

# **NORTHERN UTAH AREA CONVENTION COMMITTEE BY-LAWS**

**Date**

**12/20/03**

## **ARTICLE I**

### **NAME**

Section 1: The name of this Convention shall be the "Northern Utah Area Convention of Narcotics Anonymous".

## **ARTICLE II**

### **PURPOSE**

Section 1: To celebrate recovery, keeping within the Twelve Traditions and all the principles of N.A. at all times.

Section 2: To encourage unity and fellowship among our members.

Section 3: To hold meetings, workshops, and other activities.

## **ARTICLE III**

### **COMMITTEE MEMBERSHIP**

Section 1: The committee shall be made up of:

A. Executive Committee

a. Chairperson

b. Vice-Chairperson

c. Secretary

d. Treasurer

e. Alternate Treasurer

B. Sub-Committee Chairpersons

a. Arts and Graphics Chairperson

b. Catering Chairperson

c. Convention Information Chairperson

d. Fundraising and Entertainment Chairperson

e. Hotels and Hospitality Chairperson

f. Merchandise Chairperson

g. Program Chairperson

h. Registration Chairperson

C. Sub-Committee Vice-Chairpersons

a. Arts and Graphics Vice-Chairperson

b. Catering Vice-Chairperson

c. Convention Information Vice-Chairperson

d. Fund Raising and Entertainment Vice-Chairperson

e. Hotels and Hospitality Vice-Chairperson

f. Merchandise Vice-Chairperson

g. Program Vice-Chairperson

h. Registration Vice-Chairperson

D. Sub-Committee Members

a. Anyone with the desire to help.

E. Ad-Hoc Committees

Section 2: Voting Members of the Committee shall consist of the Sub-Committee Chairpersons and the Executive Committee, excluding the Alternate Treasurer and the Chairperson. The Chairperson votes only in the case of a tie.

- Section 3: Non-Voting Members shall consist of the Alternate Treasurer, Sub-Committee Vice-Chairpersons, Sub-Committee Members and Ad-Hoc Committees. Sub-Committee Vice-Chairpersons will become a Voting Member in the absence of the Sub-Committee Chair. The Alternate Treasurer will become a Voting Member in the absence of the Treasurer.
- Section 4: Nominations and motions can by any Committee Member, excluding the Chairperson, but must be seconded by a Voting Member.
- Section 5: Any Voting Member, excluding Executive Committee Members, may hold more than one Voting Membership or combination of Voting and Non-Voting Membership, if approved by the Convention Committee. In the case of a member holding more than one Voting Membership, only one vote will be allowed.

**ARTICLE IV  
ELECTION OF COMMITTEE MEMBERS**

- Section 1: Elections will be held on the same day as the Northern Utah Area Sub-Committee (N.U.A.S.C.) Meeting, following the Convention. A majority of Voting Members is required to hold elections. The time elections are held must not conflict with the N.U.A.S.C. meeting. Terms of office will begin after the N.U.A.S.C. Meeting. The Chairperson, Vice Chairperson and Treasurer will be elected by the NUASC on that same day.
- Section 2: A term of office is one year. A person may serve two consecutive terms in any position.
- Section 3: An election to fill a vacancy in any position will occur at the following Convention Committee meeting. It will be the duty of the Convention Committee Chairperson to notify the N.U.A.S.C. Committee of the vacancy so intent to fill the vacancy can be given to the fellowship.

**ARTICLE V  
REMOVAL OF COMMITTEE MEMBERS**

- Section 1: An Executive Committee Member, Sub-Committee Chairperson or Sub-Committee Vice-Chairpersons will be automatically removed from their position for non-compliance, which includes:
  - A. Loss of abstinence.
  - B. Non-fulfillment of duties.
  - C. Misappropriation of Convention funds.
  - D. Absence of two consecutive Committee Meetings without prior notification given to a member of the Convention Executive Committee and approval by the Chairperson.
- Section 2: Any Committee Member can resign from their position by providing written notice to the Convention Committee Chairperson at the regular meeting prior to their resignation.
- Section 3: A six-month moratorium will be required for any Committee Member who resigns or is removed from office before the end of their regular term is up, except when that resignation is to assume the duties of a newly elected position.

**ARTICLE VI  
DUTIES OF COMMITTEE MEMBERS**

- Section 1: Chairperson
  - A) Requirements:
    - a) Willingness, time and resources to serve.
    - b) One year commitment.
    - c) Minimum four (4) years clean time for Chairperson.
    - d) Minimum of one (1) year of NA service.

- e) An understanding of the Twelve Traditions and Twelve Concepts of NA through application, and an understanding of the NUASC policies.
  - f) Willingness to resign all other elected positions at the Area and Regional levels of service.
  - g) Experience on and understanding of their subcommittee function and guidelines.
  - h) The ability to exercise patience and tolerance.
- B) Duties:
- a) Organizes sub-committees and delegates major tasks to specific sub-committees or Ad-hoc committees. Stays informed of the activities of each sub-committee, and provides help when needed.
  - b) Helps resolve personality conflicts.
  - c) Keeps activities within the principles of the Twelve Traditions and in accord with the purpose of the Convention.
  - d) Monitors the fund flow and overall Convention costs and helps organize the sub-committee budgets.
  - e) Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
  - f) Allows the sub-committees to do their jobs while providing guidance and support.
  - g) Prepares the agenda for the Convention Committee meetings.
  - h) Chairs the Convention Committee meetings as well as the Convention.
  - i) Appoints all Ad-Hoc committees.
  - j) Must attend all N.U.A.S.C. meetings and report on progress of the Convention Committee and all pertinent information.
  - k) Must report back to the Convention Committee and carry out any and all direction given by the N.U.A.S.C.
  - l) Submits an executive committee budget within thirty days of being elected.
  - m) Always upholds the **CONVENTION COMMITTEE BY-LAWS!**
  - n) A written report must be done and handed in at all Convention Committee meetings and Executive Committee meetings.

Section 2: Vice-Chairperson

- A) Requirements:
- a) Willingness, time and resources to serve.
  - b) One year commitment.
  - c) Minimum three (3) years clean time for Vice-Chairperson.
  - d) Minimum of one (1) year of NA service.
  - e) An understanding of the Twelve Traditions and Twelve Concepts of NA through application, and an understanding of the NUASC policies.
  - f) Willingness to resign all other elected positions at the Area and Regional levels of service.
  - g) Experience on and understanding of their subcommittee function and guidelines.
  - h) The ability to exercise patience and tolerance.
- B) Duties:
- a) Acts as chair in the absence of the Chairperson.
  - b) Coordinates sub-committees and attends sub-committee meetings when needed, in order to assure that they get the necessary support to do a good job.
  - c) Works closely with the Chairperson to help delegate responsibilities to sub-committee chairpersons and ad-hoc committees.

- d) A written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
- e) Must attend all NUASC meetings and submit a written report as needed.
- Section 3: Secretary
- A) Requirements:
- a) Suggested minimum of two years clean.
- b) Prior Convention experience (Voting Membership).
- c) Time and commitment to fulfill duties.
- d) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.
- B) Duties:
- a) Keeps an extra set of minutes, updated after each committee meeting, for members who request a complete set.
- b) Maintains a list of names, addresses, and phone numbers of all committee members for committee use.
- c) Maintains an archive of the convention for history and future convention committees.
- d) Prepares the agenda, in coordination with the Chairperson, for the Convention Committee Meetings.
- e) A written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
- Section 4: Treasurer
- A) Requirements:
- a) Willingness, time and resources to serve.
- b) Minimum five (5) years clean time.
- c) Minimum of one (1) year of NA service.
- d) An understanding of the Twelve Traditions and Twelve Concepts of NA through application, and an understanding of the NUASC policies including the NUASC/NUACNA money management and theft policies.
- e) Be financially secure and good at managing his/her personal finances, as well as inspiring the trust of the NUASC/NUACNA Committee.
- f) Willingness to resign all other elected positions at the Area and Regional levels of service.
- g) Experience on and understanding of their subcommittee function and guidelines.
- B) Duties:
- a) Opens bank account for the Convention Committee. All checks will require two signatures, that of the Treasurer and one of the following: Chairperson, Vice-Chairperson, or the Secretary.
- b) Works with the Chairperson and Vice-Chairperson to prepare a Convention budget. The budget is based on the recommendation as to the monies they will need to carry out their tasks.
- c) Writes all checks and is responsible for collecting all receipts for money paid out.
- d) Responsible for all Convention money. Pays all bills, and advises the Committee on cash supply, income flow, and rate of expenditures.
- e) Reviews Sub-Committee reports for departures from their original budgets so an accurate budget can be maintained.

- f) Must give a complete report of all financial records at the N.U.A.S.C. meeting prior to the Convention, and another complete report after the Convention at the following N.U.A.S.C. meeting.
- g) Makes records available and maintained for audit to be conducted at the discretion of the Convention Committee or at the request of N.U.A.S.C.
- h) Helps perform audit when deemed necessary.
- i) Serves as the Chairperson in the absence of the Chairperson or Vice-Chairperson.
- j) A written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.

Section 5: Alternate Treasurer

A) Requirements:

- a) Willingness, time and resources to serve.
- b) Minimum three (3) years clean time.
- c) Minimum of one (1) year of NA service.
- d) An understanding of the Twelve Traditions and Twelve Concepts of NA through application, and an understanding of the NUASC policies including the NUASC/NUACNA money management and theft policies.
- e) Be financially secure and good at managing his/her personal finances, as well as inspiring the trust of the NUACNA Committee.
- f) Experience on and understanding of their subcommittee function and guidelines.

B) Duties:

- a) Shares the responsibility of all Convention finances with the Treasurer.
- b) Acts as the Treasurer in the absence of the Treasurer. When acting as the Treasurer, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
- c) Meets monthly with the Treasurer.
- d) Works with the Chairperson and Vice-Chairperson to prepare a Convention budget. The budget is based on the recommendations as to the monies they will need to carry out their tasks.
- e) Works with Sub-Committees, at their requests, to develop budgets using information from previous financial records.
- f) Acts as a witness to all financial transactions that take place at the Convention.
- g) Helps perform any audits conducted.
- h) Does not sign any Convention Checks.
- i) Does not open any Convention accounts.

Section 6: Arts and Graphics Chairperson

A) Requirements:

- a) Suggested minimum of two years clean.
- b) Prior Convention experience.
- c) Time and commitment to fulfill duties.
- d) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

B) Duties:

- a) Hold a monthly Sub-Committee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- b) Be in charge of introducing a new Convention theme and logo each year.

- c) Be responsible to obtain a release from all persons submitting artwork, written materials, etc., used by the Convention Committee, releasing all rights and privileges of ownership to the convention committee. Such a release must be signed by the donating person, or the material will be returned and not used.
- d) Be responsible to insure that the original logo be put into digital format and saved on a disk before it is used for anything.
- e) Be responsible for the designing of all banners, programs, tickets, flyers, convention posters, and all Convention merchandise using the Convention logo.
- f) Present for approval, by the Convention Committee, all proposed merchandise.
- g) Must present a budget to the Treasurer of all estimated Sub-Committee costs within thirty days of being elected.
- h) A written report must be done and handed in at all Convention Committee Meetings, except at special order of business meetings if not pertaining to their position.

Section 7: Arts and Graphics Vice-Chairperson

A) Requirements:

- a) Suggested minimum of one year clean
- b) Time and commitment to fulfill duties
- c) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.
- d) Desire to serve.

B) Duties:

- a) Acts as the Chairperson in the absence of the Chairperson. When acting as the Chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
- b) Must attend Sub-Committee meetings monthly.
- c) Works in conjunction with the Chairperson to fulfill all duties pertaining to that Committee.
- d) Completes other duties as directed by the Convention Committee or the Arts and Graphics Chairperson.

Section 8: Catering Chairperson

A) Requirements:

- a) Suggested minimum of two years clean.
- b) Prior Convention experience.
- c) Time and commitment to fulfill duties.
- d) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

B) Duties:

- a) Hold a monthly Sub-Committee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- b) Must present a budget to the Treasurer of all estimated Sub-Committee costs within thirty days of being elected.
- c) Responsible for the cooking and cleaning of all meals at the Convention, or to make appropriate selection of food choice if prepared by another party. Prices must be submitted to the Convention Committee for approval.
- d) Follow all local laws and ordinances that have to do with food handling, including maintaining a current food handler's permit.

- e) Be responsible for, in coordination with the Fund Raising and Entertainment Committee for the cooking and cleaning of all meals at events.
- f) Be responsible for table decorations at all events and the Convention Banquet and Breakfast.
- g) Must present a budget to the Convention Committee prior to each activity.
- h) A written report must be done and handed in at all Convention Committee Meetings, except at special order of business meetings if not pertaining to their position.

Section 9: Catering Vice-Chairperson

A) Requirements:

- a) Suggested minimum of one year clean
- b) Time and commitment to fulfill duties
- c) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.
- d) Desire to serve.

B) Duties:

- a) Acts as the Chairperson in the absence of the Chairperson. When acting as the Chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
- b) Must attend Sub-Committee meetings monthly.
- c) Works in conjunction with the Chairperson to fulfill all duties pertaining to that Committee.
- d) Completes other duties as directed by the Convention Committee or the Catering Chairperson.

Section 10: Convention Information Chairperson

A) Requirements:

- a) Suggested minimum of two years clean.
- b) Prior Convention experience.
- c) Time and commitment to fulfill duties.
- d) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

B) Duties:

- a) Hold a monthly Sub-Committee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- b) Must present a budget to the Treasurer of all estimated Sub-Committee costs within thirty days of being elected.
- c) Be in charge of informing all surrounding N.A. communities of upcoming Convention and upcoming Fund Raising Events.
- d) Be in charge of informing "N.A. Way" and "N.A. Times" as well as any other related publication, of upcoming Convention and Fund Raising Events.
- e) Be responsible for supplying Convention information to Webmasters for Northern Utah Area, Utah Region and World Service web sites.
- f) Be in charge of informing all area hospitals and institutions of upcoming Convention and Fund Raising Events. Make information about number of attendees from any hospitals or institutions available to the Registration Sub-Committee.
- g) Make press packets available at the Convention, in coordination with the Northern Utah Area Public Information Sub-Committee.

- h) Always remember “Attraction Rather than Promotion”.
- i) A written report must be done and handed in at all Convention Committee Meetings, except at special order of business meetings if not pertaining to their position.

Section 11: Convention Information Vice-Chairperson

A) Requirements:

- a) Suggested minimum of one year clean
- b) Time and commitment to fulfill duties
- c) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.
- d) Desire to serve.

B) Duties:

- a) Acts as the Chairperson in the absence of the Chairperson. When acting as the Chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
- b) Must attend Sub-Committee meetings monthly.
- c) Works in conjunction with the Chairperson to fulfill all duties pertaining to that Committee.
- d) Completes other duties as directed by the Convention Committee or the Convention Information Chairperson.

Section 12: Fundraising and Entertainment Chairperson

A) Requirements:

- a) Suggested minimum of two years clean.
- b) Prior Convention experience.
- c) Time and commitment to fulfill duties.
- d) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

B) Duties:

- a) Hold a monthly Sub-Committee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- b) Must present a budget to the Treasurer of all estimated Sub-Committee costs within thirty days of being elected.
- c) Must become a member of the N.U.A.S.C. Fund Raising and Entertainment Sub-Committee.
- d) Must make sure that all events are done within the Twelve Traditions of N.A. and abide by all local laws and ordinances. Fund Raising should only be done within the fellowship.
- e) Be in charge of all fund raising and entertainment. All events must be approved by the Convention Committee before they are carried out. Events need to be planned far enough in advance to provide the fellowship with adequate information.
- f) A list of all expenses must be presented for approval, before each event. After the Convention Committee has approved the event, and the expenses, the Treasurer will issue the Fund Raising Chairperson a check for the amount approved. Expenses will include: change, refreshments, raffle prizes, decorations, rent, etc.
- g) Be responsible to deliver all money raised from the events to the Convention Treasurer within 72 hours after the event.



- h) Be in charge of planning and carrying out all entertainment events at the Convention. All money raised at the Convention events must be delivered to the Convention Treasurer immediately after the event.
- i) A written report must be done and handed in at all Convention Committee Meetings, except at special order of business meetings if not pertaining to their position.

Section 13: Fund Raising and Entertainment Vice-Chairperson

A) Requirements:

- a) Suggested minimum of one year clean
- b) Time and commitment to fulfill duties
- c) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.
- d) Desire to serve.

B) Duties:

- a) Acts as the Chairperson in the absence of the Chairperson. When acting as the Chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
- b) Must attend Sub-Committee meetings monthly.
- c) Works in conjunction with the Chairperson to fulfill all duties pertaining to that Committee.
- d) Completes other duties as directed by the Convention Committee or the Fund Raising and Entertainment Chairperson.

Section 14: Hotels and Hospitality Chairperson

A) Requirements:

- a) Suggested minimum of two years clean.
- b) Prior Convention experience.
- c) Time and commitment to fulfill duties.
- d) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

B) Duties:

- a) Hold a monthly Sub-Committee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- b) Must present a budget to the Treasurer of all estimated Sub-Committee costs within thirty days of being elected.
- c) Pick a Convention location and be in charge of all negotiations of contracts with the hotel, including meals. All contracts must be in writing and signed by the hotel representative. Final approval must be given by the Convention Committee. A minimum of three bids must be submitted for review and/or approval.
- d) Using all information available, be responsible to project an estimated attendance figure for use by all other Sub-Committees, such figure should be available within 60 days of being elected.
- e) Must present the Convention Committee a menu of all meals as well as propose cost of meals for registration package.
- f) Be in charge of authorizing and signing for services (coffee, rooms, etc.) before and during the Convention. A maximum of three people will be allowed to sign.
- g) Be in charge of the contracting and set up of a hospitality room and banquet facilities.

- h) A written report must be done and handed in at all Convention Committee Meetings, except at special order of business meetings if not pertaining to their position.
- Section 15: Hotels and Hospitality Vice-Chairperson
- A) Requirements:
    - a) Suggested minimum of one year clean
    - b) Time and commitment to fulfill duties
    - c) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.
    - d) Desire to serve.
  - B) Duties:
    - a) Acts as the Chairperson in the absence of the Chairperson. When acting as the Chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
    - b) Must attend Sub-Committee meetings monthly.
    - c) Works in conjunction with the Chairperson to fulfill all duties pertaining to that Committee.
    - d) Completes other duties as directed by the Convention Committee or the Hotels and Hospitality Chairperson.
- Section 16: Merchandise Chairperson
- A) Requirements:
    - a) Suggested minimum of two years clean.
    - b) Prior Convention experience.
    - c) Time and commitment to fulfill duties.
    - d) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.
  - B) Duties:
    - a) Hold a monthly Sub-Committee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
    - b) Must present a budget to the Treasurer of all estimated Sub-Committee costs within thirty days of being elected.
    - c) Work closely with the Arts and Graphics Committee for the design of merchandise prior to contracting with a company.
    - d) Be responsible for the contracting of all Convention merchandise. A minimum of three bids must be obtained for approval by the Convention Committee.
    - e) Be responsible to see that convention merchandise is purchased from the company contracted to produce said merchandise, only by the Merchandise Sub-Committee, with the proper Convention Committee approval.
    - f) Make sure that all merchandise sold by the Merchandising Committee, or people authorized to sell merchandise by the Merchandise Sub-Committee, is paid for in full, before it is handed over.
    - g) Must maintain a record of all merchandise purchased and sold and must keep that record up to date. Include this information in monthly reports to Convention Committee.
    - h) Be in charge of the sales of all current year merchandise.
    - i) See that the sale of all commercial merchandise is prohibited.
    - j) Oversee the sales of all other fellowship merchandise.

- k) Be responsible for the operation of a “store” at the Convention, where merchandise can be sold.
- l) Must deliver all money raised from pre-Convention sales of merchandise to the Treasurer within 72 hours, and daily during the Convention.
- m) Must give a report of all left over merchandise at the first regular Convention Committee meeting following the Convention.
- n) A written report must be done and handed in at all Convention Committee Meetings, except at special order of business meetings if not pertaining to their position.

Section 17: Merchandise Vice-Chairperson

A) Requirements:

- a) Suggested minimum of one year clean
- b) Time and commitment to fulfill duties
- c) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.
- d) Desire to serve.

B) Duties:

- a) Acts as the Chairperson in the absence of the Chairperson. When acting as the Chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
- b) Must attend Sub-Committee meetings monthly.
- c) Works in conjunction with the Chairperson to fulfill all duties pertaining to that Committee.
- d) Completes other duties as directed by the Convention Committee or the Merchandise Chairperson.

Section 18: Program Chairperson

A) Requirements:

- a) Suggested minimum of two years clean.
- b) Prior Convention experience.
- c) Time and commitment to fulfill duties.
- d) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

B) Duties:

- a) Hold a monthly Sub-Committee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- b) Must present a budget to the Treasurer of all estimated Sub-Committee costs within thirty days of being elected.
- c) Maintains the Convention’s collection of speaker tapes. An inventory of all tapes must be submitted within 30 days of being elected and again 30 days prior to the Convention.
- d) Inform the N.A. community of the opportunity to submit speaker tapes as well as the deadlines to be considered for the upcoming Convention.
- e) Be responsible for the scheduling of all Convention events. Must submit the Convention agenda to the Convention Committee 90 days prior to the Convention for approval.
- f) Provide in a timely manner all information to the Arts and Graphics Sub-Committee for the design and set up of Convention Program.

- g) Be in charge of setting up all speaker meetings, marathon meetings and workshops. All speakers must be individuals who base their recovery on powerlessness over addiction, identify themselves as addicts, and attend N.A. meetings to sustain their recovery. Speakers must have five years clean; Workshop chairs must have three years clean.
- h) Be responsible for the taping of all speaker meetings and workshops, if approved by the Convention Committee, always keeping within the Twelve Traditions of N.A.
- i) A written report must be done and handed in at all Convention Committee Meetings, except at special order of business meetings if not pertaining to their position.

Section 19: Program Vice-Chairperson

A) Requirements:

- a) Suggested minimum of one year clean
- b) Time and commitment to fulfill duties
- c) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.
- d) Desire to serve.

B) Duties:

- a) Acts as the Chairperson in the absence of the Chairperson. When acting as the Chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
- b) Must attend Sub-Committee meetings monthly.
- c) Works in conjunction with the Chairperson to fulfill all duties pertaining to that Committee.
- d) Completes other duties as directed by the Convention Committee or the Program Chairperson.

Section 20: Registration Chairperson

A) Requirements:

- a) Suggested minimum of two years clean.
- b) Prior Convention experience.
- c) Time and commitment to fulfill duties.
- d) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

B) Duties:

- a) Hold a monthly Sub-Committee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- b) Must present a budget to the Treasurer of all estimated Sub-Committee costs within thirty days of being elected.
- c) Provide all information, in a timely manner, to the Arts and Graphics Committee for the design and set up of a Pre-Registration form.
- d) Be responsible for preparing and distributing a complete registration package. A minimum of three bids must be obtained for approval by the Convention Committee, for any items the Sub-Committee would like to provide to registrants in the registration package.
- e) Must deliver all registration money collected to the Treasurer weekly.
- f) Be responsible for setting up and maintaining a registration table at all Fund Raising events once the Pre-Registration form is complete.

- g) Be responsible for setting up and maintaining a registration table at the beginning of the Convention.
- h) Deliver all registration money collected at the Registration table to the Treasurer periodically throughout the day and immediately after it closes.
- i) A written report must be done and handed in at all Convention Committee Meetings, except at special order of business meetings if not pertaining to their position.

Section 21: Registration Vice-Chairperson

A) Requirements:

- a) Suggested minimum of one year clean
- b) Time and commitment to fulfill duties
- c) Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.
- d) Desire to serve.

B) Duties:

- a) Acts as the Chairperson in the absence of the Chairperson. When acting as the Chairperson, a written report must be done and handed in at all Convention Committee meetings, except at special order of business meetings if not pertaining to their position.
- b) Must attend Sub-Committee meetings monthly.
- c) Works in conjunction with the Chairperson to fulfill all duties pertaining to that Committee.
- d) Completes other duties as directed by the Convention Committee or the Registration Chairperson.

## ARTICLE VII MEETINGS

- Section 1: Regular meetings will be held at least once a month. The committee can approve meeting as often as needed. The meeting should be held on the same day/days of each month so there will be less confusion.
- Section 2: Special meetings may be called upon written request of any voting member of the committee. The purpose of the meeting shall be stated. No other business shall be conducted. The Chairperson must call such a meeting within two weeks of receiving written notice and must give at least one-week notice to all Committee members.
- Section 3: A quorum must be present before any business can be conducted. Fifty percent (50%) of the voting members constitute a quorum. Two executive committee members must be in attendance.
- Section 4: Each Sub-Committee will hold a Sub Committee meeting at least once a month. The meetings should be held on the same day of the month so there will be less confusion and so the information can be made available to the fellowship to encourage participation.
- Section 5: The Executive Committee shall meet at any time at the request of one or more members of the Executive Committee. At least four days notice will be given.

## ARTICLE VIII STANDING SUB-COMMITTEES

- Section 1: All Sub-Committees of the Convention Committee shall work closely together at all times.
- Section 2: The Convention Committee may combine Sub-Committees if needed.
- Section 3: All Sub-Committees, and Executive Committee, shall utilize the World Service Conference approved Convention Guidelines, except when in conflict with these By-Laws.

Section 4: No person shall be elected to any position or Sub-Committee Chairperson if the Convention Committee feels that a conflict of interest exists. If the Convention Committee decides, by a majority vote, that there is a conflict of interest, the nominee will not be eligible to run for the position. If a majority vote determines a conflict of interest exists with someone already serving a position, that person shall be removed.

## **ARTICLE IX AD-HOC COMMITTEES**

Section 1: The Chairperson of the Convention Committee shall have the authority to appoint Ad-Hoc Committees for such purpose as may, from time to time, be deemed necessary to fulfill specific function. The Chairperson shall specifically designate the purpose, membership, and duration of existence of any such Ad-Hoc Committee at the time of appointment.

## **ARTICLE X PARLIMENTARY AUTHORITY**

Section 1: The rules contained in the current edition of Roberts Rules of Order shall be utilized to expedite the business of the Committee in cases to which they are applicable and in which they are not inconsistent with the Twelve Traditions of N.A., these By-Laws, and special rules the Committee may adopt.

## **ARTICLE XI AMENDMENTS TO THE BY-LAWS**

Section 1: Any voting member of the Convention Committee may propose any amendments to the Convention Committee By-Laws. The proposal must be in writing using exact wording and submitted to the Chairperson at the regular Convention Committee meeting. The proposal must be seconded by a voting member and will be voted on at the next regular Convention Committee meeting. A two-thirds (2/3) vote is required to pass an amendment.

Section 2: Any amendments to these By-Laws must be approved by the N.U.A.S.C. after the Convention Committee has approved them.

Section 3: All amendments will go into effect immediately after N.U.A.S.C. approval, unless specified in the amendment.

Section 4: It will require a three-quarters (3/4) majority vote by the Convention Committee to suspend the rules. Rules include:

- 1) These By-Laws.
- 2) Roberts Rules of Order (except when in conflict with these By-Laws).
- 3) World Service Conference Convention Guidelines (except when in conflict with these By-Laws).

Section 5: The N.U.A.S.C. may amend these By-Laws at any time by submitting in writing the proposal using exact wording at any regular N.U.A.S.C. meeting and passing it by a majority vote. The amendment will take effect immediately unless specified in the amendment.

## **ARTICLE XII FINANCIAL MANAGEMENT**

Section 1: All money accumulated from fund raising, registrations, ticket sales, sales of merchandise, and any other source shall be maintained in a back account general fund, subject to disbursement by the Convention Committee Treasurer for paying obligations.

Section 2: All expenditures made by the Committee shall be made by check.

- Section 3: In the event a check is made payable to one of the authorized signers of the bank account, the payee shall not be authorized to sign said check and another signer is required.
- Section 4: No regular expenditures shall be made from the treasury without a majority vote of the Convention Committee, receipt or itemized listing of account ability.
- Section 5: A committee consisting of the Convention Chairperson, Convention Vice-Chairperson, N.U.A.S.C. Chairperson, and the N.U.A.S.C. Treasurer shall audit the financial books annually.
- a) The Convention Treasurers Books
  - b) The Merchandise Books
  - c) The Registration Books
- Section 6: After each Convention a prudent reserve of \$1,500.00 will be kept to finance the next years Convention. Any money over the prudent reserve will be donated to the N.U.A.S.C.
- Section 7: All left over merchandise will be kept by the Convention Committee and used for fundraising for the following year unless an adequate prudent reserve is available, in which case all left over merchandise will be divided equally with the N.U.A.S.C.
- Section 8: Convention fund raising should never conflict with N.U.A.S.C. fundraising. All fundraisers will be coordinated with the N.U.A.S.C. fundraising committee.
- Section 9: All money received at the Convention shall be deposited, at least daily, either by person or by night deposit. Two members of the Executive Committee must be present when money is counted and deposited