

**Space Coast Area of
Narcotics Anonymous**



**CONVENTION SUBCOMMITTEE
GUIDELINES**

Revised July 2023

The Twelve Traditions of Narcotics Anonymous

1. Our common welfare should come first, personal recovery depends on N.A. 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 or N.A. as a whole.
5. Each group has but one primary purpose-to carry the message to the addict who still suffers.
6. An N.A. group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every N.A. 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. N.A., as such, ought never 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 N.A. 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.

TABLE OF CONTENTS

CONVENTION SUBCOMMITTEE MEETING FORMAT 6

ARTICLE I-NAME..... 7

ARTICLE II – SERVICE AREA 7

ARTICLE III – PURPOSE..... 7

SECTION 1& 2..... 7

ARTICLE IV – PARTICIPANTS 7

SECTION 1..... 7

SECTION 1.1 VOTING PARTICIPANTS..... 7

SECTION 1.2 NON-VOTING PARTICIPANTS: 7

ARTICLE V – OBSERVERS 8

ARTICLE VI – ELECTIONS 8

SECTION 1- 7 8

SECTION 8- 14..... 8

ARTICLE VII – QUALIFICATIONS 9

SECTION 1 – EXECUTIVE COMMITTEE 9

A. CHAIRPERSON: 9

B. VICE-CHAIRPERSON..... 10

C. SECRETARY 10

D. ALTERNATE SECRETARY 10

E. TREASURER..... 10

F. ALTERNATE TREASURER..... 10

SECTION 2 – SUBCOMMITTEE CHAIRS..... 10

SECTION 3 – SUBCOMMITTEE ALTERNATES 11

ARTICLE VIII – REMOVAL OF OFFICERS..... 11

SECTION 1 – CHAIRPERSON 11

SECTION 2 – SUBCOMMITTEE CHAIRS, ALTERNATES AND EXECUTIVE MEMBERS OTHER THAN THE CHAIR 11

ARTICLE IX – DUTIES 11

A. CHAIRPERSON 11

B. VICE CHAIRPERSON..... 12

C. SECRETARY 12

D. SECRETARY ALTERNATE 13

E. TREASURER..... 13

F. ALTERNATE TREASURER..... 14

TREASURER PROCEDURE DURING THE CONVENTION..... 14

G.	ARTS & GRAPHICS CHAIRPERSON	15
	ARTS & GRAPHICS ALTERNATE	15
H.	FUNDRAISING & EVENTS CHAIRPERSON	15
	FUNDRAISING & EVENTS ALTERNATE	15
	FUNDRAISING & EVENTS DUTIES & RESPONSIBILITIES	15
	ADDITIONAL DUTIES OF THE FUNDRAISING & EVENTS SUBCOMMITTEE	16
	DURING THE CONVENTION	16
I.	HOSPITALITY SUBCOMMITTEE	16
	PURPOSE	16
	HOSPITALITY CHAIRPERSON	16
	ALTERNATE HOSPITALITY CHAIRPERSON	17
	DUTIES AND RESPONSIBILITIES	17
	ICE CAP INGREDIENTS	17
	ICE CAP DIRECTIONS	17
	HOSPITALITY ROOM	18
	SERENITY KEEPERS	18
J.	HOTEL LIAISON	18
	HOTEL LIAISON	
	ALTERNATE HOTEL LIAISON	
	DUTIES AND RESPONSIBILITIES	19
K.	MERCHANDISING	19
	MERCHANDISING CHAIRPERSON	19
	ALTERNATE MERCHANDISING CHAIR	19
	DUTIES AND RESPONSIBILITIES	19
	MERCHANDISING SUBCOMMITTEE DUTIES & RESPONSIBILITIES DURING THE CONVENTION	20
L.	PROGRAMMING SUBCOMMITTEE GUIDELINES	21
	PROGRAMMING CHAIRPERSON	21
	DUTIES AND RESPONSIBILITIES	21
	ALTERNATE PROGRAMMING CHAIRPERSON	22
	SPEAKER GUIDELINES AT THE CONVENTION	22
	1. MAIN SPEAKERS	22
	2. READINGS AND SEATING	22
	WORKSHOP SPEAKER	22
	MAIN/WORKSHOP CHAIRPERSON	22
	MARATHON MEETING	23
M.	REGISTRATION SUBCOMMITTEE GUIDELINES	23
	REGISTRATION CHAIRPERSON DUTIES:	23
	REGISTRATION ALTERNATE CHAIRPERSON DUTIES:	23
	REGISTRATION COMMITTEE DUTIES AND RESPONSIBILITIES	23

SUGGESTED TIMELINE:	24
NAWS AND REGIONAL TIMELINE:	24
REGISTRATION COMMITTEE DUTIES AND RESPONSIBILITIES AT THE CONVENTION	24
Article X – HANDLING COMMITTEE FUNDS	25
Article XI – VENDORS AND SERVICES	26
Article XII – CONTINUITY OF THE COMMITTEE	26
Article XIII – MEETINGS	27
SECTION 1 TO 6	27
Article XIV – STANDING COMMITTEES	27
SECTION 1 & 2	27
Article XV – BUDGETS	28
Article XVI – PARLIAMENTARY AUTHORITY	28
SECTION 1	28
SECTION 2 – MOTIONS	29
SECTION 3	29
SECTION 4 – PARLIAMENTARY PROCEDURES as adapted for the SCACNA Committee	29
Article XVII – HANDLING THEFT OF NA FUNDS	30
Article XVIII – AMENDMENTS TO GUIDELINES	31
SECTION 1	31
SECTION 2 – QUICK GRID	31
SECTION 3-CONVENTION TIMELINE	32

Convention Subcommittee Meeting Format

1. Moment of silence for the addict that still suffers, followed by the Serenity prayer
2. The Chair appoints members to read the 12 Traditions and 12 Concepts
3. The Vice Chair reads the purpose of SCACNA
4. The Secretary takes roll call of the members of the SPACE COAST AREA CONVENTION OF NA (hereafter known as the Executive Committee) and the Chairs of all subcommittees and alternates (hereafter known as the Officers) and observers
5. The floor is opened to any NA member who wishes to address the Committee (five minutes per speaker)
6. Secretary Report – After reading old and new business the Secretary will move to accept the minutes as is or to accept the minutes with any changes
7. Chair Report
8. Subcommittee Reports – Arts & Graphics, Fundraising, Hospitality, Hotel Liaison, Merchandising, Programming, Registration and any ad hoc committees
9. Recess for ten minutes (optional).
10. Roll call after recess to re-establish the Committee members present
11. Old Business
12. Nominations and elections
13. New Business – Pre-arranged agenda has priority; all motions will be in writing with intent, and seconded by a convention committee member. Anonymous motions will be ruled out of order. Motions to be read by the Vice Chair or a Subcommittee volunteer
14. Treasury Report and Budget Requests\Chairperson reviews the business of the day
15. Next meeting (date, time and location)
16. Closing prayer – We version of the Serenity Prayer

CONVENTION GUIDELINES

Space Coast Area of Narcotics Anonymous

Article I-NAME

Being a subcommittee of the Space Coast Area, the name of the committee shall be the Space Coast Area Convention of Narcotics Anonymous (SCACNA) with the number (Arabic) to be added each year and a sub-theme to be chosen by the committee each year.

Article II – SERVICE AREA

The Service area shall include the geographical area within the boundaries of Brevard County, Florida and the city of Sebastian, Florida.

Article III – PURPOSE

SECTION 1

The purpose of SCACNA is to plan, facilitate, and produce an annual convention celebrating recovery and carrying the message of Narcotics Anonymous. SCACNA Convention is to be held in August.

SECTION 2

SCACNA shall utilize an approved format to conduct its business meetings.

Article IV – PARTICIPANTS

SECTION 1

SCACNA shall have two classes of participants only: one of voting, the other non-voting. Only voting participants shall have voting rights. No person shall hold more than one membership in a class or combination thereof.

SECTION 1.1 VOTING PARTICIPANTS

- A. The voting participants of SCACNA shall be the Executive Committee and Officers, and observers per B following.
- B. Observers having attended two consecutive meetings will be eligible to vote at their second meeting.

SECTION 1.2 NON-VOTING PARTICIPANTS: The non-voting participant of this committee shall be the Chairperson.

Article V – OBSERVERS

Narcotics Anonymous members not addressed elsewhere in these guidelines shall be classed as observers. NA members shall only have the specific right to request the floor. The Chairperson has the exclusive right to grant or deny such request. The Chair's decision is subject to appeal and may be overturned by 2/3rd majority of voting participants.

Article VI – ELECTIONS

SECTION 1

The Executive Committee shall include the Chair, Vice Chair, Secretary and Treasurer. The Officers shall include the Chairs and Alternate Chairs of the subcommittees: Arts & Graphics, Fundraising, Hospitality, Hotel Liaison, Merchandising, Program/Marathon and Registration.

SECTION 2

The Chairperson shall be elected by the Groups of the SPACE COAST AREA of Narcotics Anonymous.

SECTION 3

The other executive committee members and the officers shall be elected by majority of members present at the first Convention meeting for the upcoming Convention; to serve for one year or until a successor is elected. The term of office shall begin immediately upon an election to the position.

SECTION 4

No SCACNA member shall hold more than one office at a time, nor shall they serve more than two terms consecutively in the same office.

SECTION 5

An election to fill a vacancy of a SCACNA Committee member (exception of the Chairperson) shall occur within two regular SCACNA meetings after the vacancy arises. In the case of a vacancy in the office of Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson until the Groups of the SPACE COAST AREA of Narcotics Anonymous nominate and fill that position for the SCACNA Committee.

SECTION 6

Nominations: Any participant (voting or non-voting) of the Committee may nominate a qualified individual for a SCACNA position. Additionally, any member of Narcotics Anonymous in the SPACE COAST AREA may submit a nomination for SCACNA Committee Officers to be of service on the SCACNA Committee.

SECTION 7

To be qualified to run for any SCACNA Committee position, the nominee must have fulfilled a commitment in the SPACE COAST AREA of Narcotics Anonymous prior to running for office.

SECTION 8

Qualified nominees of the SCACNA Committee shall submit written qualification and verbally state their qualifications at the SCACNA meeting, and be open for any questions regarding said qualifications.

SECTION 9

In the case of only one nominee running for any SCACNA position, election to that position shall require a vote of confidence requiring a 2/3rd yes vote of the voting participants. If the 2/3rd yes vote does not occur, the position shall be left open for further nominations.

SECTION 10

Anyone absconding funds or materials from their respective recovery related resources shall not hold any SCACNA Committee position until after full restitution has been made.

SECTION 11

Clean time shall not be waived.

SECTION 12

In the event of a tie for the election of two candidates to a SCACNA position, the election shall be decided by the toss of a coin by the Chairperson. (In God We Trust)

SECTION 13

Abstentions count as a non-vote.

SECTION 14

The Committee will coordinate all SCACNA elections one month after the end of the current Convention and go into effect at October Convention meeting

Article VII – QUALIFICATIONS

SECTION 1 – EXECUTIVE COMMITTEE

All qualified nominees must have a working knowledge of the NA 12 steps, 12 Traditions and 12 Concepts, be a member of NA in the Space Coast and have previous service experience in the Space Coast area. In addition particular positions must meet the following requirements:

A. CHAIRPERSON:

Three years clean (clean hereafter is defined as continuous abstinence from all drugs), must also have convention committee experience, and must have chaired a subcommittee or been RCM, as well as good leadership qualifications which will include:

1. Capable of being a signatory on the checking account,
2. Conflict resolution ability,
3. Ability to facilitate meetings,
4. Ability to delegate responsibility,
5. Ability to lead by example in personal responsibility and accountability,

6. Ability to interact with people outside of the fellowship; since some duties may require interaction with entities not related to NA, and
7. Be trustworthy enough to handle NA funds in a responsible manner.

B. VICE-CHAIRPERSON

Two years clean, meet the same qualifications as the Chairperson and:

1. Ability to sit in for the Chair, as necessary,
2. Be willing to be chair for the next year's convention, and
3. Be willing and able to become Chair pro tem of any subcommittee that has no Chair.

C. SECRETARY

One year clean having been a member of a subcommittee of the area, in addition:

1. Ability to take notes and record committee activity,
2. Ability to condense and organize committee activity into the form of reports and minutes,
3. Have forms available for committee use, and
4. Have access to a computer and internet.

D. ALTERNATE SECRETARY

Six months clean with the same qualifications as the Secretary, and also:

1. Be willing to be Secretary for the next convention.

E. TREASURER

Two years clean having been a member of a subcommittee of the area, in addition:

1. Have a visible means of support,
2. Trustworthy enough to handle NA funds in a responsible manner,
3. Ability to manage, balance and prepare reports on all financial matters,
4. Capable of being a signatory on the checking account

F. ALTERNATE TREASURER

One year clean with same qualifications as the Treasurer, in addition:

1. Is not a signatory on the checking account, and
2. Is willing to become Treasurer for the next convention.

SECTION 2 – SUBCOMMITTEE CHAIRS

Subcommittee Chairs shall include Arts & Graphics, Fundraising & Events, Hospitality, Merchandising, Program/Marathon, Registration and Ad Hoc. All qualified nominees must have a working knowledge of the NA 12 Steps, 12 Traditions and 12 Concepts, be a member of NA in the Space Coast Area and have previous service experience in the Space Coast Area, having been a member of a subcommittee. Each Chairperson must have:

1. A visible means of income,
2. Two years clean,
3. Be trustworthy enough to handle NA funds in a responsible manner,
4. Ability to manage, balance and prepare reports on all financial and subcommittee matters,
5. Ability to solicit bids and negotiate contracts on behalf of the committee,
6. Ability to interact with people outside of the fellowship; since some duties may require interaction with entities not related to NA.

SECTION 3 – SUBCOMMITTEE ALTERNATES

Subcommittee alternate chairs shall have the same qualifications as the respective chairs, with one year clean, and willingness to become Subcommittee chair for the next convention.

Article VIII – REMOVAL OF OFFICERS

Any officer (Executive, Subcommittee Chair or Alternate) shall be removed from his/her position for loss of abstinence and may be removed for non-compliance, after due notification. Non-compliance includes: non-fulfillment of duties of the position, non-attendance of two consecutive meetings without prior notification, and misappropriation of NA funds.

SECTION 1 – CHAIRPERSON

In the case of the Chairperson, 2/3rd vote of the SPACE COAST AREA SERVICE COMMITTEE quorum is required for removal (or any stipulation of the ASC).

SECTION 2 – SUBCOMMITTEE CHAIRS, ALTERNATES AND EXECUTIVE MEMBERS OTHER THAN THE CHAIR

These members may be removed by a 2/3rd vote of the SCACNA Committee.

Article IX – DUTIES

A. CHAIRPERSON

The Chairperson will locate and secure meeting locations, facilitate all meetings fostering unity, cooperation and respect; will assist any subcommittee chair as needed; will manage and maintain order of all convention activity; will present reports to the ASC and the SCACNA; will be a cosigner on the checking account and will include copies of the full minutes to SCASC. In addition the duties will include to:

1. Open the meeting at the appointed time by taking the chair and calling the meeting to order and following the meeting format as previously set forth.
2. Notify the Vice-Chair or Secretary at least 24 hours in advance if going to be absent, and arrange for keys to be turned over to a qualified member.
3. Announce in proper sequence the business, agenda, and with existing orders of the day.
4. Recognize participants and observers who request the floor and will conduct the meeting with impartiality and fairness.
5. State and put as a vote all questions that legitimately come before the agenda as motions or that otherwise arise in the course of proceedings, except questions that relate to the Chairperson, and to announce the results of each vote; or rule if a motion is made which is out of order.
6. Protect the assembly from obvious frivolous or dilatory motions by refusing to accept them.
7. Enforce the rules relating to debate and to order decorum within the assembly when appropriate.

8. Expedite business in every way compatible within the rights of the voting members and observers.
9. Decide all questions of order, subject to appeal, unless when in doubt, the Chairperson may submit the question to the assembly for decision.
10. Authenticate by signature, when necessary, all acts, orders and procedures of the assembly and sign all certified copies of acts of the SCACNA.
11. Declare the meeting adjourned when the assembly so votes or where applicable at the time prescribed in the format, or at any time, in the event of a sudden emergency affecting the safety of those present.
12. Arrange the agenda for each meeting.
13. Maintain general correspondence of the Committee.
14. Be a co-signer of the SCACNA bank account.
15. Make monthly reports to the ASC including copies of minutes with attachments, and a full annual report as soon as possible after the close of the convention.
16. Refrain from discussing motions while presiding.
17. Appoint ad hoc committee members.
18. In case of a tie will toss a coin to decide the vote.
19. Attend all Committee meetings except for an emergency situation, at which time, to notify the Vice Chairperson and/or the Secretary as soon as an absence is known.

B. VICE CHAIRPERSON

The Vice Chairperson will fulfill all duties of the Chairperson in his/her absence, and serve as the acting Chair. If there are any vacancies of Subcommittee Chairs the Vice Chair will serve pro tem and perform the prescribed duties of said Subcommittee Chair. In addition the duties will include to:

1. Act as parliamentarian for the Committee, unless this task is specifically assigned to another individual.
2. Read and clarify motions during the new business agenda.
3. Perform any other tasks the Chair assigns.
4. Attend all Committee meetings, except for an emergency situation, at which time, will inform the Chair as soon as possible about the absence.
5. Be a co-signer of the SCACNA bank account.

C. SECRETARY

The secretary will record all events of the Committee, including housekeeping info and discussions; and produce minutes in a timely manner (within 2 weeks of each meeting) and include copies of all motions showing makers, seconds, yeas, nays, and abstentions; all resumes, subcommittee and ad hoc reports, Treasurer's and Chair's reports, and will maintain proper documentation and records and have them readily available at all Committee meetings. He/she will assist in facilitating all committee meetings and monitor all proposal activity for possible conflicting and redundant proposals; and will secure printing services as needed. She/he will be a signatory on the bank account in the event of one of the primary signers being incapacitated or not available. Additionally, the duties will include to:

1. In the absence of the Chair and Vice-chair, call the meeting to order.
2. Keep and update the SCACNA official membership list and call the roll where it is required and include the list in the minutes.
3. Make the minutes and records available to NA members upon request, and in the manner prescribed by the Committee. Any NA member or participant requesting minutes or records will absorb the cost of copying said minutes and records.
4. Notify Committee members and delegates of election or appointment and to furnish members with whatever documents are required for the performance of their duties.

5. Sign all certified copies of the acts of the Committee.
6. Notify all SCACNA participants of each special meeting, utilizing such methods of notification as agreed upon by the Committee.
7. Type and mail any correspondence of the Committee which is not a function of any other participant.
8. Prior to each meeting, and in conjunction with the Chairperson, prepare an order of business listing all matters due to come before the Committee, and if applicable, the time for which they are due.
9. Keep personal names out of the minutes, except for roll call, motions, nominations and elections, and reports.
10. Attend all Committee meetings except for an emergency situation, at which time, to notify the Chairperson as soon as an absence will be known.
11. Submit financial receipts to the Treasurer.
12. Be a co-signer of the SCACNA bank account.

D. SECRETARY ALTERNATE

The Assistant Secretary will perform all the duties of the Secretary in his/her absence and will assist in those duties as needed. The Assistant Secretary should be willing to become the Secretary for the next Convention.

E. TREASURER

1. Maintains all financial records and check book for SCACNA. The Treasurer, Chair and Secretary will be signers on the account. In the event the Treasurer is not available to sign checks, the Chair and/or Secretary will be authorized to sign. The signature cards and account information will be filled out at the bank when required.
2. Keeps a list of those people who have written bad checks in the past and give it to the programming subcommittee.
3. Is a co-signer of the Committee bank account
4. No family members, significant others, etc. may be co-signers on the SCACNA account.
5. Maintains P. O. Box for the convention and distributes incoming mail to appropriate committees. (This responsibility is shared with Registration Chairperson).
6. Keeps accurate records of all income and expenses, and prepares a typed, detailed financial statement to be presented at each regularly scheduled committee meeting. Include in this statement will be:
 - a. A list of all checks written and voided
 - b. A list of all income and deposits
 - c. A list of all expenditures including to whom the payment was made and to what purpose
 - d. A copy of the bank statement must be provided with each Treasurer's report.
7. Writes all checks and is responsible for the collection of all receipts from each subcommittee. There will be no reimbursements without a receipt.
8. Makes prompt deposits to convention bank account of all funds received prior to and during the convention.
9. In such cases where pre-payment or deposits must be made, disbursement can be made directly to the requesting party, provided:
 - a. Prior administrative committee approval is obtained, and
 - b. A signed and dated voucher or promissory note is provided by the party, indicating the purpose of the expenditure and the projected date when receipts can be provided, and/or monies returned to the treasurer.

10. Responsible for all monies collected at fundraising events and at the convention, and will coordinate all on-site duties pertaining to cash pickup, counting with subcommittee chairs, depositing and record keeping.
11. Each subcommittee will keep separate records reflecting the exchange of monies between vendors and the Treasurer. Both will initial each record as verification.
12. Prepare the annual reconciliation of all monies for the calendar year, January 1 through December 31 and report it to the convention chair.
13. Prepares the annual reconciliation of all SCACNA monies within 30 days following the close of the convention, and turns in all records, monies and the check book.
14. Treasurer will be available for the ASC audit.
15. Treasurer will be available for the audit at the request of any member of the convention committee.

F. ALTERNATE TREASURER

The assistant Treasurer will fulfill all duties of the Treasurer in his/her absence and assist the Treasurer in all their duties, as needed. The AT should also be willing to serve as Treasurer for the next convention and will attend all Committee meetings, except for an emergency situation at which time, will inform the Chair and/or Treasurer as soon as possible about the absence.

TREASURER PROCEDURE DURING THE CONVENTION

1. The Treasurer/Assistant Treasurer or a trusted servant (hereafter referred as the treasurer) will have ready for use change of \$50 in smaller bills and loose change for each subcommittees' drawer and for the treasurer. He/she will have the check book and a receipt book as well as money boxes, coin wrappers, calculator and money bands, and will secure the safe key from the clerk. In case of an emergency the Convention Chair will designate someone to act as treasurer.
2. The Treasurer will prepare a log and envelopes for the collection of funds. The envelopes will be marked across the flap clearly with a number, a space for the subcommittee name and for the name of the trusted servant that is turning the receipts/monies over to the treasurer, and the amount collected.
3. The treasurer with another trusted servant shall collect receipts/monies every few hours and on call when needed. This will continue approximately from Friday 6 pm to 11pm and then on Saturday approximately from 1 am to 11 pm.
4. The treasurer shall count the funds in the presence of the subcommittee chair or person in charge who is turning the money over. Both will initial the receipt, the log and the subcommittee record sheet as to the time of pickup and the amount received. This information will be written across the flap of the envelope. The treasure assistant shall be present at all times to witness.
5. The treasurer will put the money in the numbered envelope with the subcommittee name and the name of the trusted servant of the subcommittee as per item 2 above.
6. The treasurer and assistant shall immediately go to the hotel safe and deposit the envelopes. The treasurer may collect from more than one subcommittee at a time before the deposit but the deposit must be made as soon as possible after receipt of the last collection for each pickup time.
7. Collections shall be made from all subcommittees handling funds.
8. The Treasurer shall pay the DJ the amount contracted; and shall pay any other contracted expenses. The hotel final payment will be made after the wrap-up meeting, usually in 2 weeks from the date of event.
9. At the wrap-up meeting any subcommittee with additional funds shall turn those funds in to the Convention Committee treasurer and a receipt will be issued at the wrap-up meeting, and after

all the reports, the Chair, Treasurer and Assistant shall count each envelope, (envelopes are not to be reopened and counted, they have been previously witnessed and counted) Each envelope shall be stamped for deposit only with account #. Roll the coins and check for accuracy of funds collected with the envelopes, treasurer log and the subcommittee record log. Only elected trusted servants of the Convention Committee shall be present, and the door shall remain closed. The Treasurer shall prepare the night deposit to BBT Bank and make the deposit as soon as possible. Another trusted servant shall ride with the treasurer directly from the hotel to make the deposit.

G. ARTS & GRAPHICS CHAIRPERSON

The Arts & Graphics Chair shall facilitate their subcommittee business meetings and coordinate with other subcommittees regarding design ideas and specifications. Chairperson will supply proofs of artwork to Convention Committee/subcommittee for approval. Chairperson shall keep written record of correspondence with other subcommittees, specifications and also any necessary details about digital files. Responsible for creating all signage as needed for the convention and its associated subcommittees. All fliers must have Convention Committee approval and see Fundraising duties regarding raffle sales.

ARTS & GRAPHICS ALTERNATE

The Arts & Graphics Alternate Chairperson will assist the Chairperson in all ways and fill in for the chairperson in their absence at SCACNA meetings.

H. FUNDRAISING & EVENTS CHAIRPERSON

The Fundraising Chair will organize and manage all fundraising activities, facilitate and coordinate their subcommittee meetings and business; will coordinate with other subcommittees regarding activities and ideas for activities to raise funds for the Pre-Convention and Convention needs; and will present reports to the Committee, and financial receipts to the Treasurer. The Fundraising Chairperson should stay in touch with Area Activities Chairpersons and provide coordination of activities/fundraiser as needed.

FUNDRAISING & EVENTS ALTERNATE

The Alternate will assist in all ways, and fill in for the Chair in their absence at the SCACNA Committee meeting.

FUNDRAISING & EVENTS DUTIES & RESPONSIBILITIES

1. The Committee is comprised of members from the Space Coast Area of Narcotics Anonymous.
2. The Chairperson or Alternate Chair will attend all fundraisers for support and collect any funds generated and turn over funds generated to the Treasurer at the next Convention Meeting.
3. The Committee is responsible for recommending entertainment, activities; DJs or bands to be used Pre-Convention and/or at the Convention.
4. The Committee is responsible for obtaining 3 bids on letterhead for vendors/service providers. I.e. DJs, bands, photographer, comedians and present those bids to the Convention Committee for feedback
5. Arrange for all other forms of entertainment, which are to be provided Pre-Convention and/or at the Convention; also dances, pool, parties, comedy shows, volleyball and other contests.
6. The Committee will set up the decorations for dances and banquet for Pre-Convention and/or Convention, fundraisers/entertainment.
7. The Committee will secure volunteers to collect money and sell tickets for items being raffled.
8. Anyone handling money must have at least 2 years clean time.

9. Prior to distribution all posters and flyers must be approved by the Convention Committee.
10. If a raffle is mentioned on the flyer, a disclaimer/small print notice shall be present on flyers and tickets as per FL Statute 849.0935; to wit: "849.0935 Florida Statute. Space Coast Area Inc., a 501c (3) corporation of the SCACNA (Space Cast Area Convention of Narcotics Anonymous) located in and around Brevard County, Florida has an annual convention which is funded by attendees to the convention and various fundraising efforts during the year. One such event is the convention at which tickets are available for anyone who desires to participate; up to 50% of such donations for tickets will be given back to winner(s) drawn randomly from all tickets chosen at the designated time in prizes or money, and the remainder will be used by the Convention Committee to further the convention". Or such wording as adapted to each particular event.
11. Posters and flyers should be distributed two (2) months prior to the fundraiser, if possible.
12. All forms of entertainment planned must take into consideration the Convention Program and times for each event should be included in the Convention Program.
13. All Committee actions are subject to approval of the Convention Committee.
14. All Entertainment tickets at convention should be sold to Convention committee for no less than cost.

ADDITIONAL DUTIES OF THE FUNDRAISING & EVENTS SUBCOMMITTEE DURING THE CONVENTION

1. The Chairperson and Committee members will attend all fundraisers for support and collect any funds generated.
2. Arrange, set up, and facilitate all forms of entertainment at the Convention, i.e. dances, pool parties, comedy shows, volleyball and other contests.
3. The Committee will set up the decoration at the Convention dances and the banquet, keeping within the budget.
4. The Committee will secure volunteers to collect money and sell tickets for items being raffled (2 years clean).
5. On the final day, at the wrap-up meeting, the Fundraising-Entertainment Chair shall submit a written report of the remaining inventory. The expenditures and sales report shall be given to the Convention Treasurer, to ensure financial accountability for all merchandise and/or monetary transactions.

I. HOSPITALITY SUBCOMMITTEE

Purpose

The Hospitality Subcommittee purpose is to welcome, provide refreshments and provide information to individuals attending all Convention functions.

HOSPITALITY CHAIRPERSON

The Hospitality Chairperson will organize and manage all hospitality activities, facilitate and coordinate their subcommittee meetings and business will coordinate with the Programming and Fundraising Committees for activities before and during the convention and provide Serenity Keepers. Manage and maintain all rooms used for hospitality functions. He/she will present reports to the Convention Committee, and financial receipts to the Treasurer.

ALTERNATE HOSPITALITY CHAIRPERSON

Alternate Chair will assist the Chair in all ways, and fill in for the Chair in their absence at the SCACNA Committee meeting.

DUTIES AND RESPONSIBILITIES

1. The Committee is comprised of members from the Space Coast Area of Narcotics Anonymous.
2. The Committee shall stay within the budgeted amount approved by the Convention Committee.
3. The Committee shall provide Serenity Keepers for all Convention Committee functions before and during the Convention.
4. The Committee will provide a list of items/food, etc. to be purchased for the Hospitality Room to the Convention Committee for suggestions and approval two months before the Convention date.
5. The Committee shall make and sell ice caps at Pre-Convention functions and at the Convention with funds from its budget.
6. The Committee shall have, in a prominent place, a donation receptacle for those inclined to further support the funding of the Convention.

ICE CAP INGREDIENTS

1. 1 Medium can of Foldgers or Columbian coffee
2. 1 PILON coffee brick
3. 4 gallons water
4. 1 gallon milk
5. 5 lbs. sugar
6. Whipped cream
7. Nutmeg/Cinnamon (optional)

ICE CAP DIRECTIONS

- a. Rinse out gas can
- b. Rinse all coffee makers
- c. Fill up 2 coffee urns w/water to 32 cups
- d. Place tray inside (on top)
- e. Put ½ coffee brick (PILON) in each tray
- f. Pour ½ can of regular coffee in each tray
- g. After it has brewed, Use metal funnel to pour 1 coffee urn into gas can. stop before it gets to the very bottom to avoid pouring in coffee grinds
- h. Pour 5 lbs of sugar into gas can (use funnel)
- i. Pour coffee from 2nd coffee pot into gas can.
- j. Cover gas can, shake vigorously – be careful, it will be hot
- k. Pour in 1 gallon milk – no need to shake
- l. Cover gas can, shake vigorously
- m. Pour mixture into empty water containers
- n. Serve in 18 oz. cups with ½ cup ice & top w/whipped cream – nutmeg & cinnamon (optional)

“BE CAREFUL WHEN OPENING & CLOSING GAS CAN”

HOSPITALITY ROOM

1. The Committee is responsible for the hospitality room that is open 24 hours a day for the entire Convention. Room will be closed during all Main Speakers.
2. The hospitality room will be supervised at all times (if supervision is not possible the room will be closed).
3. The Committee will post poster boards with the Dos and Don'ts displayed in the hospitality room. Suggested rules may be posted pertaining to: no sleeping allowed, no smoking, no unattended children and the cost of the ice caps or other items for sale.
4. The hospitality suite will be stocked with coffee, snacks, and/or fresh fruits and other items approved by the Convention Committee.
5. The Committee shall provide board games, such as cards, chess, and other games for use by the Convention goers.
6. Other items that are considered for sale by the Committee must be approved by the Convention Committee.
7. The Committee shall set up a literature table with at least the following items: Local meeting list, NA literature, NA flyers, and things to do in the local area. A second area/table should be made available for all other flyers and meeting lists from other Areas, Regions and the World.

SERENITY KEEPERS

1. The Chairperson will appoint members to be Greeters and Serenity Keepers.
2. SERENITY KEEPER DUTIES:
 - a. The Serenity Keepers and Greeters will welcome members to the Convention, each workshop and speaker meeting, with hugs and provide information.
 - b. The Serenity Keepers and Greeters will also be Badge monitors, encourage members without badges to register with the Convention.
3. Committee members will help with monitoring the hospitality room for inappropriate behavior such as gambling, sex, drug using, unsupervised children, etc. (if the room cannot have supervision, it will be closed).
4. Negative behaviors will be reported to the Committee Chairperson who will make the Convention Committee aware of the situation ASAP.
5. The Hospitality Chair is responsible for the storage of all items, in a secure place. All merchandise with an inventory list of items left over after the Convention will be brought to the wrap-up meeting at the hotel. The Convention Committee will decide what to do with those items.
6. The Hospitality Chairperson will turn over receipts and money collected at the end of each day during the Convention to the Treasurer who will count and sign off on amount collected.
7. On the final day of the Convention, at the wrap-up meeting, the Hospitality Chairperson shall submit a full report of all expenditures and income along with receipts to ensure financial accountability.

J. HOTEL LIAISON

HOTEL LIAISON CHAIRPERSON

2 year clean time requirement

ALTERNATE HOTEL LIAISON

The Alternate Chair will assist the Chair in all ways, and fill in for the chair in their absence at the SCACNA Committee meeting.

DUTIES AND RESPONSIBILITIES

1. Researches convention locations and facilities. Presents appropriate choices to the full subcommittee and Convention Committee for final selection.
2. Obtains written contracts from convention location for presentation and approval by full Convention Committee.
3. Coordinates with Treasurer to make appropriate deposits as necessary to the hotel.
4. Establishes a good working relationship with the hotel and makes regular contact throughout the year to ensure that relationship.
5. Communicates with hotel to ensure room blocks are filled according to contract.
6. Coordinates the Saturday night banquet with the hotel or caterer and registration.
7. Researches meal choices and presents a menu to the full committee for approval 30 days prior to banquet.
8. Responsible to report meal counts to hotel in cooperation as necessary.
9. Responsible for head count and/or ticket collections.
10. Budgets for coffee distribution at the convention & ensuring the schedule of coffee delivery by the hotel is accurate.
11. Obtains an estimated hotel bill prior to the convention to review for accuracy.
12. Provide full report at wrap-up meeting.
13. All banquet-tickets will be sold for no less than cost to the Convention Committee.
14. By September Convention Subcommittee meeting, secure bid for Cost of convention for following year, with date preferably 1st weekend in August, at Hotel currently hosting convention, and present to convention subcommittee.

K. MERCHANDISING

MERCHANDISING CHAIRPERSON

The Merchandising Chair will solicit bids from vendors for all merchandise to be sold before, during and after the convention, and will organize and present all material pertaining to merchandise to the committee. Will facilitate and coordinate their subcommittee meetings and business; will coordinate with other subcommittees regarding activities and ideas and will present reports to the Committee and financial receipts to the Treasurer.

ALTERNATE MERCHANDISING CHAIR

The Alternate Chair will assist the Chair in all ways, and fill in for the chair in their absence at the SCACNA Committee meeting.

DUTIES AND RESPONSIBILITIES

1. The committee is comprised of members of the Space Coast Area of Narcotics Anonymous.
2. The first responsibility of the Committee is to seek (3) bids for the development of the Convention Banner and present them to the Convention Committee for approval 90 days prior to convention.
3. The Committee shall identify vendors and merchandise items with proposed pricing and seek (3) bids to be presented to the Convention Committee for approval.

4. Companies who have for sale jewelry, recovery items shall be identified. Products such as tee shirts, coffee cups, etc. shall be considered for sale before and during the Convention. Three (3) bids shall be presented to the Convention Committee for approval.
5. Committee shall submit a complete summary regarding the ordering, pricing and shipping of the items recommended for sale before and at the Convention. The contacts of said vendors/companies shall be reviewed by the Committee 90 days prior to convention.
6. The Committee will review the bids of vendors and merchandise and select the three (3) most appropriate bids and present them to the Convention Committee for approval.
7. The Committee shall contact the Literature Chairperson of the Space Coast Area Service Committee and obtain an inventory of Narcotics Anonymous Literature for sale at the Convention. Sales from items will be provided to the Literature Chairperson of the Space Coast Area Service Committee.
8. The Committee shall attend all Convention fundraisers, Space Coast Area activities/events and as many other NA events as possible, to sell pre-convention merchandise.
9. The Committee shall provide all receipts and purchase orders along with a list of outstanding pre-convention inventory items to the Convention Committee at the monthly meetings.
10. Members handling merchandise and/or cash are assigned by the Merchandise Chairperson.
11. Anyone handling money must have at least (2) years clean time.
12. All money collected prior to the convention by the Committee will be turned over to the Treasurer.
13. If Preconvention T shirts are planned, deadline for design and order is 6 months prior to convention

MERCHANDISING SUBCOMMITTEE DUTIES & RESPONSIBILITIES DURING THE CONVENTION

1. Merchandising Chair is responsible for the storage of all items, in a secure place.
2. During the Convention, volunteers will be needed to man the tables in the merchandise room. Anyone handling money must have at least (2) years clean time.
3. Members working in the Merchandising room and handling cash during the convention are assigned by the Merchandise Chairperson.
4. The Committee Chair will assign two (2) Merchandise sales monitors per shift to monitor and sell items in Merchandise room.
5. Do not leave the Merchandise room unattended. Wait until the next person scheduled arrives. Contact the Merchandise Chairperson in ten minutes if that person fails to arrive to relieve you.
6. All Merchandise will be sold with cash, checks or money orders.
7. Sales receipts will be provided to all individuals who purchase merchandise and a copy will be kept with the Committee.
8. A "Do Not Accept Check Log" will be kept by the Committee. Committee shall review that check log before accepting any checks.
9. The Merchandising Chair will provide the receipts and money collected to the Treasurer at the end of each day of the Convention. They will count and sign off on all amounts collected.
10. On the final day, at the wrap-up meeting the Merchandising Chair shall submit a statement of the remaining inventory and a complete record of all financial transactions showing all purchases and sales. This report shall be given to the Treasurer and Convention Chair.
11. Merchandise Schedule Hours and Days of Operation:
 Will be at the discretion of the Merchandising Subcommittee. Room will be open 5pm Friday Evening and close Sunday at Noon. Closed during banquet and main speakers. Hours to be posted outside of merchandising room and submitted to convention subcommittee 1 week prior to convention, after input from programming subcommittee.

L. PROGRAMMING SUBCOMMITTEE GUIDELINES

Without a good program, the trouble and expense of putting on a convention isn't justified. The reports of the Programming Subcommittee should therefore be given appropriate attention.

1. The Programming subcommittee selects all speakers for functions, workshops, and meetings during the 1 (one) year planning period of the Convention. The members of the Programming Subcommittee select speakers, meeting chairs and others to help with the program/functions.
2. To schedule all events to take place during the Convention and prepare the written program to be distributed at attending members. They attempt to have a balance of workshops for newcomers, serviced-minded persons and spiritual discussions.
3. One of the main problems in scheduling, is the event of no-shows (people who don't call when they are unable to attend). The recommended procedure for speakers, chairpersons, readers, or anyone else involved in the program is to note somewhere on the program or the registration package that a check-in table will be set up. Include specific location and times. This way, all program participants can sign in, thus assuring the Programming Subcommittee that they are willing and able to fulfill their responsibilities. In the event of a no-show, the Programming Subcommittee should have a pool of members available from which to select replacements.
4. The qualification for participation on the program of an NA convention is membership in NA. A speaker or workshop chair at the convention shares his/her personal experience of recovery in Narcotics Anonymous. Potential speakers and program participants are people who base their recovery on powerlessness over addiction, identify themselves as addicts and attend NA meetings to sustain their recovery. These qualifications assure an NA member gets an NA Convention.
5. 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. It is important to keep in touch with speakers as the convention draws near and assist them in any possible to ensure their attendance.
6. The Programming Subcommittee will solicit 3 (three) bids from taping companies for the purpose of taping the Convention. The Convention Committee will select a taping company from the 3 submitted bids and the Programming Chair will sign the contract.
7. The Programming Subcommittee will post the names of the Marathon Chairperson by the Marathon meeting room.

PROGRAMMING CHAIRPERSON

DUTIES AND RESPONSIBILITIES

1. Hold monthly subcommittee meetings. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
2. Must present a budget to the Treasurer of all estimated subcommittee costs within thirty days of being elected.
3. Maintain the convention 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.
4. Inform the NA community of the opportunity to submit speaker tapes as well as the deadlines to be considered for the upcoming Convention.
5. 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.
6. Be in charge of setting up all speaker meetings, marathon meetings and workshops.

7. All speakers must be individuals who base their recovery on powerlessness over addiction, identify themselves as addicts, and attend NA meetings to sustain their recovery.
8. Be responsible for the taping of all speaker meetings, and workshops, always keeping within the Twelve Traditions of NA.
9. 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.

ALTERNATE PROGRAMMING CHAIRPERSON

1. **Requirements:**
 - a. Suggested minimum of one year clan,
 - b. Time and commitment to fulfill duties,
 - c. Working knowledge of the Twelve Steps, Twelve Tradition & Twelve Concepts of NA,
 - d. Desire to serve.
2. **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 Subcommittee 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 Programming Chairperson.

SPEAKER GUIDELINES AT THE CONVENTION

1. **MAIN SPEAKERS**
 - a. Main Speakers should include all speakers other than workshop speakers.
 - b. Must have minimum of 5 (five) consecutive years clean time.
 - c. Shall not have been a speaker at the Space Coast Area Convention of Narcotics Anonymous (SCACNA) within the last 3 (three) years.
 - d. If any accommodations are needed by the Main Speakers, said request must be presented to the Convention Committee by the Programming Subcommittee and put to a vote.
2. **READINGS AND SEATING**
 - a. The Convention Chair and members of the Convention Committee shall do the readings and clarification statement at the Main Speaker Meeting.
 - b. Those members who support the Convention financially by purchasing dinners shall be entitled to preferred seating at the Main Speaker meeting, as we encourage and value this necessary support for a successful Convention.

WORKSHOP SPEAKER

Workshops are held to satisfy the needs of our membership for information or discussion on specific topics and services related to NA. These workshops allow attending members to ask question, and learn about various aspects of the program and recovery.

1. Workshop speakers must be a member of Narcotics Anonymous and must have at least 3 (three) years clean, and can be a member of the Convention Committee.

MAIN/WORKSHOP CHAIRPERSON

1. Chairpersons must be a member of Narcotics Anonymous and must have at least 18 (eighteen) months clean, and can be a member of the Convention Committee.

MARATHON MEETING

1. The Marathon Meeting will be open with the Narcotics Anonymous readings, i.e. Who, What, Why, and 12 & 12.
2. Marathon meeting will start at the beginning of the Convention and remain open until the closing of the Convention.
3. Room is opened with a prayer at beginning of convention and closed with a prayer at end of convention with open format.

M. REGISTRATION SUBCOMMITTEE GUIDELINES

REGISTRATION CHAIRPERSON DUTIES:

The Registration Chair will prepare all registration package ideas, and propose them to the committee for approval. He/she will accept, process, and record all registrations. They will facilitate their subcommittee business meetings; coordinate with other subcommittees regarding activities and ideas, and present reports to the Convention Committee along with financial receipts for the Treasurer when applicable.

REGISTRATION ALTERNATE CHAIRPERSON DUTIES:

The Alternate Chair will assist the Chair in all ways, and fill in for the Chair in their absence at the SCACNA Committee meeting. This position includes the expectation of becoming the Registration Chair of the next convention year.

REGISTRATION COMMITTEE DUTIES AND RESPONSIBILITIES

1. Design a registration form, as well as determine the prices of registration, to be distributed 8 months prior to the Convention following approval of the Convention Committee:
 - a. Suggested items for registration forms: title and dates of Convention, Convention logo, location of event, pre-registration/registration prices and cut-off dates, committee members, contact info, PO Box, Registrants info- individual's name, address, telephone number, area, region, and clean date, and banquet information (if applicable). Also, a separate flyer for the internet should be created with trusted servant first names and last initials but without personal information on it. All contact information should be only the SCACNA email (scacna8@gmail.com) or our mailing address (PO Box 560515, Rockledge, FL 32956). Also check to see if helpline can put a recording on the answering options of helpline phone number.
 - b. Forms of payment that are acceptable, and must be recorded on the form are checks, money orders, and cash. (Do not mail cash). The bank requests we add to flyers and at payment points the following: 'Check Policy—we accept checks. For your convenience if your check is dishonored or returned for any reason, we will electronically debit your account for the amount of the check plus a processing fee of \$25'.
 - c. For registration form examples refer to registration archives.
2. Design a pre-registration form for the next year's Convention. The price (if a special rate) of early pre-registration should be established and approved by the Convention Committee.
3. Ensure that forms are produced and distributed throughout the fellowship as soon as possible.
 - a. A minimum order of 500 registration forms for the current Convention shall be purchased, printed and distributed.
 - b. A minimum of 100 registration forms for the next year's Convention shall be purchased, printed, and made available at the current year's Convention.
4. Provide registration forms for the Narcotics Anonymous Groups in the Space Coast Area, as well as SCA's RCMs for distribution at the Regional Committee meeting. Other recipients should include all known fellowship websites, WSO News Line, NA Way, and other interested groups or members of Narcotics Anonymous.

5. Establish a record system in which to document all registrants.
 - a. A record of registrants, banquets, clean time, area and state must be kept.
 - b. Records of non-addicts attending must also be recorded.
 - c. All registration forms should be saved for archives and not thrown away.
 - d. Go through the previous year's registration and create/update an email list. Email the new/current registration form to previous attendees.
6. Prepare a printed/written report once a month, and then weekly beginning 6 weeks prior to Convention, of registration status.
7. Select content for the registration packets.
 - a. Suggested items for registration packets: envelopes, badges, programs – (small sheets that include workshop/speaker times, locations, and topics), tickets when applicable, and small trinkets such as magnets, buttons, or pens, etc.
 - b. Bids for prices on these items should be solicited from at least three different vendors (and the registration committee will select from the 3 bids of items and present their recommendation to the CC) and approved by the Convention Committee.
 - c. Purchase extra (25 to 50) name tags and programs for lost & damaged items.
8. Attend all Convention fundraisers and provide registration services at the event.
9. Retain a list from the Treasurer of all individuals who have written bad checks to the Convention Committee in the past and not paid them. Checks will not be accepted from these individuals.
10. Prepare for the Convention by purchasing all supplies for the registration table, assembling packets, creating banquet tickets, and updating all pre-registration forms records.

SUGGESTED TIMELINE:

- 8 months before Convention: have flyers prepared and distributed
- 6 months before Convention: have recording system established.
- 4 months before Convention: have bids for registration items ready to be voted on by Committee members.
- 3 months before Convention: order said items.

NAWS and Regional Timeline:

Presently for NAWS:

ISSUE	SUBMIT EVENT INFO BY	FOR EVENTS TAKING PLACE
January	5 October	second week of January thru first week of April
April	5 January	second week of April thru first week of July
July	5 April	second week of July thru first week of October
October	5 July	second week of October thru first week of Jan.

In addition, NAWS will change roman numerals to Arabic numerals because the Arabic is more universally recognizable. NAWS only includes multi-day events on the calendar. Contact names and numbers given to NAWS will not be forwarded to other addicts, but will be for office informational use only.

REGISTRATION COMMITTEE DUTIES AND RESPONSIBILITIES AT THE CONVENTION

1. Set up two tables in hotel lobby or Convention designated area, and post signs stating services and hours.
 - a. Tables should be manned by at least 2 registration and or convention committee members during hours of operation.
 - b. A suggested shift for a volunteer is 2 hours.
 - c. New registrations shall be handled by a registration committee member.

- d. Volunteers handling money must have at least 2 years clean time.
2. Provide a list of all members who have pre-registered. Committee members shall check off each name as packets and badges are handed out. If free registrations were given out at fundraisers the individuals also need to be included on the pre-registration list. Registration is also responsible for letting the Convention Committee know about them.
3. Have the bad check list available for reference.
4. Record all new registrations, including indigents, received in recording system.
 - a. No member should be turned away.
 - b. Registration packets will be provided to newcomers who cannot afford to register.
 - c. Indigent packets must be made available for members who cannot afford to register. Ask these individuals if they could do some service for an hour or so, such as greet, chair a marathon meeting, etc. Guide them to the Chair or Alternate Chair of Hospitality for assistance.
5. Register members for next year's Convention either prices at the current year's pre-registration or special rate if approved by CC.
6. Work with the Hotel Liaison Committee to determine the number of banquet tickets sold, and provide that information to the hotel liaison for setting up and serving purposes.
7. Provide receipts and money collected to the Treasurer at the end of each day or at arranged times. They will count and sign off on all amounts and give a receipt.
8. Submit a full report of all expenditures, income, and inventory to the Treasurer and Committee Chairperson at the Convention wrap-up meeting. Have all of your receipts.

Suggested Registration Days and Hours of Operation:

Friday: 3:00pm – 11:30pm

Saturday: 8:00am – 11:30pm

Sunday: 9:00am – 10:00am

Article X – HANDLING COMMITTEE FUNDS

A convention celebrating recovery is an expensive undertaking, thus a large amount of funds will be changing hands throughout the process of planning, organizing, and producing the event. Stringent standards of accountability will be adhered to during the entire process. Documentation is the best way to resolve any possible conflicts involving NA funds; the more documentation that exists, the lower the chance of misappropriation. Documents shall include a BUDGET REQUEST FORM, and requests will be handled after the Treasurer's Report.

1. All funds received and paid will be verified and documented, with receipts.
2. All funds received will be accounted for, with at least two member of the Committee counting and verifying amounts received.
3. All funds will be kept secure, with a single point of accountability and up to date records.
4. Any member can request a full or partial audit of the Committee or a Subcommittee at any time during the process.
5. All documentation will be organized and concise.
6. A bank account will be maintained, with the Chair, Vice Chair, Secretary and Treasurer names and signatory cards on the account. Every year in November after new subcommittee chairs are elected, names will be changed on bank account by the end of November. One board member must accompany new Convention Chair, vice chair, treasurer and secretary to bank for transfer of names.
7. The NA TREASURER'S HANDBOOK will be a guide for record keeping.

8. All budgeted items or funds raised by members of the SCACNA or the Subcommittees must be turned in to the Treasurer or accounted for at the next regular SCACNA meeting following the fundraiser or event.
9. The Committee shall pay all monthly expenses first. Any remaining funds after clearing all debts, expenses and establishing seed money shall be deposited in the SCACNA bank account.
10. All budget motions are to be submitted separately from all other policy motions.
11. All decisions relating to funds of the Committee shall be made during the Committee meeting.
12. The outgoing Convention Committee is responsible to submit these 2 motions by the October ASC.
 - a. A motion for the starting budgeted funds (seed money) for the next year's Convention.
 - b. A motion for the next year's budget request to the Space Coast ASC.
13. All funds over and above the Starting Budget Funds that the Groups approve in November will be given to the Space Coast ASC Treasurer for deposit in the Space Coast ASC's bank account to finalize the end of that year's Convention.
14. In keeping with our responsibility in managing the area assets, a small storage unit shall be rented and the Chairperson and the Hospitality Chair shall have keys and maintain the unit.
15. Any funds collected in the name of SCACNA should be given to the treasurer regardless of check or cash, and not be deposited into personal checking accounts.
16. Those directly involved in raffles or contests ie: selling of tickets or SCACNA subcommittee members will be exempt from winning prizes.

Article XI – VENDORS AND SERVICES

A Convention celebrating recovery is a wonderful way to meet new people and open our minds to new ideas. It is also a social event with merchandise and special activities that involve inviting vendors and service providers to sell their wares. Merchandise will be NA and Recovery oriented. We will adhere to a process of bidding, and the bid process will require the Subcommittee responsible for the services to solicit 3 bids and then present those bids to the Committee to review and approve. All Subcommittees required to obtain bids will:

1. Solicit at least 3 bids from 3 separate entities, in a timely manner, providing vendors ample time to respond; all bids with the same month and day for the event. Those bids should be on company letterhead.
2. Review bids and report them to the Committee.
3. Remove themselves from any bid process in which they may find a conflict of interest will inhibit themselves from remaining objective.
4. All conflicts of interest will be reported in a timely manner.
5. Bids will be reviewed and approved based on the full merits of the proposals, not just on the financial implications. Quality of goods and services, previous experiences and references will carry as much weight as cost and possible financial gain.

Article XII – CONTINUITY OF THE COMMITTEE

Due to the timing of the Convention and the large amount of planning involved, The Committee will coordinate all SCACNA elections one month after the end of the current Convention and go into effect at October Convention meeting. (See Article VI, Elections, Section 14).

Article XIII – MEETINGS

SECTION 1

The regular meeting of the SCACNA Committee shall be held on the date, time and location determined by the Committee. Currently the Committee will meet on the second Sunday of the month beginning in October; in June meetings will be twice a month, then once a week the month prior to the Convention. Immediately following the Convention, a meeting will be held to close the business of the Convention.

SECTION 2

The Committee will resume monthly meetings from the date of the end of the Convention to deal with outstanding business, committee assessment, turn in all Committee documents and to set an agenda for the next Convention; and to elect new trusted servants. The Chair will be elected by the Space Coast Area Service Committee.

SECTION 3

All SCACNA Committee meetings shall be conducted using the approved business meeting format. All ad hoc Committee and Subcommittee reports shall be read at the monthly meetings. The meetings will close with the "We" version of the SERENITY PRAYER.

SECTION 4

All special committee meetings may be called by the SCACNA Chair or by request of the members of the Committee. They shall be restricted to the stated specific purpose, no other business shall be conducted, and they shall require a seven day notice to the members.

SECTION 5

A 2/3rd majority of eligible voting participants shall constitute the quorum.

SECTION 6

The Committee shall donate out of its budget to the facility the amount determined by the Committee for the space usage for the SCACNA Committee meetings.

Article XIV – STANDING COMMITTEES

SECTION 1

The SPACE COAST AREA CONVENTION OF NARCOTICS ANONYMOUS (SCACNA) Committee established subcommittees as necessary to perform certain duties. These committees shall include, but are not limited to: Arts & Graphics, Fundraising & Events, Hospitality, Hotel Liaison, Merchandising, Programming/Marathon, Registration, appointed Ad Hoc Committees and any other subcommittees which shall be deemed necessary to carry out the needs of the Committee.

- a. The Chair will be elected by the SPACE COAST AREA SERVICE COMMITTEE.
- b. All other SCACNA Officers, Subcommittee Chairpersons and Alternates shall be nominated and elected by the Committee.
- c. All Ad Hoc Committee Chairpersons shall be appointed by the Committee Chairperson or Acting Chairperson.

SECTION 2

All standing Subcommittees of the SCACNA shall comply with the duties assigned it by the Committee.

- a. All standing Subcommittees are to have records of all subcommittee meetings and activities. The records are to be saved for future use of the Subcommittees.
- b. All Subcommittees shall submit a written report at the regular SCACNA meeting.
- c. All SCACNA checks for Subcommittee use shall be made out to the Chairperson of the Subcommittee. Larger checks can be made out to the individual vendor(s).

Article XV – BUDGETS

The annual budget for each Subcommittee is as follows:

ITEM	US DOLLARS	TERMS
*Administration	\$1,300.00	Yearly
Arts & Graphics	375.00	Yearly
Fundraising	500.00	Yearly
Hospitality	500.00	Yearly
Hotel	7,865.00	Yearly
Merchandising	1,000.00	Yearly
Programming/Marathon	1,000.00	Yearly
Registration	<u>1,500.00</u>	Yearly
Total Budget	\$14,040.00	

*A budget was set up specifically for funds into Administration which will cover Treasurer, Secretarial and miscellaneous expenses not attributed to any specific subcommittee budgeted funds. Such expenses shall include, but are not limited to: storage unit, bank fees, USPS expense, copies, facility rent donation, funds to ASC, etc.

Article XVI – PARLIAMENTARY AUTHORITY

SECTION 1

The Committee will use modified ROBERT’S RULES OF ORDER as set forth from the Space Coast Area Committee (see final pages). The Committee will conduct its business in a manner conducive to unity and to foster respect for each of the members. For matters not covered by the adapted version, the current edition of ROBERT’S RULES OF ORDER, newly revised, shall be utilized to expedite the business of the Committee meetings; when they are applicable and are consistent with the TWELVE TRADITIONS OF NARCOTICS ANONYMOUS.

SECTION 2 – MOTIONS

All motions shall be submitted to the SCACNA Vice Chairperson in written form prior to the agenda of the NEW BUSINESS.

- a. The author of the motion shall be entitled to the floor to explain the purpose of and clarify the intent of the motion, if necessary.
- b. No motion other than working motions shall be accepted after the start of new business.
- c. All motions shall have a second by an elected member.
- d. All motions shall have intents.
- e. All anonymous motions shall be ruled out of order.
- f. Motions affecting policy; whether a policy amendment, policy change, or policy elimination must clearly state the page number, article number and the section number to which it pertains.

SECTION 3

At the discretion of the Chairperson or Acting Chairperson, discussion on any motion may be limited to two pros and two cons before being called to the floor for a vote.

SECTION 4 – PARLIAMENTARY PROCEDURES as adapted for the SCACNA Committee

MAIN MOTION: A main motion is a motion whose introduction brings business before the SCACNA Committee. Such a motion can only be made when no other motion is pending.

AMENDMENT: An amendment is a motion to modify the wording and within certain limits, the meaning of a pending motion: before the pending motion it is acted upon. An amendment must in some way involve the same question that is raised by the motion to which it applies. An amendment cannot introduce an independent motion. An amendment is debatable only if the motion to be amended is debatable.

MOTION TO TABLE: A motion to table may be applied only to a main motion that is pending. At the time a motion to table is made, intent is to be given. The motion to table is made for:

- a. To get further information.
- b. More pressing business to be dealt with.

A motion that is tables remains on the table until taken up by the Committee via a motion to do so, or until the close of the next Committee meeting. This motion is not intended to kill a main motion or suppress debate on it.

MOTION TO REFER TO COMMITTEE: When a motion to refer to committee is made, it is to send an item of business to a relatively small group of selected persons (a committee) so that a question may be carefully investigated and put into better condition for the Committee to consider. Unless specified, the issue will be brought up at the next SCACNA committee meeting, by the Committee.

MOTION TO RECONSIDER: A motion to reconsider is meant to bring an item that has already been dealt with back onto the floor. This is used to permit the correction of hasty, ill-advised, or erroneous action or to take into account new information or situations not considered when taking the original vote. Since this motion is not to be used for rehashing motions that an individual or minority was not pleased with the outcome; this motion can only be made by a voting member of the Committee who voted on the prevailing side or a member who spoke in debate to the prevailing side of the motion. After the end of the next SCACNA committee meeting, it would no longer be in order to reconsider a motion. No one may motion to reconsider a motion more than once.

UNANIMOUS CONSENT: This is a method that allows the SCACNA committee to move quickly through routine business of little importance. This is a less formal way of handling business and is an alternative to taking a vote on a motion. If the Chairperson senses no opposition to a motion, he/she will state that the motion is carried by unanimous consent, unless there is an objection. If there is no objection to this, the minutes will reflect that all of the voting members were in favor. If a member objects to this, the matter will go to a vote as prescribed for the motion.

WITHDRAWAL OR MODIFY: A request to withdraw or modify may be made by the maker of the original motion upon his acceptance of a suggestion from another member. After the motion is made, it belongs to the SCACNA Committee as a whole, and the maker must request the SCACNA Committee's permission. The Chair treats this as a unanimous consent matter; that is, if no one objects to this, the request is granted. If there is an objection, the Chairperson automatically puts the request to a vote which is not debatable.

MOTION TO CALL THE VOTE: A motion to call the vote must be seconded and allows for only one pro and one con. A 2/3rd majority is required to adopt this motion. The intent of this motion is to bring the original motion to a vote without any further amendment or debate. This motion is not to be made to suppress information, but rather to expedite the proceedings.

POINT OF INFORMATION: A point of information is a question to the Chairperson to obtain information concerning parliamentary procedure or the motion that is pending. This allows a member to ask a question, and is not to make a statement to give information.

POINT OF ORDER: When a member feels that rules, policy or guidelines of the SCACNA Committee are not being adhered to, he/she can make a "POINT OF ORDER" which, in effect, is asking the Chairperson to make a determination of whether or not the procedure the member is pointing out, is in fact, being violated. A point of order is not a method in which to dispute the accuracy or validity of another member's remark, but instead to bring to the attention of the Chairperson that a member feels proper procedure is not being followed.

SUSPEND THE RULES: A motion to "SUSPEND THE RULES" is made when a member of the SCACNA Committee would like to waive a certain SCACNA Committee procedure. The motion will include the rule to be suspended and the length of time to be suspended. The motion requires a second and a 2/3rd majority vote.

APPEAL THE DECISION OF THE CHAIR: By electing the SCACNA Committee Chairperson, the Committee delegates to him/her the authority and duty to make necessary rulings on questions of parliamentary procedures. But any two members have the right to appeal the decision on said question. By one member making the appeal and another seconding it, the question is taken from the Chair and given to the Committee for final decision. The Chairperson shall speak con to the appeal and the maker of the appeal shall speak pro to the appeal; not to exceed one minute each.

Article XVII – HANDLING THEFT OF NA FUNDS

SECTION 1

In the case of theft of NA funds the Committee shall review BULLETIN #30 produced by the WORLD SERVICE OFFICE before making any decision as a whole. www.na.org

Article XVIII – AMENDMENTS TO GUIDELINES

SECTION 1

The SCACNA GUIDELINES maybe amended by a 2/3rd majority vote at the regular Committee meeting provided the amendment has been submitted to the Committee in the form of a written motion.

SECTION 2 – QUICK GRID

Motion	2nd Required	Debatable	Amendable	Vote Required	In order with other motion on the floor
Main Motion	Yes	2 Pro/ 2 Con	Yes	Majority *2/3rd	No
Amendment	Yes	2 Pro/ 2 Con	No	Majority	Yes 2
Refer to Committee	Yes	1 Pro/ 1 Con	Yes	Majority	Yes 1
Refer to Groups	Yes	1 Pro/ 1 Con	Yes	Majority	Yes 1
Call to Vote	Yes	1 Pro/ 1 Con	No	2/3rd	Yes 4
Table	Yes	1 Pro/ 1 Con	No	Majority	Yes
Recess	Yes	No	No	Majority	No
Adjourn	Yes	2 Pro/ 2 Con	No	Majority	Yes
Point of Order	No	No	No	None	Yes
Appeal Decision of the Chair	Yes	1 Pro/ 1 Con	No	Majority	Yes 3
Suspend the Rules	Yes	No	Yes	2/3rd	No
Point of Information	No	No	No	None	Yes
Reconsider	Yes	2 Pro/ 2 Con	No	2/3rd	No 2
Take from the Table	Yes	1 Pro/ 1 Con	No	Majority	No 1

1. If passed, 2 pros and 2 cons for information only
2. Debatable only if motion to be amended is debatable
3. Chair speaks con, maker of appeal speaks pro, one minute time limit each
4. May not be made to suppress reasonable debate
- *. 2/3rd vote if it is a matter of policy

SUGGESTED CONVENTION TIMELINE

<u>OCTOBER</u>	<u>NOVEMBER</u>	<u>DECEMBER</u>	<u>JANUARY</u>	<u>FEBRUARY</u>	<u>MARCH</u>
<p><u>2 ASC motions Due</u> Seed money Total Budget Request</p> <p><u>ASC Election of New Convention Subcommittee Chair</u></p>	<p>P-Present a budget to treasurer, Submit inventory of speaker tapes <u>30 days after being elected and 30 days prior to convention</u></p>	<p>R-Design and Distribute convention registration form, <u>8 months prior to convention</u></p>		<p>R-Establish recording system for registrations, <u>6 months prior to convention</u></p> <p>M-Precon T-shirts designed and ordered <u>6 Months prior to convention</u></p>	
<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>
<p>R-Present 3 bids for Registration packets to be voted on by committee <u>4 months prior to convention</u></p>	<p>P-<u>90 days prior to convention</u>, submit convention agenda for approval</p> <p>R-Order Registration packets, <u>3 months prior to convention</u></p> <p>M-Vendor bids due to convention committee <u>90 days prior to convention</u></p>	<p>C- Committee will begin meeting <u>2 x month</u></p>	<p>HL-<u>30 days before convention</u>-Banquet menu presentation for approval</p> <p>C-Committee will begin meeting every week for <u>1 month prior to convention</u></p>	<p style="text-align: center;"><u>CONVENTION</u></p> <p>C- Wrap up meeting 2pm, after convention</p>	<p><u>Nomination at ASC of New Convention Chair & all positions at convention subcommittee mtg</u></p> <p>T- Prepares the annual reconciliation of all SCACNA monies <u>within 30 days following the close of the convention</u>, and turns in all records, monies and the check book.</p> <p>C- Return of Funds over and above \$8,600.00 to ASC</p>

HL-Hotel Liaison, P-Programming, R-Registration, C-Chair, T-Treasurer, M-Merchandising