ARTICLE I

Purpose

The primary purpose of the Detroit Areas Convention of Narcotics Anonymous Committee (DACNA) shall be to provide an annual special celebration of recovery within the boundaries of the Detroit Areas (Central, East, Tri-City and West). Meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members. The DACNA committee is assigned with the responsibility to plan and manage this event. The DACNA committee shall be subject to the decisions and actions of the Detroit Areas Service Committees through a clearly defined single point of accountability consistent with our 5th concept and is also responsible to report all financial matters and activities to the Detroit Areas Service Committees.

ARTICLE II

Officers

All officers are elected for a one (1) year term of office. No Officer of this committee shall serve more than two (2) consecutive terms or hold office in two (2) classifications. No executive officer of this committee shall serve as a voting member or administrative officer on a Detroit Areas Service committee.

Section 2.01

The Executive Officers of this committee shall be:
1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Assistant Secretary
5. Treasurer
6. Assistant Treasurer

The Administrative officers of the committee shall be the executive officers and the sub-committee chairpersons. Any NA member may attend the DACNA Administrative meeting but may only participate at open floor unless asked to participate by the Chairperson.

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**Section 2.02**

No officer may be removed without cause. A vacancy in office shall occur from one or more of the following:

1. Resignation
2. Relapse
3. Conviction of a felony offense during term of office
4. Misappropriation of fellowship funds
5. Two (2) consecutive absences of regular committee meetings without submitting a written report or without a pre-arranged substitute representative or an excuse acceptable to the committee.
6. By agreement of two-thirds (2/3) of the voting members of the planning committee.
7. By agreement of the majority of the four Detroit Areas (East, West, Tri-City, Central)

**ARTICLE 3**

**Qualifications of Officers**

**Section 3.01**

All officers of this committee shall have the following qualifications:

2. Willingness and desire to serve as demonstrated by prior completed N.A. service.
3. Minimum of two (2) years previous convention service experience
4. Time, resources and ability to perform the duties of the office and to be an active participant. In addition the following qualifications apply:

**Section 3.02**

**Chairperson:**

1. A minimum of five (5) years continuous clean time
2. Administrative skills

**Section 3.03**

**Vice-Chairperson**

1. A minimum of four (4) years continuous clean time
2. Administrative skills

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Section 3.04

Secretary

1. A minimum of four(4) years continuous clean time
2. Good typing and computer skills

Section 3.05

Assistant Secretary

1. A minimum of three (3) years continuous clean time
2. Good typing and computer skills

Section 3.06

Treasurer

1. A minimum of five(5) years continuous clean time
2. A minimum of one(1) year previous NA treasurer experience at an Area, Region or Convention level.

Section 3.07

Assistant Treasurer

1. A minimum of five(5) years continuous clean time
2. A minimum of one(1) year previous NA treasurer experience at an Area, Region or Convention level.

Section 3.08

Sub-Committee Chairpersons

1. A minimum of four(4) years continuous clean time
2. A minimum of one(1) year of convention experience working on the specific sub-committee
ARTICLE IV

Duties of Officers

Section 4.01

Chairperson

1. Organize sub-committees and delegates major tasks to each sub-committee. Stay informed of the activities of each sub-committee and provide help when needed
2. Be a signer on the committees bank account
3. Helps resolve personality conflicts
4. Keeps activities within the principles of the Twelve Traditions
5. Monitors the fund flow and overall convention costs, and helps organize the sub-committee budgets. Prepares a budget for the Executive Committee functions
6. Allows the sub-committees to do their jobs while providing guidance and support. Only major issues need to be brought to the Convention Committee meeting. Sub-committees should be given trust and encouragement to use their own judgment
7. Prepares the agenda for the monthly Convention Committee planning meetings and Executive Committee meetings
8. Chairs the Convention Committee planning meetings and Executive Committee as well as the convention
9. Votes only to break a tie
10. Make special Ad-hoc appointments as necessary
11. Makes a monthly report to the Detroit Areas on the progress of the convention and completes a year end report no later than two (2) months after the convention.

Section 4.02

Vice-Chairperson

1. Acts as chairperson if the chairperson is unavailable
2. Be a signer on the committees bank account
3. Coordinates sub-committees and attends subcommittee meetings in order to ensure that they get the necessary support to do a good job
4. Works closely with the chairperson to help delegate responsibilities to the sub-committees and assists the chairperson in the performance of their duties

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Section 4.03

Secretary

1. Records, maintains and distributes the minutes of all committee meetings and sub-committee reports
2. Maintains a list of names, addresses and phone numbers of committee and sub-committee members for committee use.
3. Notifies committee members of pending meetings
4. Maintains a convention meeting attendance list for voting eligibility.

Section 4.04

Assistant Secretary

1. Assist the Secretary in the performance of their duties
2. Assumes the position of secretary in their absence

Section 4.05

Treasurer

1. Be a signer on the committee’s bank account. Each check shall require two signatures
2. Works with the Chair and Vice-chair to prepare a budget for the convention.
3. Responsible for all monies, including revenues from the sub-committees and is responsible for insuring that all funds are deposited into the bank account in a timely manner
4. Collects and keeps all receipts for all funds that are dispersed, assuring that all requests for funds must have a pre-approved budget request.
5. Prepares a written treasures report monthly for the committee meetings.

Section 4.06

Assistant Treasurer

1. Assist the treasurer in the performance of their duties
2. Be a signer on the committee bank account
3. Assumes the position of Treasurer in their absence
4. Assists the sub-committees in compiling their budgets
Section 4.07

Sub-Committee Chairpersons

1. Recruit members for the sub-committee
2. Attend all regularly scheduled Convention Committee meetings or be represented by a member of the sub-committee and gives a written report
3. Schedule at least one (1) sub-committee meeting per month.
4. Delegates and directs all sub-committee projects
5. Prepare and submit a sub-committee budget

Section 4.08

Sub-Committee Vice-Chairperson

1. Assist the Chairperson in their duties
2. Assume the position of Chairperson in their absence

ARTICLE V

Executive Committee

The Executive committee consists of the executive officers of the committee. It carries out (or executes) the conscience of the overall committee. It functions as the administrative committee of the convention and holds separate, special meetings in order to carry out their duties.

1. Negotiates all vendor contracts for the convention and pre-convention planning
2. Procurers equipment as necessary and initiates vendor relationships
3. Provides coordination with other service boards and committees as necessary
4. Responsible for inventory control
5. Approves all sub-committee budgets

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ARTICLE VI

Sub-Committees Duties

Sub-Committees are vital to the convention and individuals should expect to be replaced if they are unable to serve for any reason. Any NA member may join a DACNA sub-committee. The sub-committees of the convention work together, remember cooperation and consideration are the keys that will make it work. All sub-committees will use a group conscious process in the decision making process. Following are the basic duties of the sub-committees. All subcommittees should start the year off by developing a plan with tasks and budget for the convention. Attached are the duties of the standing sub-committees. The Convention Chairperson may appoint special ad-hoc committees as necessary.

Section 6.01

Arts & Graphics

1. Designs the convention logo and presents these designs to the full convention committee for approval
2. Design and printing of banners, flyers, convention posters prior to the convention
3. Produce convention signs and pre-convention signs
4. Work with the programming committee to layout the convention program.
5. Work with various sub-committees on the design of flyers and other printed materials
6. DACNA Website design and maintenance

Section 6.02

Convention Information

1. Provide information about our convention to members and certain non-members
2. Coordinate and communicate with various treatment centers in the area to encourage their participation in our convention
3. Develop a plan for treatment center packages and submit the plan to the convention committee for approval
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Section 6.03

Entertainment and Fundraiser

1. Plan and carry out activities such as dances and other fundraisers prior to the convention. These plans will be reviewed and approved by the convention committee.
2. Work with the Arts & Graphics and programming committees on flyers and fundraiser program activities.
3. Distribute flyers for the fundraisers at least 4 weeks prior to the event.
4. Plan entertainment and fundraiser activities for the convention and submit those plans to the convention committee for final approval.

Section 6.04

Hotel and Hospitality

1. Assist in the preparation of estimates for convention attendance.
2. Establish and implement convention attendee greeting schedule.
3. Establish and implement staffing schedules for the convention hospitality room including coffee schedules.
4. Work with the hotel on matters of parking arrangements, transportation and assistance of room set-up and decorations.
5. Participate in the negotiations and planning for the hotel site.

Section 6.05

Merchandise

1. Prepare and submit for approval an estimate and budget including items to be sold prior to and during the convention.
2. Attend fundraisers and other NA functions prior to the convention for the purpose of raising funds by selling merchandise.
3. Set-up and sell merchandise during the convention including working with the hospitality committee on arrangements for space for selling and storage of the merchandise.
4. Work with other NA representatives on arrangements for selling their merchandise at the committee including establishing a designated time and location when they may do so.

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Section 6.06

Programming

1. Plan all workshops and speaker meetings at the convention including selection and notification of speakers, meeting chairs and others to help with the program.
   - Convention workshop speakers must have three years clean and convention main speakers must have five years clean. Workshop chairpersons must have one year clean.
   - Convention speakers are selected through a group conscious process within the programming sub-committee.
   - No member of the Convention Committee is permitted to be a main speaker at the convention.
   - All convention speakers must be registered for the convention.
2. Work closely with all sub-committees on the preparation and layout of the convention program allowing sufficient time to allow for program printing

Section 6.07

Serenity Keepers

1. Provide staffing throughout the convention site to assure that attending members are wearing the proper registration badges while attending convention functions
2. Attend all pre-convention fundraisers to provide support for allowing entrance into the fundraiser.
3. Assist the other sub-committees prior to and during the convention by providing serenity keeper personnel as needed by the other subcommittees
4. Work closely with the hotel security during the convention.
Section 6.08

Tickets and Registration

1. Work with the Arts & Graphics committee to draft pre-registration flyers and forms including recommendations for registration price. If necessary draft a final registration flyer.
2. Sell pre-registrations prior to the convention and keep records of pre-registration sells
3. Conduct registration flyer mailouts in advance of the convention.
4. Make recommendations for registration package items and recommended vendors
5. Work closely with the convention treasurer to assure that all funds collected are turned over to the treasurer for deposit into the committee account.
6. Prepare registration packages approximately one week prior to the convention
7. Set-up an area for registration during the convention as well as a time and place for earlybird registration for future convention. Also work out shift schedules for sub-committee members to work the registration desk.

Section 6.09

Ad-hoc Appointments

1. Ad-hoc appointments are for non-elected positions with a specific task and specific duration.
2. Ad-hoc positions end when the task is completed or at the time of the DACNA annual elections.
3. Ad-hoc appointments may be appealed by a motion and second by any voting member. An appeal of the Chairpersons decision is handled according to Roberts Rules of Order.

ARTICLE VII

Voting

The voting members of the committee shall be any member who has participated in and attended two (2) of the last three (3) convention planning committee meetings as confirmed by the secretaries attendance records. Every voting member has one (1) vote. Voting will be based on a simple majority of votes cast except as otherwise stipulated. All elections will be conducted by closed paper ballots. Voting members may not give their ballots to other members to vote in their absence. No proxy voting. The chair of the committee shall only vote to break a tie.

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Section 7.01

Motions

1. Any voting member of the Committee may make a motion.
2. Motions must be in writing and seconded by a voting member before being considered.
3. All motions must have a clearly defined intent.
4. The Chairperson may allow some motions without being in writing (motions to close, motions to approve minutes etc).
5. Seconded motions must be scheduled for discussion and a vote according to Roberts Rules of Order.
6. The Chairperson may rule some motions out of order. This ruling can be appealed by a motion (and second) from any voting member. The appeal of the Chairpersons decision must be handled according to Roberts Rules of Order.

ARTICLE VIII

Elections

The existing convention committee will hold elections for the next convention committee within sixty (60) days following the convention. The committee shall make known to the fellowship the time, location and date of the elections at least thirty (30) days prior to the election. Nominations and elections for all committee positions are open to the entire fellowship. All officers are elected for a one (1) year term. A full term begins at the annual elections. The positions of Convention Chair and Treasurer shall be confirmed by a majority of the Detroit Areas Service Committee to become official.

Section 8.01

Annual Elections

1. The following positions are elected at the annual elections

<table>
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<tr>
<th>Executive Committee</th>
<th>Sub-Committee Chairpersons</th>
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</thead>
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<td>Vice-Chairperson</td>
<td>Convention Information</td>
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</tbody>
</table>

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Section 8.02

Elections Run-Off Procedure

1. In cases where more than two (2) nominees are running for a position and no candidate gets a majority (greater than 50% of the votes cast) there will be a run-off election between the top two vote getters.

Section 8.03

Elections to Fill a Vacant Position During the Planning Year

1. If the vacant position is an elected position then the position must be filled with an election. The Convention Chairperson must announce the vacancy at the Planning Committee meeting immediately following the vacancy. Nominations and elections for the vacant position will be held at the next planning committee meeting after the announcement has been out to the Fellowship for thirty (30) days. Any addict meeting the qualifications may run for the position.

Section 8.04

Partial Terms

1. If a person resigns from a position part way through their first one year term then that person will be eligible to run for only one additional consecutive term in that position. If a person resigns from a position part way through their second consecutive one year term then that person will be considered as having completed their two consecutive term limit in that position.
2. If a person is elected to a position part way through a term then that person is still eligible to run for two consecutive full one year terms.
ARTICLE IX

Policies

Section 9.01

Conduct

1. Absolutely no fighting at any meeting allowed
2. Loud interruptive language and conduct will not be tolerated
3. Absolutely no gambling or any use of mind or mood altering chemicals allowed on the premises of any fundraiser or DACNA activity
4. Profanity not allowed
5. Punctual attendance at all committee meeting is expected of all committee members
6. Absolutely no theft of personal or DACNA owned property will be tolerated
7. Integrity, politeness and cordiality is expected from all committee members
8. The 12 Traditions of Narcotics shall be upheld at all times
9. The 12 Concepts of Narcotics shall be our guide to service
10. Our meetings shall be conducted according to Roberts Rules of Order

Section 9.02

Theft Policy

Theft of NA or DACNA funds will not be tolerated. DACNA must require all elected officers to sign a responsibility form. Anyone found to be guilty of theft by a majority vote of the committee shall suffer the following consequences

1. Immediate dismissal from their position or activity.
2. Payment in full will be demanded
3. Cannot serve with the convention in any capacity until full restitution has been made
4. Possible criminal and/or civil prosecution.
Section 9.03

Fundraiser money handling

1. It is the overall responsibility of the planning committee treasurer and assistant-treasurer in conjunction with the fundraiser committee to collect the funds at the fundraisers.
2. Final count for the fundraiser totals will be confirmed by the planning committee treasurer and assistant-treasurer and the fundraiser chairperson and treasurer. This includes door receipts, photographer receipts and raffle receipts.
3. Once the totals are confirmed the planning committee treasurer or assistant-treasurer will provide a receipt to the fundraiser chairperson for the total amount and the funds will be turned over to the planning committee treasurer or assistant-treasurer in a sealed envelope for deposit into the bank account.
4. All monies shall be deposited into the bank by the next business day.

Section 9.04

Pre-Registration money handling.

1. All pre-registration sales shall be coordinated by the T&R committee.
2. Receipt shall be given for all pre-registration sales.
3. All funds generated by pre-registration sales shall be turned over to the planning committee treasurer or assistant-treasurer by the chair or treasurer of the T&R committee within 2 days after being collected. The treasurer or assistant-treasurer shall issue a receipt to the T&R chairperson for the amount of funds turned over.
4. The treasurer or assistant treasurer will deposit the funds into the bank account by the next business day.
5. Treatment center pre-registration will be coordinated by the CI committee and these sales should be by check mailed to the committee P.O. Box

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Section 9.05

Ticket handling

1. The Executive committee under the direction of the planning committee chairperson will be responsible for determining the amount of tickets to be printed and securing the printed tickets.
2. The tickets will be distributed to the T & R committee at the appropriate time to facilitate ticket sales. Ticket sales will be the responsibility of the T & R committee.
3. All unsold tickets will be returned to the planning committee chairperson for final accounting.
4. You must have a ticket to attend a DACNA ticketed event.

Section 9.06

Personal Checks

1. Personal Checks will be accepted for pre-registration only up to 2 weeks prior to the convention. No personal checks will be accepted on site at the convention.
2. Personal checks will be accepted for the amount of purchase only.
3. No post dated checks will be accepted.
4. Note on all pre-registration flyers that there will be a $25 return check fee.

Section 9.07

Vendors

1. All vendor negotiations will be handled by the executive committee under the direction of the planning committee chairperson.
2. Sub-committee chairpersons should provide a list of recommended vendors to the executive committee.
3. Request for proposals will be sent to at least 3 vendors (if possible) with specified due dates.
4. All final decisions and selections of vendors will be made by the executive committee.
5. The executive committee will assign a contact person after vendor selection has been made.
6. Vendor selection criteria include price, quality, history and credit terms.
7. Vendors are not allowed to compensate any officer or member in any way.

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Section 9.08

Complimentary Rooms

In order to provide a practical and spiritual solution to the distribution of complimentary rooms the following policy shall be followed:

1. Distribution of rooms will be determined by the Executive Committee under the leadership of the Chair of the Planning Committee.
2. Rooms will be distributed in the following order:
   a. Main Speakers from outside of the state
   b. Executive Committee Members and Sub-committee Chairpersons
   c. Sub-Committee Co-Chairpersons and Convention Committee members
   d. Speakers from within the state but outside of the Detroit Areas
   e. Speakers from within the Detroit Areas

ARTICLE X

Amendments to Guidelines

These guidelines may only be amended with the approval of a majority of the four (4) Detroit Areas Service Committees (Central, East, Tri-City and West).

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