GET COMPLIMENTARY AIRFARE (IF NEEDED), LODGING, AND A COMPLETE CONVENTION REGISTRATION PACKAGE.
 - (6) MAIN MEETINGS ARE DEFINED AS FRIDAY NIGHT OPENING SPEAKING MEETING, SATURDAY AFTERNOON SPEAKER MEETING, SATURDAY NIGHT SPEAKER MEETING, AND SUNDAY MORNING SPEAKER MEETING. NO OTHER CONVENTIONS PARTICIPANTS, I.E. SPEAKERS, READERS, OR LEADERS WILL GET AIRFARE, LODGING, OR FREE CONVENTION PACKAGE.
- e. WORKSHOP SPEAKER SELECTION
- a) WORKSHOP SPEAKERS MUST BE ACTIVE MEMBERS OF NARCOTICS ANONYMOUS WITH A MINIMUM OF 4 YEARS CLEAN TIME AND A WORKING KNOWLEDGE OF THE TWELVE STEPS AND TWELVE

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- b) TRADITIONS; CARRYING A MESSAGE OF RECOVERY WORKSHOP SPEAKERS ARE SELECTED BY GROUP CONSCIENCE IN THE CLOSED PROGRAM COMMITTEE MEETINGS. THEY ARE CHOSEN THROUGH TAPE/CD SUBMISSION AND SUGGESTION OF OTHER CONVENTION COMMITTEE MEMBERS.

G. REGISTRATION

1. CHAIRPERSON

- a) QUALIFICATIONS FOR REGISTRATION CHAIRPERSON SHALL BE:
 - (1) MINIMUM 4 YEARS CLEAN TIME
 - (2) WORKING KNOWLEDGE OF THE STEPS AND THE TRADITIONS
- b) DUTIES OF REGISTRATION CHAIRPERSON:
 - (1) COORDINATES SUB-COMMITTEE MEETINGS
 - (2) COMMUNICATES TO SETACNA
 - (3) COORDINATES DUTIES OF SUB-COMMITTEE, WHICH INCLUDE BUT ARE NOT LIMITED TO:
 - (a) PROCESSING ALL REGISTRATIONS
 - (b) WORKING IN CONJUNCTION WITH THE TREASURER TO RECEIVE REGISTRATIONS IN A TIMELY MANNER AND RESOLVES ANY DISCREPANCIES BETWEEN CHECK AMOUNT AND REGISTRATION FORM.
 - (c) CASH REGISTER TRAINING
 - (d) COORDINATING A MONEY DROP POLICY WITH THE TREASURER
 - (e) COORDINATING TIMES FOR NEWCOMER REGISTRATION PRIOR TO THE START OF THE CONVENTION
 - (4) WORKS IN CONJUNCTION WITH THE TREASURER IN PROGRAMMING REGISTERS PRIOR TO CONVENTION

2. VICE-CHAIRPERSON

- a) QUALIFICATIONS FOR REGISTRATION VICE-CHAIRPERSON SHALL BE:
 - (1) MINIMUM 3 YEARS CLEAN TIME
 - (2) WORKING KNOWLEDGE OF THE STEPS AND THE TRADITIONS

3. DUTIES OF THE REGISTRATION COMMITTEE:

- a) PRE-CONVENTION
 - (1) TO PROCESS ALL REGISTRATIONS FOR THE CONVENTION
 - (2) RESPONSIBLE FOR PUTTING TOGETHER REGISTRATION PACKAGES
 - (3) TO RECEIVE ALL REGISTRATION MAIL FROM THE CONVENTION TREASURER
 - (4) PROVIDES MANDATORY TRAINING FOR QUALIFIED COMMITTEE MEMBERS WHOM WILL WORK THE CASH REGISTERS AND CREDIT CARD MACHINES
 - (5) UPDATES AND MAINTAINS MAILING AND E-MAIL DATABASE
 - (6) ALL BADGES WILL BE COLLECTED FROM ARTS & GRAPHICS FOR LAMINATING AND INVENTORY. BADGES WILL BE DISTRIBUTED AS NEEDED.
 - (7) ALL ACCOUNT ABLE TICKETS, INCLUDING PRE-SALE TICKETS, WILL BE DISTRIBUTED BY THE CHAIRPERSON TO THE REGISTRATION CHAIRPERSON PRIOR TO THE START OF THE CONVENTION
- b) ON-SITE
 - (1) ONLY REGISTRATION COMMITTEE VOTING MEMBERS WITH A MINIMUM 1 YEAR CLEAN TIME AND SIGNED WAIVER SHALL OPERATE THE CASH REGISTERS AND CREDIT CARD MACHINES ON-SITE.

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- (2) ALL PAID EVENT TICKETS, LE. BANQUET, ENTERTAINMENT, ETC. ARE TO BE NUMBERED AND DISTRIBUTED AMONG REGISTERS AS NEEDED BY REGISTRATION CHAIRPERSON AND VICE-CHAIRPERSON.
- (3) ANY ADDITIONAL TICKETS WILL BE DISTRIBUTED BY THE CHAIRPERSON TO THE REGISTRATION CHAIRPERSON PRIOR TO THE PRE-CONVENTION MEETING

VIII. MISCELLANEOUS

- A. Refunds - refunds will be provided with a in personal request to the convention committee or written request to the committee, provided that it is done before September prior to the convention.