

Metro-Detroit Regional Convention Guidelines



**THROUGH CHANGE
COMES FREEDOM**

Revised Copy 2017

Metro Detroit Region Convention Committee Guidelines
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ARTICLE 1

Purpose

The purpose of this committee is to coordinate and conduct the Metro Detroit Regional Convention. This Convention is held by members of Narcotics Anonymous to bring our membership together in the celebration of recovery and support of our Region. Meetings, workshops and other activities are scheduled to encourage unity, fellowship, and fun amongst our members.

ARTICLE 2

Meetings and Conduct

Section 1

The convention committee meeting is a place to gather and share information regarding the planning and implementation of the convention. All sub-committees hold separate sub-committee meetings one to two hours immediately prior to the full convention planning committee meetings. Meetings are scheduled to take place at a regularly scheduled time and place monthly. Effort should be made to encourage support and participation from all members. The Convention Committee is directly responsible to the Metro Detroit Region of NA

Note: It is advisable to schedule 3 to 4 hours to conduct convention committee business.

Section 2

The Annual Meeting will be held one month after the convention. The purpose of this meeting is for the existing Convention Committee to conduct business and give final reports. Nominations and elections for the next year's Convention Committee will also take place during this meeting.

Section 3

**Zero Tolerance Policy for Violent Behavior at
Metro-Detroit Region Convention Planning Committee and Sub-committees Meetings**

We must insist on Service meetings being free from threats, belittling, name-calling, intimidation and other behavior meant to control others. We must recognize these behaviors and protect ourselves from members that use that kind of behaviors towards others. This would also include behavior that is meant to disrupt the meeting so as business could not be conducted.

With that understanding the following policy rule will be used at our meetings:

1. Any person committing an act of violence at the Metro-Detroit Region Convention Planning Committee and Sub-committees meeting will be required to leave the meeting immediately upon the request of any two members. If the person refuses to follow the request to leave meeting, the Convention Planning Committee/ Sub-committee meeting will be adjourned until the person leaves or until the following month, if necessary.

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- a) The eligible voting members present may override the request of the two members by passing a simple "motion to override" by a 2/3 majority of the eligible voting members present. (See Article 4)
 - b) Any person who commits two such acts of Violence will not be allowed at the Convention Planning Committee/Sub-Committee for the duration of that planning year, unless a motion is made and 2/3 of the voting members wish to allow them back.
2. If the person(s) fails to comply then the local police may be called to remove the person or persons from the facility.

ARTICLE 3
Members

The Convention Committee consists of eligible voting members of the Convention Committee that have met the requirements of Article 4. All NA members are welcome to attend Convention Planning Committee meetings. Care should also be exercised during the planning process to involve as many members as possible

ARTICLE 4
Voting

Voting members will be any member who has attended two of three consecutive Convention Planning Committee meetings. The Chairperson cannot vote unless there is a tie then the chairperson will vote to break the tie. Voting privileges begin at the start of the second meeting. *(Example if they attend last month and today they can vote, or if they attend two months ago missed last months meeting and attend today they can vote).* Attendance/Roll Call will be taken at the start of old business. If a member is not present during roll call two months in a row they need to reestablish the voting requirements to vote. This applies to sub-committee meeting also. Attendance at sub-committee meetings **does not qualify** as attendance at Convention Planning Committee meetings.

ARTICLE 5
Quorum

Convention Chair will establish quorum of the Convention Planning Committee meeting. Quorum is 2/3 of eligible voting members present at the previous months Convention Planning Committee meeting roll call. Simple show of hands of eligible voting members in the room is all that is needed. Once a quorum is established, business will carry on till all of that day's business has been completed.

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ARTICLE 6
Terms of Office

The terms of Convention Chair, Secretary, Treasurer and Sub-committee Chairs are for one year and eligible for a 2nd consecutive term. Convention Vice-Chairs, Assistant Secretary and Assistant Treasurer are expected to become chairs of the committee they served on. After 2nd consecutive terms, one year between terms is needed to be eligible for same position. This policy is in place to encourage as many members as possible to get involved and to share in the Convention experience.

ARTICLE 7
Elections Process and Procedures

Section 1

Two months prior to elections at the Annual Meeting, the Convention Committee will announce to the Metro Detroit Region and its member Areas the time, location and date of elections and requirements. Elections will be by written ballot and by simple majority vote of eligible voting members present. Convention sub-committees can make a nomination for Chairperson of their Committee. Nominees for Chairpersons from sub-committees will be accepted provided that the nominee meets the qualifications of that position any member attending can make nomination.

ARTICLE 8
Removal of Officers

Section 1

Removal of Convention Committee Officers including Vice Chairs and Treasurer of Sub-committees from their positions for non-compliance will be by written ballot and by 2/3 vote of eligible voting members present once evidence is proven removal is immediate.

Non-compliance includes, but is not limited to the following:

1. Loss of clean time
2. Non-Fulfillment of their duties and/or not follow most currently approved guidelines
3. Misuse and/or misappropriation of NA funds.
4. Committing an act of violence as described in Article 2/Section 3.

After notice and an opportunity to address the Convention Committee, the final vote to remove the Convention Committee Officer will be held.

Note: Any member with 2 consecutive absences of regular Convention Planning Committee meeting without a written report or 4 absences during the Convention Planning year with or without a report is **automatically removed** from office. That position becomes vacant.

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ARTICLE 9
Handling of NA funds

The Convention Committee will use the following requirements and procedures when handling NA funds.

1. At the start of each Planning year a list of volunteers who are willing to assist with collection of funds at Fundraisers and other events held or attended by the Convention Committee will be compiled. As the Convention nears a 2nd list of volunteers may need to be taken as members join the Committee. All volunteers must have **five years clean** and **sign Financial Responsibility Memorandum** of Metro-Detroit Regional Committee the list will be submitted to the Administration Committee for approval in the following process.

Name	Clean time	Committee	Theft policy signed	Approved
Joe Addict	10	Registrations	Yes	Yes
Jane Addict	9	Merchandise	Yes	Yes

The Administration Committee will then review a list (like above) and check each member that they approve of. The vote will compiled (majority vote) by the Regional Administration Committee and announced to the Convention Committee with just the results not the vote count.

2. Funds Collected at Dances and other events will be done by two members and a cash register at each entrance. Merchandise and Registration will share a cash register with 3 members present. Both Merchandise and Registration will write receipts for each registration or merchandise item sold, the cash register should balance to receipts written. Funds will be turned over to the Convention Treasurer or Assistant Treasurer at the end of dance or event. (After receiving a receipt for funds turned in), must be the same day.
 - a) When Merchandise and Registration Committee attends Area Dances they will use the same procedure as above and turn funds over to Convention Treasurer or Assistant Treasurer by the next business day.
 - b) Any funds collected by the Convention Treasurer or Assistant Treasurer must be turned over to the Regional Treasurer the next day.
 - c) If the Merchandise Committee has volunteers who are willing to travel to other Conventions to sell Metro Detroit Regional Convention merchandise the procedure will be as follows.
 1. Merchandise Committee needs to approve the volunteer. All volunteers must have **Five Years Clean** and **Sign Financial Responsibility Memorandum** of Metro-Detroit Regional Committee. The Merchandise Chair and the volunteer will check inventory together. The volunteer will sign the inventory sheet stating they received the amount of inventory. Upon returning from the convention all inventory or funds from sales will be returned with to Merchandise Chair to balance what was taken to

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what was returned. In the event it is the Merchandise Chair attending the event the inventory will be done by the Convention Treasurer or Assistant Treasurer.

ARTICLE 10 <i>Qualifications of Officers</i>
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Requirements and qualification for the administrative committee:

Administration members **can not hold** office in two classifications on the Convention Committee. No Officer of the Convention Committee shall serve as an Officer of any other Convention Committee in the State of Michigan at the same time.

Section 1

Requirements and qualification

1. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
2. Ability to exercise patience and tolerance.
3. Willingness to give the time and resources needed to be part of the planning process and to attend the entire convention.
4. Through being of service to NA have knowledge and understanding of handling NA Funds responsibly.
5. Will be expected to sign Financial Responsibility Memorandum of Metro-Detroit Regional Committee.
6. Have a stable source of income.

Chairperson----Five years clean: Commitment one year.

Vice Chairperson----Five years clean: Commitment two years.
One year as Vice-Chairperson and one year as Chairperson, if they accept a nomination.

Secretary----Four years clean: Commitment one year.

Assistant Secretary----Three years clean: Commitment two years.
One year as Assistant Secretary and one year as Secretary if they accept nomination.

Treasurer----Five years clean: Commitment one year.

Assistant Treasurer----Five years clean: Commitment two years.
One year as Assistant Treasurer and one year as Treasurer, if they accept nomination.

Sub-Committee Chairperson: ----Five years clean: Commitment one year.
Hospitality, Arts/ Graphics, Hotel and Programming.

Sub-Committee Chairperson: ----Five years clean: Commitment one year.
Entertainment/Fundraising, Merchandise, Convention Information and Registration.

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Section 2

Requirements and qualification for the Sub-Committee:

1. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
2. Ability to exercise patience and tolerance.
3. Willingness to give the time and resources needed be part of the planning process and to attend the entire convention.
4. Through being of service to NA have knowledge and understanding of handling NA Funds responsibly.
5. Will be expected to sign Financial Responsibility Memorandum of Metro-Detroit Regional Committee.

Vice Chairs: ---Five years clean: Commitment two years.

Entertainment and Fundraising, Merchandise, Convention Information and Registration.
One year as Vice-Chairperson and one year as Chairperson, if they accept nomination.

Treasurers: ---Five years clean: Commitment one year.

Entertainment & Fundraising, Merchandise, Tickets & Registration:
Have a stable source of income.

Although the elections of the above positions will take place within their respected subcommittees the Convention Committee will confirm Vice-Chairs and Treasurers by written ballot. The purpose will be that Entertainment & Fundraising, Merchandise, Convention Information and Registration handles money and therefore the Vice-Chair and treasurers need same clean time as the Chair in order to do tasks assigned to them. Will also be expected to sign theft policy of Metro-Detroit Regional Committee

ARTICLE 11 <i>Duties of Officers</i>
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Section 1

Chairperson:

Duties:

Attend all regularly scheduled Convention Committee meetings and Administrative Committee meetings.

Organize Convention Sub-Committees and delegate major tasks to each specific Sub-Committee. Stay informed of the activities of each Sub-Committee and provides help when needed.

1. Allow the Convention Sub-Committees to do their jobs while providing guidance and support. Sub-Committees should be given trust and encouragement to use their own judgment.

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2. Attends all Metro Detroit Regional Service Committee meetings and give oral and written report on the progress of the convention with Treasurer's Report and current financial statement included.
3. Turns into Metro Detroit Regional Service Committee complete year-end report with final Treasurer no later than two months after the convention.
4. Help organize the Convention Sub-Committees budgets. Prepares, in cooperation with the Administrative Committee, a budget for the Administrative Committee.
5. Prepare the agenda and establishes quorum for the Convention Committee meetings and the Administrative Committee meetings.
6. Chairs the Convention Planning Committee meeting, Administrative Committee meetings as well as the Saturday Banquet Meeting.
7. Review the minutes prior to the delivery of the minutes.
8. Work closely with the Treasurer in the disbursement of convention funds.
9. Presents to the Metro Detroit Region Service Committee an overall view of the Host Hotel prior to the official signing of contract.
10. Convention Chair and/or Convention Vice-Chair will be the signer on all contracts. (Except the Hotel contract with require addition signatures of the Regional Chair and Regional Treasurer).
11. Train the Vice-Chair in the performance of the Chairperson's duties.

Section 2

Vice-Chairperson:

Duties:

1. Attend all regularly scheduled Convention Committee meetings and Administrative Committee meetings.
2. Assist the Chairperson in the performance of their duties.
3. Advise Chair on rules of order and Parliamentary Procedures.
4. Assume the position of Chairperson in their absence.
5. Chair the Sunday Closing Meeting of the convention.
6. Is a member of the Administrative Committee.
7. Coordinators of all Sub-Committees activities, insuring deadlines are met.
8. Convention Vice-Chair and/or Convention Chair will be the signer on all contracts. (Except Hotel contracts see Section 1 #11).
9. Will be a signer on Bank accounts held by the Convention Committee.

Section 3

Secretary:

Duties:

1. Attend all regularly scheduled Administrative Committee meetings and Convention Committee meetings.
2. Keep minutes of all Administrative Committee meetings and Convention Committee meetings along with Sub-Committee reports.
3. Make minutes available to Convention Committee Administrative members no later than ten (10) days after the Convention Planning Committee meetings. (Provide the Convention Chair has reviewed the minutes prior to the delivery)

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4. Minutes shall be mailed/emailed only to:
 - a) Administrative Committee members and Convention Sub-Committee Vice-Chairpersons, and any committee member providing the emailed.
 - b) One additional copy shall be mailed or emailed to the Metro Detroit Region Secretary with request that minutes of the Committee meetings be included in the Regional minutes for next Regional meeting.
 - c) There will also be a limited amount of copies available for members at Convention Planning Committee meetings.
1. Maintain an updated list of names, addresses, and telephone numbers of all Convention Committee members.
2. Maintains an updated eligible voting log of Convention Committee members.
3. Prepares ballots for elections, disburses and collects ballots during voting of election process. Can ask for volunteers to assist them in performing this task.
4. Keeps track of the number of pro and cons as need during discussion of motions also maintains a motion log of approved and failed motions.
5. Train the Assistant Secretary in the performance of the Secretary duties.

Section 4

Assistant Secretary:

Duties:

1. Attend all regularly scheduled Administrative Committee meetings and Convention Committee meetings.
2. Assist the Secretary in the performance of their duties.
3. Assume the position of Secretary in their absence.
4. Assist Convention Sub-Committees in compiling their reports as needed.

Section 5

Treasurer:

Duties:

1. Attend all regularly scheduled Administrative Committee meetings and Convention Committee meetings.
2. In cooperation with the Chairperson and Vice-Chairperson the Treasurer prepares a budget for the Convention and has it approved at the Regional Service meeting,
3. Disburse all funds and collect all receipts and unused funds from Convention Sub-committees, keeps carbon receipts for any cash or checks received.
4. Give a written monthly updated Treasurer's Report with a current financial statement included. Also, will maintain an ongoing communication with the Regional Treasurer.
5. Communicate with the Regional Treasurer and ensure that all taxes and financial obligations are paid in a timely manner.