

# Seattle International Narcotics Anonymous Convention Committee Guidelines (2016)

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## 1. Charter

1.1 This body shall be known as the Seattle International Narcotics Anonymous Convention Committee (SINACC) and shall operate as a Subcommittee of the Seattle Area Service Committee (SASC).

## 2. Purpose

2.1 To coordinate and conduct **a semi**-annual NA Convention in the City of Seattle with participation from NA members in the Seattle and outlying Areas to bring our membership together in a celebration of recovery. Meetings, workshops, and other activities are scheduled to encourage unity and fellowship among our members.

## 3. Membership

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

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

3.3 All Convention Committee voting members are required to participate on a Subcommittee during the event if they are not on the Executive Committee or a Subcommittee prior to the convention.

## 4. Meeting/Attendance & Voting Privileges

4.1 Convention Committee meetings are held monthly, except two months prior to the convention when they will be called as needed.

4.2 Any member joining the committee at the first meeting of the convention year has voting privileges. Follow that meeting a member must attend two consecutive meetings to obtain voting privileges (i.e. you are eligible to vote at your second consecutive meeting). This requirement can be waived at any meeting by a 2/3 vote of voting members present.

4.3 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 subsequently attending two consecutive meetings.

4.4 SINACC voting members registered at the convention shall receive "Committee Member" ribbons to attach to their badges

### 4.5 ATTENDANCE:

All executive committee members, subcommittee chairpersons and standing committee members are expected to attend each scheduled convention committee meeting. Executive committee members are expected to attend the executive committee meetings. Subcommittee chairs are expected to attend each subcommittee meeting. After two absences the executive committee will discuss the absences. Excused absences are those that cannot be avoided. The committee should decide in advance what constitutes grounds for removal.

## 5. Elections

5.1 Only SINACC voting members have a vote at any elections. Chairperson may vote in elections only. If a tie occurs a revote will be required.

5.2 All nominees must meet guideline requirements. Guidelines may be waived in the case of no qualified nominee. A 2/3 vote of members present is required to waive guidelines.

5.3 All nominees must be present to be nominated and must be present during elections.

5.4 It is suggested members periodically work on different committees to enrich their own experience and to strengthen the committee as a whole.

5.5 Nominations shall be held at both the last convention meeting prior to the convention and at the closing meeting of the convention year.

5.6 Elections shall be held at the closing meeting of the convention year.

## 6. Executive Committee

6.1 The Executive Committee (EC) shall consist of the Chairperson, Vice Chairperson, Treasurer, Vice Treasurer, Secretary, SINACC Liaison, Records and Archives Keeper, Operations Chairperson, Operations Vice Chairperson, and the Negotiations Committee. EC trusted servant's duties begin at their 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.

6.2 Qualifications for Executive Committee;

6.2.1 A minimum of three (3) years clean time for SINAC Chair, Treasurer, Operations Chair, Secretary

6.2.2 A minimum of two (2) years clean time for SINAC Vice Chair, Vice Treasurer and Vice Operations Chair, Assistant Secretary/Records and Archives Keeper

6.2.3 Working knowledge of the 12 Steps and 12 Traditions, and knowledge of the 12 Concepts of NA Service

6.2.4 Owing to the nature of the position, EC members are expected to be on-site during the convention.

## 6.3 Duties of Executive Committee Officers:

### All Positions in Executive Committee:

- Works with the Registration Chair to set the Registration prices
- Works with the Merchandise Chair to set inventory and sale prices
- Attends all SINAC committee, Executive Committee and Negotiations Committee meetings
- Submits written & online report at each meeting for inclusion in the minutes
- Create (1) binder (& flash drive if documents online) with all information concerning position (i.e. contracts, budget, invoices, etc.) - to be given to the incoming position at the last meeting of convention year and they will hand off to the Assistant Secretary/Records and Archives Keeper once it is no longer needed.
- Shall continue to be available to assist the new position as requested.

### 6.3.1 Chairperson

- A. Presides over all Negotiations/Convention Committee meetings, and delegates major tasks to specific subcommittees as necessary.
- B. Prepares a written agenda for the meetings.
- C. Ensures that Committee members are informed of any changes in meeting time/location.
- D. Creates and distributes a Timeline to the Executive Committee and all Subcommittee chairpersons.
- E. Is the secondary contact person between Convention Committee and convention-site administrator/hotel-staff.
- F. Supplies reports to all subcommittees as needed.
- G. Shall receive a copy and be knowledgeable of the terms of all contracts related to SINACC.
- H. Shall be party to all decisions made by the Convention Committee.
- I. Works with Operations chairperson as liaison between convention site facilities/hotel staff and Convention Committee
- J. Shall preside over final money count at convention site.

### 6.3.2 Vice Chairperson

- A. Shall assume the responsibility duties of the Chairperson in the event of their absence or if the Chairperson steps down from their position.
- B. Assists Chairperson in overall coordination.
- C. Maintains direct contact with all Subcommittee chairpersons in an effort to coordinate all necessary communication between subcommittees and/or the Convention committee.

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- D. Shall be aware of all operational procedures, requirements, and deadlines of Subcommittees and offer input when necessary.
- E. Shall be knowledgeable of the terms of all contracts related to SINACC.
- F. Shall attend all Negotiations Committee meetings.
- G. Shall assume the responsibility of a vacant Executive Committee or Subcommittee chairperson position per a request by SINACC.
- H. Work directly with Chair on all necessary information required for the binder that will be handed off to incoming position.

### 6.3.3 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. Any other correspondence shall be distributed at the monthly SINACC meeting.
- B. Shall keep a running tally of all pre-registrations, banquet, breakfast, and/or entertainment tickets and any pre-sale merchandise items that are purchased. Monthly, shall reconcile the tally against the Registration subcommittee's records.
- C. Shall give copies of contracts and invoices to appropriate Subcommittee chairpersons.
- D. Shall be responsible for requesting any checks that are required to help facilitate the convention.
- E. 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 will be made available to each Subcommittee chairperson.
- F. 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.
- G. Shall provide the Convention Committee and with a detailed monthly cash flow statement, accompanied with the current bank statement reflecting all items used.
- H. Shall provide the SASC Recording Secretary and Treasurer with a monthly summary report.
- I. Shall coordinate all on-site duties pertaining to cash pick-up, counting, depositing and record keeping. Note: It is suggested that one of the Executive Committee and/or Hotel site security accompany Treasurer on cash pick-ups and/or depositing monies during the convention.
- J. Shall attend all Negotiations Committee meetings.
- K. Shall participate in the final money count at convention site.
- L. Shall make arrangements to acquire all cash registers/credit card machines needed for subcommittees handling funds.
- M. Shall set-up all cash registers and credit card machines for Registration and Merchandise Committees and provide training for those who will use them.
- N. Final Full Audit is performed by the SASC Treasurer, SINACC Treasurer, Vice Treasurer, SINACC Chair and Vice Chair, optional Regional or C&E Treasurer will be held within 60 days after the event wrap up meeting. The treasury ledger is compared line by line with bank statements, receipts, funding/reimbursements, minutes and receipt book. All accounting books (both hard copy and/or electronic), checkbook, funds and anything else pertaining to the SINACC Committee treasury are turned over to the incoming SINACC Treasurer at the conclusion of the Final Audit. *Experience has shown that it works well for one person to review the Ledger, another to verify the checkbook, another to verify the bank statements, and another to verify the receipts/funding/reimbursements in concert. (Refer to C&E Member Handbook for full budget and audit procedures)*
- O. Within 90 Days of the close of the convention, after the Audit, a full financial report detailing all financial activity will be submitted to the new SINACC Chair, SASC Treasurer and SASC Recording Secretary.

#### **6.3.4 Vice Treasurer**

- A. Shall assume the responsibility duties of the Treasurer's position in the event of their absence or if the Treasurer steps down from their position.
- B. Assists the Treasurer in keeping records of all income and expenditures.
- C. Assists the Treasurer in preparing a financial statement at the close of the convention.
- D. Assists the Treasurer in preparing a written financial statement to be submitted to the SASC.
- E. Shall continue to be available to assist the new Vice Treasurer as requested.
- F. Shall participate in the final money count at convention site.
- G. Work directly with Treasurer on all necessary information required for the binder that will be handed off to incoming position.

#### **6.3.5 Secretary**

- A. Shall record minutes and post to them to SINACC online Group site prior to the next SASC meeting (1<sup>st</sup> Sunday of the month) or 2 weeks after monthly meeting; whichever date comes first.
- B. Shall maintain records and minutes for the duration of the convention committee (18 months)
- C. Handles all correspondence as directed by the Convention Chairperson.
- D. Shall attend all Negotiations Committee meetings.
- E. Shall maintain a list of Subcommittee meeting locations and times (i.e. date and time of each meeting).

#### **6.3.7 Assistant Secretary/Records & 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 SINACC.
- B. Shall assume the responsibility of the Secretary in the event of their absence or if the Secretary steps down from the position.
- C. Is responsible to organize and maintain convention archives and banners in the SASC storage unit as needed.
- D. As requested, shall provide minutes (past years & current years) at all SINACC meetings, and on-site at current convention.
- E. Collect and close the convention year archives at the last meeting. Add year-end financial report when available.
- H. Shall collect a sample of merchandise and pre-registration merchandise (one each) for archives.

#### **6.3.8 SINACC Liaison**

- A. Attends all SASC meetings, providing written report of SINACC activities and plans.
- B. Represents the SASC at the SINACC meeting, especially in matters concerning contracts and other obligations entertained by the SINACC.

#### **6.3.9 Operations Chairperson**

- A. Coordinates 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 SINACC for approval.
- D. Plans, coordinates and suggests room arrangements (i.e. meetings, merchandise, entertainment, executive committee, hospitality, 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 requested.

**H. 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.

**I. 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 signs and 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).

**6.3.10 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 signs and banners.
- F. Shall attend all meeting with the convention site staff.
- G. Work directly with Chair on all necessary information required for the binder that will be handed off to incoming position.

**6.3.11 Negotiations Committee**

- A. The Negotiations Committee shall be made up of the follow persons:
  1. Convention Chairperson
  2. Convention Vice Chairperson
  3. Operations Chairperson
  4. Operations Vice Chairperson
  5. Treasurer
  6. Secretary
  7. Previous Convention Chair/Vice Chairs, as available
  8. Other members as approved by the SINACC
- B. Duties of the Negotiations Committee are as follows:
  1. Establish site location, and make arrangements for at least one future event.
  2. Negotiate and present contracts to the Convention Committee for approval.
  3. Review all contracts originated by Convention Committee prior to final approval.

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4. Continue to review alternate locations for upcoming conventions.
5. Meet monthly or as often as needed.
6. Provide copies of all contracts to accelerate communications for current year's convention.

### 8. Subcommittees

8.1 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.

Convention Subcommittees shall consist of Registration, Entertainment, Hospitality, Programming, Merchandise, Security, Marathons, Convention Information, Marketing & Awareness, and Arts & Graphics and Webmaster Admin

8.2 Requirements for subcommittee Chairpersons

8.2.1 A minimum of two (2) years continuous clean time with the exception of Registration and Merchandise

8.2.1 a) A minimum of three (3) years continuous clean time for Registration and Merchandise Chairperson

8.2.2 Working knowledge of the 12 Steps and 12 Traditions, and knowledge of the 12 Concepts for Service in NA.

8.2.3 Previous service as a Vice Chairperson is suggested.

8.3 Suggested requirements for subcommittee Vice Chairpersons

8.3.1 A minimum of one (1) years continuous clean time with the exception of Registration and Merchandise

8.3.1 a) A minimum of two (2) years continuous clean time for Registration and Merchandise Chairperson

8.3.2 Working knowledge of the 12 Steps & 12 Traditions & knowledge of the 12 Concepts for Service in NA.

8.3.3 Previous service in that subcommittee is suggested

### 8.4 Duties of subcommittee Chairpersons

#### 8.4.1 All subcommittee Chairs

- A. 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.
- B. A copy of all contracts and invoices of any kind shall be submitted to the treasurer.
- C. Coordinate and preside over all subcommittee meetings with a written agenda created from the timeline received by the Convention Chairperson. Communicate all decisions made (or considered) by the subcommittee at the monthly SINACC meeting.
- D. Provide a functional itemized written financial plan (budget) to the Convention Committee by the second meeting of the convention year or the 2<sup>nd</sup> meeting after taking the position.
- E. Must submit all expenses to SINACC for approval.
- F. Must solicit three (3) bids in writing for any monetary expenditure(s) over one thousand dollars (\$1,000.00), and submitted to SINACC for selection.
- G. Attend all site walkthroughs.
- H. Participate in special meetings as directed by the Convention Chairperson.
- I. The subcommittee Chairperson is responsible to make arrangements with Vice Chairperson or subcommittee representative to be present if they cannot attend any SINACC meeting.
- J. Must read and be familiar with all contracts pertaining to their subcommittee.
- K. Copy and distribute all contracts generated by their subcommittee to the Treasurer.
- L. Set an on-site hourly work schedule for all subcommittee members, to be submitted to Convention Chairperson fifteen (15) days prior to convention.
- M. Determine if the subcommittee needs specific signs or other on-site items and submit to appropriate subcommittee ninety (90) days prior to convention.

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- N. Coordinate all on-site needs and activities with the Operations Chairperson.
- O. Submit written/online report at each meeting for inclusion in the minutes.
- P. Submit a written/online recap report after the convention, inventorying the strengths and weaknesses, to be available for following year's subcommittee chairperson for future use.
- Q. Shall be available to assist the incoming subcommittee chairperson as requested.
- R. Shall actively participate in all Subcommittee business until all past year's business is closed.
- S. Create (1) binder (& flash drive if documents online) with all information concerning position (i.e. contracts, budget, invoices, etc.) - to be given to the incoming position at the last meeting of convention year and they will hand off to the Assistant Secretary/Records and Archives Keeper once it is no longer needed.
- T. Shall actively participate in all Subcommittee business until all past year's business is closed.
- U. Remember, communication between Chairperson and Vice Chairperson is important for unity, continuity, and the common welfare of SINACC.

### 8.4.2 Registration Chairperson

- A. Coordinates duties of Subcommittee which include but are not limited to:
  - 1. Processing all registrations.
  - 2. Works in conjunction with the Treasurer to receive pre-registrations in a timely manner and resolves any discrepancies between check amount and registration form.
  - 3. Monthly, shall reconcile the Registration subcommittee's records against the Treasurer's tally.
  - 4. Coordinating a money drop policy with the Treasurer and/or Executive Committee
- B. Responsible for working in conjunction with Treasurer in programming cash registers prior to convention.
- C. Ensure that all pre-registration merchandise is selected from approved vendors.
- D. Work with Entertainment subcommittee 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 subcommittee for sale.
- E. Function of Subcommittee Pre-Convention
  - 1. Process all pre-registrations for the convention.
  - 2. Responsible for deciding items for registration packets. This includes ordering all items, inventorying received items and requesting payment of said items.
  - 3. Any registration packet items not sold must be inventoried and turned over to Merchandise committee at last meeting of the convention.
  - 4. Shall require three (3) bids for registration packet items to be turned over to Treasurer for preview.
  - 5. All contracts and pricing are to be submitted to SINACC Executive committee for preview (Section 6.3).
  - 6. All contracts must be approved by SINACC.
  - 7. Receive all registration mail from Treasurer.
  - 8. Coordinate with Treasurer to schedule cash register/credit card training for committee members working cash registers.
  - 9. Coordinate Registration packets assembly with all member of Convention Committee on a date and place chosen by Registration Committee.
- F. 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. Registration Chair, Vice Chair or Executive Committee member and all committee members that meet the clean time requirement of two (2) year can operate cash and credit card sales. NOTE: Anyone operating a cash register or credit card machine must sign a copy of the SINACC Trusted Servant Financial Responsibility Agreement (see Appendices)

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3. Only Registration Chair, Vice Chair or **Executive Committee** member may have the key(s) to the aforementioned secure location.
4. Only Registration Chair, Vice Chair or **Executive Committee** member can contact convention site security to unlock and lock doors to registration room. Operations chairperson shall introduce convention site security prior to convention.
5. **Provide the Treasurer or Vice Treasurer with a tally of all sales at each scheduled cash pick up.**
6. Shall participate in final money count at convention site.

### I. Functions of Subcommittee Post-Convention

1. Inventory remaining registration merchandise and arrange for distribution to incoming committee.
2. Finalize all invoices with vendor.

**Provide SINACC with final accounting of registration sales and expenses.**

### 8.4.3 Entertainment Chairperson

A. Coordinates duties of subcommittee which include but are not limited to:

1. Establishing types of 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).

B. Submit written list to Registration Chairperson for all required items (i.e. registration packets, tickets to paid events, etc.)

C. 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 SINACC for approval.
4. 4 months out, approval and signing of contracts for entertainers. NOTE: All entertainers are required to sign Hold Harmless Acknowledgement (Appendix 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.

D. 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 needed). NOTE: Anyone dealing with funds while taking tickets must sign the SINACC Trusted Servant Financial Responsibility Agreement (see Appendices).
3. At least one (1) member of the Entertainment Committee shall be present at all paid events and dances.
4. Coordinate pool-side entertainment (if applicable).

### 8.4.4 Hospitality Chairperson

A. Coordinates duties of subcommittee which include but are not limited to:

1. Responsible for staffing of Hospitality room (must be staffed at all times room is open).
2. Submit a written request for any required literature and supplies for Hospitality room.
3. Responsible for coordination of all on-site volunteers.

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4. Shall create an inventory of all literature and supplies used and remaining.

### B. Functions of Subcommittee Pre-Convention

1. Plan and coordinate Hospitality room for the annual SINAC.
2. Enlist volunteers by means of sign-up sheets distributed throughout the Washington Northern Idaho Region and any 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 year's inventory of literature and supplies and order any needed literature and supplies. Literature order to be placed through Convention Chairperson no later than ninety (90) days before the event.

### C. Functions of Subcommittee On-Site

1. Setup Hospitality room and oversee room throughout the convention, cleaning the room at the end of the convention.
2. Shall give a written count of all Coffee/Tea used during convention to the Operations Chairperson at the end of the convention.

### 8.4.5 Program Chairperson

A. Establish a Main Speaker selection meeting which can be attended by any interested members.

B. Submit expenditures to SINACC for approval.

C. Responsible for contacting and confirming all Main Speakers, no later than 90 days prior to the event.

1. Book and/or confirm travel arrangements for any Main Speakers requiring airfare.
2. Determine special lodging needs for all main speakers and arrange with Operations Chairperson to ensure these needs are provided by hotel.
3. Using email (or some other traceable means), 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 to all Main Speakers.

D. Coordinates duties with appropriate subcommittees (i.e. Raffles, auctions, entertainment, etc.).

E. Responsible for submitting all meeting formats ninety (90) days prior to the convention for Convention Committee approval.

### F. 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 flyers required.
4. Prepare Leader/Reader flyer by 4th meeting. NOTE: Arts and Graphics shall help create any flyers required.
5. Program must be completed ninety (90) days prior to convention.
6. Notify Arts and Graphics of signs needed (i.e., workshops, meetings, to cover convention site logos on the podiums etc.) ninety (90) days prior to the event.
7. Solicit bids from taping company, turn in to Treasurer.
8. Solicit bids from travel agencies, turn in to Treasurer.
9. Make arrangements for and ensure out of town Main Speakers have necessary transportation to and from the airport.
10. Shall turn in a written list to Registration chairperson for registration packets for all Main Speakers with main speaker(s) name no later than pre-registration deadline.

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### G. 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. They are nominated through tape or CD submission and/or suggestions of other Convention Committee members.
3. No Workshop speaker shall repeat as a speaker within four (4) years, regardless of whether they spoke at a main meeting or a workshop.
4. No Workshop Speaker shall receive airfare, lodging, or registration accommodations from SINACC.

### H. 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 Main speakers shall be a member of the Convention Committee.
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, admission to all paid events,

### I. 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.
6. Dress code: Anyone at the podium during any meeting shall not wear anything that promotes an outside enterprise, organization, association or other entity. NOTE: Approved NA attire is permitted.

### 8.4.6 Merchandise Chairperson

#### A. Coordinates 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 and pricing are to be submitted to SINACC Executive committee for preview (Section 6.3).
3. All contracts must be approved by SINACC.
4. All invoices must be promptly submitted to Treasurer.
5. Arrange merchandise delivery to location specified by the Executive Committee thirty (30) days prior to convention date with the exception of pre-registration and Security merchandise to be delivered two (2) weeks prior to convention date.
6. Coordinate an inventory of all merchandise twenty-one (21) days prior to convention (with the exception of pre-registration and Security merchandise to be inventoried at least 10 days prior to convention) and provide a written report to Executive Committee.

#### B. Responsible for working in conjunction with Treasurer in programming cash registers prior to convention.

#### C. 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.

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2. Obtain at least three (3) quotes and turn in to the Treasurer. Quotes must be approved by SINACC prior to purchase.
3. Order merchandise and arrange for delivery and/or pick up.
4. Inventory all ordered merchandise for correct types, colors and quantities.
5. Solicit other Areas and Regions for interest in sale of Alternative Merchandise for Sunday and obtain written authorizations.
6. Determine hours for sales and create work schedule for Merchandise committee members and volunteers.
7. Mandatory training for committee members working cash registers to be coordinated with Treasurer prior to convention.

### D. Functions of Subcommittee On-Site

3. Set up Merchandise room and oversee room throughout the convention, cleaning room at the end of the convention.
4. Oversee all sales of merchandise throughout convention.
5. Merchandise Chair, Vice Chair or Executive Committee member and all committee members that meet the clean time requirement of two (2) year can operate cash and credit card sales. NOTE: Anyone operating a cash register or credit card machine must sign a copy of the SINACC Trusted Servant Financial Responsibility Agreement (see Appendices)
6. Only Merchandise Chair, Vice Chair or **Executive Committee member** may have the key(s) to the aforementioned secure location.
7. Only Merchandise Chair, Vice Chair **or Executive Committee member** can contact convention site security to unlock and lock doors to merchandise room. Operations chairperson shall introduce convention site security prior to convention
8. Secure merchandise room every night.
9. Create a money drop policy in coordination with the Treasurer and/or Executive Committee prior to convention.
10. **Provide the Treasurer or Vice Treasurer with a tally of all sales at each scheduled cash pick up.**
11. Shall participate in final money count at convention site.

### F. Functions of Subcommittee Post-Convention

1. Inventory remaining merchandise and arrange for distribution for future sales.
2. Finalize all invoices with vendor.
3. Provide SINACC with final accounting of expenses and sales.
4. **Turn all remaining merchandise on hand over to incoming SINAC committee to be sold at fundraisers and future conventions.**

### 8.4.7 Security Chairperson

#### A. Coordinates duties of Subcommittee which include but are not limited to:

1. Shall conduct walk-thus with Security members to familiarize them with the host facility.
2. Review all Security producers and with Security members at each Security meeting.
3. Keep a detailed log of 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 Hotel staff is called or needed, Security chairperson shall be required to contact Convention and Operations Chairpersons and inform them of the situation.
5. When selecting Security T-Shirts color and logo should work with Merchandise Committee. After selection is approved all orders are to be placed through Merchandise chairperson. All invoices are to be approved by SINACC before order is placed

**B. 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 selected by the subcommittee.
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.

**C. 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 SINAC convention, including but not limited to; security for personnel, Registration, financial 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, a member of the Executive Committee should be informed immediately.

**8.4.8 Marathons Chairperson**

**A. Functions of Subcommittee Pre-Convention**

1. Coordinate Marathon room for the annual SINAC convention.
2. Enlist volunteers by means of sign-up sheets distributed throughout the Washington Northern Idaho Region and to any Areas upon request. NOTE: Arts and Graphics shall help create any fliers required.
3. Call all volunteers and set up Leaders for each meeting.

**B. 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.

**8.4.9 Convention Information Chairperson**

**A. Coordinates duties of Subcommittee which include but are not limited to**

1. Address inquiries from the public/media regarding the convention. It is very helpful that the Chairperson have previous Public Relations experience.

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2. Use all resources available to distribute information about the Convention to the NA community, both locally and worldwide.
3. Coordinate with local Chamber of Commerce to provide information regarding local attractions to out-of-town visitors.
4. Create policies prior to the event to address the needs of newcomer members attending, for the Executive Committee to approve.

### B. Functions of Subcommittee Pre-Convention

1. Communicate event information to surrounding Areas/Regions, requesting that they post flyers, etc. on their websites.
2. Inform local and surrounding Helpline committees of event information.
3. Inform local hospitals & institutions of event information.
4. Contact NAWS and ensure that event information is posted in NA Way and the online event calendar.
5. Coordinate a schedule of volunteers to staff a booth/table at the convention site with NA literature.
6. Contact local and surrounding Area Service Committees requesting that updated copies of their meeting schedules be delivered to the convention site.
7. Prepare a budget for any literature or other items to be purchased.
8. Keep a detailed ledger of all subcommittee expenses and any generated income, to be turned over to the Treasurer.

### C. Functions of Subcommittee On-Site

1. Staff information table during reasonable hours.
2. Respond to requests for information from local agencies & media outlets.

## 8.4.10 Arts & Graphics Chairperson

A. Responsible for all printed matter pertaining to convention (i.e. tickets, signs, fliers, registration forms, banners, program, on-site signs, etc.).

- Responsible for Decorations onsite - chair may assign a person on A&G Committee to be in charge of this task and to form an A&G sub-committee. They will report to A&G Chair and coordinate with Programming and Operations for onsite set up and needs.

B. Responsible for presenting all artwork and logos for approval by the SINACC.

### C. Functions of Subcommittee Pre-Convention

1. Responsible for presenting all submitted artwork and logos to SINACC for review and selection.
2. Responsible for all printed matter pertaining to convention (i.e., tickets, fliers, signs, registration forms, banners, program, on-site signs, etc).
3. 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.
4. Shall give camera ready artwork to any Subcommittee requiring convention logo and theme for Merchandise.
5. Shall work with Programming committee and Operations to determine onsite decorations needs and budget.

### D. Functions of Subcommittee On-Site

1. Responsible for creating last minute signs and delivering them to the appropriate committee for placement.
2. Deliver signs to various rooms.
3. Delivering and decorating all areas for Main meetings, workshop and other decoration needs
4. Works in conjunction with all Subcommittees on-site.
5. Responsible for overseeing hanging of signs and banners in conjunction with Operations chairperson.
6. Responsible for overseeing removal of signs and banners in conjunction with Operations chairperson.

#### **8.4.11 Marketing & Awareness Chairperson (Fundraising)**

The purpose of the Marketing & Awareness committee is to generate interest and support for the SINAC Convention from within the fellowship, in addition to raising funds. Subcommittee activities should help motivate attendance at SINAC by increasing awareness of how conventions, like meetings, help us as members in our personal recovery.

- A. Chair will attend monthly SINAC with report from sub-committee meetings and activities.
- B. Hold monthly sub-committee meetings.
- C. When planning activities work closely with SASC, Everett, S. King County and Regional convention fundraising committees to successfully coordinate events.
- D. All events must be approved by the SINAC Convention Committee with a completed budget on the SASC Event Accountability form before they are carried out.
- E. Events need to be planned far enough in advance to provide the fellowship with adequate information. (Flyers, etc.)
- F. Completed Event Accountability Form will be submitted to SINAC Treasurer following each event.

#### **8.4.12 Webmaster Admin**

Our purpose in maintaining a web site for the SINAC Committee is to make information about the convention available to the public, to addicts who might need NA, and to our current members.

- A. Possess the technical ability to create and update SINAC Convention website and manage the internal online communications site for the SINAC committee.
- B. Familiarity with all internet and website related NAWS handbooks.
- C. Attend monthly SINAC meetings.
- D. Coordinates all website activities.

### **9. Funds & Fund Flow**

9.1 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 (refer to Anti Theft Policy – see Appendices)

9.2 All existing SASC financial guidelines will apply to the generation of checks for SINACC.

9.3 No funds shall be reimbursed **without a receipt, money motion and SINACC approval.**

#### **9.4 Fund Flow:**

##### **1. Proceeds.**

Proceeds consist of gross receipts (all monies) generated by the recovery event less expenses necessary to conduct the event. Expenses shall include payments made by the SINAC Committee in connection with the event.

##### **2. Other expenses.**

The SINAC Committee will settle any outstanding obligations against the event.

##### **3. Net proceeds.**

Distribution of net proceeds shall be made for the following:

##### **a) Seed monies to be set aside for next SINAC event.**

Seed money \$20,000.00 per event will be held in SINAC Bank of America bank account. Such seed money will provide them with cash flow before the beginning of fundraising and as needed to meet contractual obligations. Continued flow of seed money is based on appropriate and timely planning, budgeting, and accounting for the use of funds. As consideration, the Executive Committee will review the seed money amount at the end of each convention to make adjustments and adapt for sustained growth and success of the SINAC Convention.

##### **c) Balance to the SASC**

## **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 SASC for approval prior to their implementation by the Convention Committee.

10.2 Any Executive Committee member or Subcommittee chairperson may be removed during their term after a 2/3 vote of all voting SINACC 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.

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.

10.7 A quorum at all meetings shall consist of all voting members present. All votes involving matters, unless otherwise defined, shall be by a simple majority of at least 51%. Disbursement of funds requires 2/3 vote.

10.8 In the event of a tie vote, the Chairperson must break the tie.

10.9 An online, phone or email 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.

### **10.10 Procedure for making/disposing of motions:**

10.10.1 All motions must have a second made by a voting member of the SINAC. All motions shall be presented in writing to the SINAC Chairperson. If, in the opinion of the Chairperson, modifications are needed to the motion, s/he shall work with the maker to correct it. However, if the maker of the motion insists, the motion shall be presented without changes.

10.10.2 Any motions submitted for New Business in a session that are not brought to the floor during that session shall automatically be brought to the floor for debate during the Old Business portion of the following regular session of the SINAC.

10.10.3 The Chairperson shall decide the order in which motions shall be considered by the SINAC. The Chairperson may not hold back any motion from debate.

10.10.4 The maker of a motion and/or the voting member who seconds the motion must be present when the motion comes before the floor for debate.

10.10.5 The maker of a motion shall be allowed to speak first during debate on that motion.

10.10.6 At any time during debate, a member may propose a friendly amendment to a motion currently on the floor. If the maker of the motion and the voting member seconding the motion agree to the amendment, all voting members shall be allowed to debate the amendment (not the entire motion) and vote to approve or disapprove. If approved, debate on the newly amended motion shall then begin, and the voting members shall be allowed to vote to approve or disapprove the amended motion in its entirety. If denied, debate will continue on the original motion.

**10.11 Procedure for voting on motions:**

10.11.1 The set of members used to determine the total of votes shall be “those present and voting”.

10.11.2 Votes shall be by acclamation (voice vote) or by count of hands, at the discretion of the Chairperson.

10.11.3 Following a voice vote, any participant may request a count be taken.

10.11.4 Main motions require a 2/3 “yes” (in favor) vote to pass. All motions related to expenditures require a 2/3 “yes” vote to pass. Parliamentary motions and elections require a simple majority (greater than 50%) “yes” vote to pass.

10.11.5 The SINAC Treasurer shall be consulted before any budgetary expenditure is voted on.

10.12 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. Appendices**

11.1

Seattle Area Service Committee of Narcotics Anonymous  
MEMORANDUM OF FINANCIAL  
RESPONSIBILITY

DATE: \_\_\_\_\_

I, \_\_\_\_\_, a trusted servant of the fellowship of the Seattle Area of Narcotics Anonymous, agree to use properly and keep safe any money or other asset entrusted to me by the Fellowship of NA. I agree to avoid mixing Fellowship money with my own money or the money of anyone else. I agree to use Fellowship money or other assets only as directed by the Fellowship of NA. I agree that if I misappropriate or misuse Fellowship money or other assets because of my personal negligence or dishonesty that I will accept full responsibility for their replacement. I agree that as a trusted servant I serve as a volunteer and will not be paid for my work. When I complete my term of service or if I am removed from service I agree to promptly turn over any Fellowship money, assets, records or any other Fellowship property.

I have agreed to follow and adhere to the SASC Anti-Theft Policy.

Signed \_\_\_\_\_ (trusted servant)

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Witnessed by \_\_\_\_\_ (officer, SASC)

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

This document was created to implement the SASC Anti-Theft Policy and should be signed by all SASC Service Members (as defined in SASC guidelines) as well as all subcommittee treasurers and any members handling NA funds on behalf of the Seattle ASC. Members who are standing for election to any position that would place them in a position to handle SASC funds should be asked if they are willing to sign this document as a condition of their service.

This document was created to implement the SASC Anti-Theft Policy, as outlined in the SASC guidelines, section XIII, Funds. For addition information, please refer to those guidelines.

11.2

Hold Harmless Acknowledgement

I, \_\_\_\_\_, (henceforth “Company”) Understand that the Seattle International Narcotics Anonymous Convention Committee (henceforth SINACC) requests that I sign this acknowledgement. It is my intent to accept a contractor position within the SINACC. I understand that it is a requirement of the SINACC 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 “SINACC” and/or Seattle Area Service Committee (henceforth SASC), 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 SINACC/SASC convention in Seattle, WA.

Signed \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Witnessed by \_\_\_\_\_ (officer, SASC/SINACC)

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_