

Metro Detroit Region Convention Committee Guidelines
REVISED APPROVAL COPY 2017

Section 7
PROGRAMMING

The Committee is responsible for scheduling the workshops, selecting main speakers and other events during the convention. A successful convention centers on the thoroughness and creativity of the Program Committee to attain an atmosphere of recovery and fun. It creates the program booklet and has it printed. It is important not to allow large spans of time with nothing to do during the convention especially during the banquet. It must work hand-in-hand with all the subcommittees.

Duties:

1. The committee will be responsible for providing all interpreters for the hearing impaired at the Convention.
2. Develop task sheet and completion dates, writes formats for speaker, workshop, and marathon meetings. Establishes a staffing schedule to insure that committee work during the Convention is covered.
3. Contacts recording vendors to submit bids (**See Article 15**) and choose vendor who best suits our needs.
4. Schedule all events that will take place at the Convention provide Hotel committee with projected space needed for each workshop/events. (Except dances and entertainment). Works with Entertainment & Fundraising in selecting speakers for Fundraisers during the planning year.
5. Sets deadline for submission of potential speaker recording, seek and compile input on speaker recording, with an eye toward selecting Convention main speakers with a minimum of 5 years clean.
6. Contacts candidates for Convention Speakers to ascertain their willingness and availability to speak at the Convention. Keeps in touch with main speakers that have been selected also remember to send Thank You Cards after the convention.

Note: Suggestion as Saturday banquet, roll call, and clean time count add to a long evening it may be best to choose a speaker that can convey their message within 45 minutes.

Note: The best speakers for conventions are those who address recovery as if their lives, as well as the lives of the listeners, depend on it.

7. Compiles a list of willing members to serve as Chairperson (6 months clean time) and speakers (3 years clean time) for workshops.

Note: One of the main problems in scheduling is the event of no-shows. Due to this, a note should be made somewhere in the program that includes a specific location and times for speakers, workshop chairpersons, to sign-in. In the event of a no-show, a pool of members should be available from which to select replacements.

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8. Arrange transportation (airfare for main speakers) also to and from airport and hotel. Works with Hotel committee to see that housing needs of main speakers are covered, and communicates to Registration committee the number of registration packages (including banquet tickets) that will be needed for the main speakers.
 9. Prepares a written Program of Convention events, notifies Arts & Graphics of what the Program is to consist of at the earliest opportunity. That the registration symbol ® must appear on any convention material containing the NA logo or symbol.
 10. Work with Arts & Graphics to establish sign and map needs for the Convention.
 11. Obtains bids (**See Article 15**) from printing companies.
 12. Will contact local Naranon Groups to see if they're interested in being part of the Convention. Naranon often holds meetings and workshops during conventions. This is for the convenience of both Fellowships and is an example of cooperation not affiliation. Naranon meetings may be listed separately on the Program, or have their own. The Program committee should be advised of their scheduling requirements as well as any other matters of mutual concern.
- Note:** Provides Hotel committee with Naranon contact for meeting room arrangements.

Section 8
HOSPITALITY

This Committee is made up of two sub-committees Serenity Keepers and Huggers. Members of these Committees need to be outgoing and pleasant. Often they will be the first members that people come in contact with when arriving at the Convention. It is the Hospitality Committee's responsibility to keep refreshments in the Hospitality Room (water, cookies, fruit, peanut butter, bread, jelly, etc).

Section 9
HUGGERS

The Huggers primary responsibility is to welcome all who attend, foster a caring atmosphere and fellowship in recovery. Huggers will have knowledge of Convention grounds and schedules to help members if needed.

Duties:

1. Recruit members to participate at the Convention.
2. Select volunteers to assist in the Hospitality room
3. Work with Arts and Graphics on design for the Hugger T-shirt.
4. Formulate a list of responsibilities for members who participate as Huggers.
5. Establish a schedule with time slots to insure they cover all stations as needed.
6. Designate locations at the Convention to station Huggers.

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Section 10
SERENITY KEEPERS

The Serenity Keepers primary responsibility is to assist with crowd control during events prior to and at the Convention. This Committee should be made up of members who have shown stability in their recovery.

Duties:

1. Serenity Keepers: Clean time Requirement 6 months
2. Set up work schedule for workers at Convention. When needed the Chair/Vice-Chairs will relieve, fill in for, or take the place of a person assigned to a job station.
3. Coordinate, plan, and discuss schedules with other committees; inquire on what they project their needs of Serenity Keepers will be at convention.
4. The Hospitality Chair along with a Serenity Keeper, escorts Convention Treasurer when cash pickups are being made from Merchandising Room and Tickets & Registration.
5. Works with Merchandising to keep flow of traffic moving also remind members that there is NO Food / Drinks allowed in Merchandising Room.
6. Works with Tickets & Registration keeping orderly lines at registration table and traffic moving as needed.
7. Serenity Keepers are not a police action body. There is no need for any Committee member to intervene on any other member when they chose to act in an unacceptable manner. Serenity Keepers Chair/Vice-chair should first contact the Planning Committee Chair/Vice-chair as to the incident-taking place and allow the Chair/Vice-chair to take appropriate action. Usually this will be in the form of contacting the facility security and/or management.
8. This Committee should never take action toward members attending Convention events.

Section 11
REGISTRATION

This Committee's responsibility will be to sell registrations and banquet tickets for the convention prior to and during the convention, also for maintaining a current updated list of all those registered..

It will maintain a separate accounting of newcomer donations and newcomer packages should be limited to the amount of funds donated for that purpose.

It will coordinate with all of the Convention Committees information needed for Registration Fliers.

Duties:

1. Work with Arts & Graphics designing a registration flyer with all needed information from all subcommittees. Such as Date of Convention, Hotel information with phone numbers prices. Contact names and numbers for

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- registration information, Contact name and number for hotel information. Mail registrations to MSO 726 Livernois, Ferndale, MI 48220 and checks or money orders payable to and account by the Region Treasurer.
2. Be available at all fundraising events to take pre-registrations. Each member of the Registration Committee who is authorized to accept registration money should work out a one cash receipt book with three-part carbon copies. Funds from sold registrations need to be turned into Convention Treasurer as soon as possible and no later than next Convention Planning Committee meeting.
 3. It will recommend a cost for convention registration to the Convention Planning Committee and be voted on by simple majority vote of eligible voting members present.
 4. Mail registration forms to neighboring Regions and Regional Service Offices registered with NAWS. The committee will establish an email contact list for future communication.
 5. Select and order items to be included in the registration packets. Arts & Graphics should supply artwork. **(See Article 15)**
Note: The selection of items needs to be done 4 months before the event. The Convention Planning Committee Meeting as to allow time to order and receive items
 6. The stuffing of registration packets should be done at the Convention Planning Meeting prior to the event and need to be stored at the Hotel until Convention starts, work with Hotels Committee on securing space.
 7. Work with Arts & Graphics designing banquet tickets, on-site registration forms, clean time sheets and State/Area roll call sheets.
Note: If you have a list of all 50 states and mark off what state a member is from when they register then you need only call the states that are present during roll call.
 8. For pre-registered persons that registered at previous convention, Email confirmations early to allow time for making Hotel Reservations and/or ordering banquet and brunch tickets.
 9. Keep records addresses of all pre-registrations with the necessary information. Name, address, phone, email addresses, banquet, bunch and newcomer donations. Back-up records systems should be maintained for all registrations.
 10. Assemble and number all registration packets prior to the convention.
 11. Report at each Convention Planning Committee meeting of total number of pre-registrations sold, total number of banquet tickets sold and the dollar amount of newcomer donations collected.
 12. Register members at the convention, collect registration fee, distribute registration packets.
 13. The numbers of members who do not give anything need to be kept track of as well as those who don't pay full registration fee.
 14. Keep registration open during speakers and banquet.
 15. Use cash registers at any event expected to handle \$100 or more. **(See Article 9)** Provide mean for credit card use on site and on line.

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Article 13
Formation of Sub-Committees

Sub-Committees will be formed after the purpose and function necessary for the Sub-Committee has been presented to the Convention Committee. Approval of the subcommittee will be by two-thirds vote of the eligible voting members present. Proposed formation of the subcommittee has to be submitted in writing and announced at a previous regularly scheduled meeting.

Article 14
Ad-Hoc or Special Committees

The Chairperson with approval of the Convention Committee's voting members present will appoint Ad-Hoc or special subcommittees. Such committees may be dissolved at the discretion of the Administrative Committee unless two thirds eligible voting members present of the Convention Committee see fit for its' continuation.

ARTICLE 15
Vendor Bid Process

All committees **must** have a minimum of three bids from prospective vendors. The Administrative Committee will select vendors. If three bids are not received the Administrative Committee will verify that three bids were solicited. The Administrative Committee needs to keep records of why they choose one vendor over another (Except host hotel, which Convention Planning Committee will do by majority of the eligible voting member's present). **NO members of the Convention Committee** will be a vendor or provide a service at or to the convention or events sponsored by the Metro Detroit Regional Convention.

The lists of vendors or services that will be covered are:

1. Items for registration packages.
2. Recording for workshops and speakers.
3. Convention Merchandise (t-shirt, sweats, jackets, caps, cups, etc).
4. Printers (registration fliers, programs, name badges, tickets, etc).
5. Jewelers and other vendors that provide a sellable product at the Convention.
6. Photographers and Entertainment (DJ, Bands, Comedians, etc).

Any items that the Sub-committees may need will be approved through budget requests/motion requests.

All bids must be post marked no later than midnight of the cut off date.

NO member of the Convention Committee can accept bids. All bids need to be mailed to the **MSO 726 Livernois – Ferndale, MI 48220** Attn: Convention Committee
Vendors selling at the convention must be approved by the NAWS and show current vendor Permit. **See sample letters on back pages.**

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ARTICLE 16
Main Speaker Rooms

The Hotels Committee negotiates into the Hotel contract a set number of rooms as well as other items that Convention will use during the Convention Planning year, (See hotel requirement list)

It needs to be mention that the rooms will be used for our out of Region Speakers that speak at Main Speaker meetings (example Thursday, Friday, Saturday night and Sunday morning) will get a room. They also receive a registration package along with Banquet tickets.

Providing rooms, registration package etc. to main speakers is common practice within the NA fellowships. What we are doing as a Regional Convention Committee is expressing our gratitude to the Main Speakers who shared their recovery with us at our request. Rooms purchased will be approved at the Regional Service Committee Meeting.

Note: If they plan to arrive early or stay after convention they would have to pay for that time, as well for any movies, phone calls or room service that they use at the convention.

Note: No rooms are to be purchased for any Committee Members.

ARTICLE 17
Amendment of Guidelines

Guidelines may be amended at any Convention Planning Committee meeting of the Convention Committee, by majority vote of eligible voting members present, provided that the proposed amendment has been submitted in writing and has been announced at a Convention Planning Committee meeting along with and including the intended date of the vote. Once approved by the Convention Committee a motion will be given to the Metro Detroit Region requesting their approval of the amendment or guideline. Nothing changes without the Regions vote.

ARTICLE 18
Parliamentary Authority

Robert's Rules of Order shall govern in all cases to which they are not inconsistent with these guidelines, the **Twelve Traditions** and the **Twelve Concepts** of Narcotics Anonymous, or any special or standing rules that may be adopted by the Convention Committee and/or Metro Detroit Region. Any article not covered by these guidelines will be subject to the recommendation Metro Detroit Region.

ARTICLE 19
Dissolution

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Upon dissolution of Convention Committee all funds and properties shall be turned over to the Metro-Detroit Regional Committee.

ARTICLE 20 <i>Sample Letters</i>
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Dear Sir or Madam:

The Metro-Detroit Regional Convention of Narcotics Anonymous is currently accepting bids from vendors for their services to the Convention.

Bid Process of selecting a vendor: we request that you're bid reflect your charges for the following items.

One Gross (144 per gross) of Hanes and Gildan T-shirts prefer 100% cotton preshrunk. Need pricing for 2-color chest imprint and a 4-color chest imprint? Please also supply use with pricing for minimum reorders on above imprints. Pricing for artwork changes, separations, positives, ink changes and any other charges that may apply. What are your terms for credit 50% balance due in 30 days. Please provide us with all information that would be useful to us in our selection of you as our vendor.

Please mail your bid to MSO 726 Livernois, Ferndale MI 48220 Attn: Merchandise Committee

Note: All bids must be mailed no later than 6 months prior to the event.

Dear Sir or Madam:

The Metro-Detroit Regional Convention of Narcotics Anonymous is currently accepting bids from vendors for their services to the Convention.

Bid Process of selecting a vendor: we request that your bid reflect your charges to record tapes and CD for you to sell at the Convention.

We will attempt to have a secured room for you to sell from, if you choose not to sell from the room, you must provide your own security to safe guard your equipment. We are unable to provide sleeping accommodations for you and your employees.

Please mail your bid to MSO 726 Livernois, Ferndale, MI 48220 Attn: Programming Committee

Note: All bids must be mailed no later than 6 months prior to the event,

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ARTICLE 21

Memorandum of Financial Responsibility

**METRO DETROIT REGIONAL SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS
MEMORANDUM OF FINANCIAL RESPONSIBILITY**

DATE: _____

I, _____, a trusted servant of the fellowship for the Metro Detroit Region of Narcotics Anonymous, agree to use properly and keep safe any money or other assets 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, 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. While in service at any time, or if I am removed from service or leave 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 MDRSC Financial Responsibility Policy as outlined on the Financial Responsibility Addendum.

SIGNED: _____ (Trusted Servant) _____

DATE: _____

PRINT NAME: _____

OFFICER MDRSCNA

BY: _____

DATE: _____

TITLE: _____

This document was created to implement the MDRSCNA Financial Responsibility Policy. The MDRSC has adopted guidelines and operational policies, which apply to and shall guide the conduct of our NA Trusted Servants. This document needs Notary stamp.

This agreement shall be held in the MDRSCNA Archives. Approved by Region 11-23-04

Current Copies of these documents are available on request

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TWELVE CONCEPTS FOR NA SERVICE

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure, which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

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THE TWELVE TRADITIONS

We keep what we have only with vigilance, and just as freedom for the individual come from the Twelve Steps, so freedom for the group springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority—a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups of NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise lest problems of money, property or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics anonymous should remain forever nonprofessional but our service centers may employ special workers.
9. NA as such, ought never to be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.