

HACNA GUIDELINES

- I. This body shall be known as the Houston Area Convention Committee of Narcotics Anonymous and shall operate as a subcommittee of the Houston Area Services Committee.

II. PURPOSE

To coordinate and conduct a bi-annual Houston Area Convention by members of Narcotics Anonymous to bring our membership together in the celebration of recovery and unity. Meetings, workshops, marathon meetings and other activities are scheduled to encourage our unity and fellowship among our members. Because services committees of Narcotics Anonymous sponsor conventions, they shall always conform to the N.A. principles and reflect our primary purpose to carry the message to the addict who still suffers.

III. MEMBERSHIP

Any member of Narcotics Anonymous may participate on the Convention Committee.

IV. VOTING PRIVILEGES

- A. Any member present at the first meeting of the convention year has full voting privileges.
- B. Any member joining after the first meeting of the New Year must attend two consecutive convention subcommittee meetings to obtain voting privileges, i.e. you're eligible to vote at your second consecutive meeting.
- C. Any member of the Convention Committee who is absent two consecutive meetings will be considered inactive for voting purposes at the roll call of the third meeting. They may regain their voting privileges after attending two consecutive meetings. The sign-in sheet shall determine voting membership. It is each member's responsibility to sign in on the sign-in sheet at each meeting.
- D. Should a member miss four meetings throughout the year, they will be considered inactive for voting purposes for the year. If an Executive Member or a Subcommittee Facilitator misses four meetings throughout the year, based on the sign-in sheet, they will be asked to step down from their position.
- E. Convention Committee meetings are held on the second Sunday of each month except two months prior to the convention, when they will be called as needed.
- F. Convention year ends after the Inventory and reconciliation of all books.
- G. There will be one Post Convention Committee meeting to turn in final reports and make recommendations for the following year.
- H. The first meeting of the new convention year will be held the month following the Inventory and Elections will be held.
- I. The HACNA Convention Committee will operate under consensus based decision making process.

V. ELECTIONS

- A. Elections for convention chair will be held at AUG ASC eighteen months prior to the next convention.
- B. All Nominees must meet guideline requirements.
- C. Anyone who steals N.A. funds, assets or assists in that theft: misrepresents or misappropriates the N.A. name for personal gain or for the gain of any associate, is automatically ineligible for any Convention Committee position for five years.
- D. No two persons in the same household or immediate family/relationship shall have the authority to sign on the same bank account.
- E. Elections are held the last meeting of the convention year, except for the chair.

VI. EXECUTIVE BODY

- A. The Executive Body shall consist of Facilitator, Co-Facilitator, Treasurer, and Recorder. All Executive Body trusted servants must be active voting members in good standing. Executive trusted servants' duties begin at the first Convention Committee meeting, with the exception of the newly elected Treasurer. The outgoing Treasurer shall work with the current Treasurer until the finalization of the prior convention's Treasurer's report.
- B. Members of the ASC executive committee cannot hold an executive position on the Convention Committee.
- C. Due to the nature of an executive position, a 24-hour attendance at the convention will be required.
- D. Qualifications for Executive Committee shall be:
 - 1. Facilitator-Minimum 7 years clean time, previous convention experience strongly recommended.
 - 2. Co-Facilitator-Minimum 7 years clean time.
 - 3. Treasurer-Minimum 5 years clean time.
 - 4. Recorder-Minimum 2 years clean time.
- E. Duties of Committee Officers:
 - 1. Facilitator**
 - a. Presides over all Convention Committee meetings.
 - b. Prepares an agenda.
 - c. Insures that Committee members are informed of any sudden changes in meeting time/location.
 - d. Is a co-signer on the Convention Committee bank account.
 - e. Can vote only in the case of a tie.
 - f. Is the primary person between Convention Committee and hotel liaison.
 - g. Shall attend all meetings pertaining to the Area Service Committee meetings.
 - h. Shall supply a written updated progress report including financial and bank statements at each ASC.

- i. Shall receive and be knowledgeable to all contracts related to the HACNA.
- j. Shall be party to all decisions made.
- k. Acts as or appoints Site Coordinator.
- l. Shall serve no more than one term within a ten-year period.
- m. Submits written report along with oral report to Recorder for accuracy in minutes.

2. Co-Facilitator

- a. Will assume the responsibility of the Facilitator in the event of their absence.
- b. Assists Facilitator in overall coordination.
- c. Is a co-signer on the Convention Committee bank account.
- d. Maintains direct contact with Subcommittee Facilitator.
- e. Shall be aware of all operational procedures of Subcommittee requirements and deadlines, and offer input when necessary.
- f. May attend Committee meetings, for input only.
- g. Will attend any meeting pertaining to the Area Service Committee in absence of the Facilitator or as needed.
- h. Shall receive copies and be knowledgeable to all contracts related to the HASCONA.
- i. Submits written report along with oral report to Recorder for accuracy in minutes.

3. Treasurer

- a. *Will be responsible to open a Post Office Box that is geographically convenient and pick up all pre-registrations, correspondence and bank statements arranging for a duplicate bank statements sent to convention PO box. (All checks will be recorded and deposited, and the registrations forwarded to the Registration Facilitator.)*
- b. *Will keep a running tally of all pre-registrations: banquet, breakfast and entertainment tickets and any pre-sale merchandise that is purchased.*
- c. *Will coordinate that new signature cards are filled out with the appropriate signatures and returned to the bank. Signers on the accounts should consist of Executive Committee members.*
- d. *Shall give copies of contracts and invoices to appropriate Subcommittee Facilitators and Recorder.*
- e. *Will be responsible for issuing any checks that are required to help facilitate the convention.*
- f. *Will keep accurate journal of checks that have been issued and be certain that they are categorized for the appropriate subcommittee, thus monitoring their individual budgets.*
- g. *Will see to it that all checks written have the proper receipts and are accompanied by a check request filled out with the proper information.*
- h. *Will provide the Convention Committee with a monthly cash flow statement accompanied with the current back statement.*
- i. *Will present all financial invoices and contracts to the Convention Committee for their review, signature, and recommendations.*
- j. *Will coordinate all on-site duties pertaining to cash pickup, counting, depositing, and record keeping.*

- k. Will make all deposits under escort during the convention.*
- l. Will provide the Convention Committee with a final report detailing all financial activity throughout the year within 30 days of the close of convention.*
- m. May not be a payee and signer of any other checking Account.*
- n. Will utilize hand receipts throughout the year and during the convention for all money reimbursements.*
- o. During the convention, will count all monies with Facilitator or Co-Facilitator in the presence of HACNA co treas..*

4. Recorder

- a. Shall record minutes, make copies and distribute them at all Convention Committee meetings.*
- b. Shall maintain records and minutes for the year.*
- c. Handles all correspondence as directed by the Facilitator*
- d. Shall maintain an active voting member list (Xerox copy of the actual sign-in sheet and attach to the minutes.)*

VIII. OPERATIONAL POLICIES

- A. Members of the HACNA executive committee cannot hold an executive position on the ASC Executive Committee.
- B. All committee members are required to participate on a subcommittee and on site.
- C. All contracts and invoices of any kind shall be given in duplicate to the Facilitator, Co-Facilitator, Recorder, and Treasurer.
- D. No member of the Convention Committee; or any relations thereof, either business or personal: or any person related to, either through blood or marriage, shall submit bids or secure contracts to provide services to be performed at or prior to the Houston Area Convention, without prior disclosure to and approval by the Convention Committee.
- F. It is suggested that in accordance with the spiritual principle of rotation, members periodically work on different committees to enrich their own experience and to strengthen the committee as a whole.
- G. Registration packets to be assembled ten days prior too HACNA.
- H. No cash payments will be made to any vendor, contractor or committee member.
- I. All HACNA Committee meetings will be non-smoking.

IX. SUBCOMMITTEES

A. Qualifications for Subcommittee Facilitators shall be:

- Registration-Minimum 5 years clean time.
- Entertainment-Minimum 3 years clean time.
- Hotel, Hospitality, & Transportation (H, H, & T)-Minimum 5 years clean time.
- Programming-Minimum 5 years clean time.
- Merchandise-Minimum 5 years clean time.
- Arts & Graphics-Minimum 3 years clean time. *2 yrs*
- Serenity Keepers-Minimum 1 years clean time.
- Decorations-Minimum 6 months clean time.
- Fundraising-Minimum 5 years clean time.
- Special Services-Minimum 90 days clean time.
- Convention Information- 2 years clean time.
- H & I - 2 years clean time.
- Policy - 2 years clean time.
- Historical Perspectives - 1 year clean time.

B. Qualifications for Subcommittee Co-Facilitators shall be:

- Registration-Minimum 5 years clean time.
- Entertainment-Minimum 3 years clean time.
- Hotel, Hospitality, & Transportation (H, H, & T)-Minimum 5 years clean time.
- Programming-Minimum 5 years clean time.
- Merchandise-Minimum 5 years clean time.
- Arts & Graphics-Minimum 3 years clean time.
- Serenity Keepers-Minimum 1 years clean time.
- Decorations-Minimum 3 months clean time.
- Fundraising-Minimum 4 years clean time.
- Special Services-Minimum 30 days clean time.
- Convention Information- 1 years clean time.
- H & I - 1 years clean time.
- Policy - 1 years clean time.
- Historical Perspectives - 6 months clean time.

C. Duties of All Subcommittee Facilitators:

- 1. To have a projected itemized budget by the fourth meeting of the Convention year.**
- 2. Three bids must be received in writing for monetary expenditure for products over five hundred dollars (\$500).**
3. Provides a written and final, use and functional financial plan to all members of the

- Executive Committee, 60 days prior to the convention.
4. Submit a written recap report after the convention, inventorying the strengths and weaknesses, to be put in archives (one copy) and provide a second copy to the following years Subcommittee Facilitator for future use.
 5. Mandatory attendance in all site walk-through.
 6. Participates in executive called meetings as directed by Facilitator.
 7. In the event of an emergency, the Subcommittee Facilitator is responsible to make arrangements with the Co-Facilitator or Subcommittee Representative to be present.
 8. Must read and be familiar with all contracts pertaining to their subcommittee.
 9. Copy and distribute all contracts generated by their subcommittee to all members of the Executive Committee.
 10. To set on-site hourly work schedule for all subcommittee members. To be submitted to Convention Facilitator 30 days prior to the convention.
 11. To determine signs and other on-site needs, and submit to appropriate subcommittees 30 days prior to the convention.
 12. Submit written report along with oral report to Recorder for accuracy in recordings.
 13. Communication between Facilitator and Co-Facilitators important for unity, continuity and to the common welfare.
 14. All money collected must be turned over to HACNA Treasurer within 72 Hours of receipt.
 15. Mandatory 24 Hour attendance during the HACNA Convention.

A. Registration Facilitator:

1. Coordinates subcommittee meetings.
2. Communicates to HACNA Committee.
3. Coordinates duties of subcommittee, which includes but are not limited:
 - a. *Processing all registrations.*
 - b. *Working in conjunction with the Treasurer to receive registrations in a timely manner and resolves any discrepancies between check amount and registration form.*
 - c. *Cash register training.*
 - d. *Coordinating a money drop policy with the Treasurer Works in conjunction with the Treasurer in programming registers prior to the convention; Responsible for cash register training during the convention.*
4. Keeps a running tally of registrations, banquet ticket sales, and any other ticket sales.

B. Entertainment Facilitator:

1. Coordinates subcommittee meetings communicates with Sub-Committee, Co-Facilitator.
2. Communicates to HACNA Committees.
3. Coordinates duties of subcommittee, which include but are not limited to:
 - a. *Establishes types of entertainment to be provided.*
 - b. *Actively seek out and procure entertainers and vendors.*
 - c. *Coordinate and staff on-site entertainment and activities.*
 - d. *Works in conjunction with Treasurer on all paid events.*

- e. *Works in conjunction with Program and Serenity Keepers on suggestion and space allocation.*

C. Hotel, Hospitality, Transportation Facilitator:

1. Coordinates subcommittee meetings communicate with Sub-Committee, and Co-Facilitator.
2. Communicates to HACNA Committee.
3. Coordinates duties of subcommittee, which include but are not limited to:
 - a. *Responsible for selecting the host hotel for the convention and ensuring that the hotel contract serves the best interests of HACNA.*
 - b. *Serves as the sole liaison between the selected convention hotel and the convention committee from the date the contract is signed until the final closing with the hotel at the end of the convention.*
 - c. *Establishes volunteer or group sign-up sheet and coordinating those volunteer duties.*
 - d. *Responsible for staffing Hospitality Room for duration of convention and purchasing supplies for Hospitality Room if needed.*

D. Merchandise Facilitator:

1. Coordinates subcommittee meetings communicate with Co-Facilitator.
2. Communicates to HACNA Committee.
3. Coordinates duties of subcommittee, which include but are not limited to:
 - a. *To obtain, provide and sell appropriate Narcotics Anonymous merchandise at convention site.*
 - b. *Submitting all final contracts to Facilitator for approval, copies to be distributed to the Executive Committee.*
 - c. *Promptly submitting all invoices to convention Treasurer.*
 - d. *Arrange merchandise delivery 30 days prior to convention date.*
 - e. *Arrange inventory of all merchandise 21 days prior to convention, and provide a written report to Executive Committee.*
 - f. *Securing Merchandise Room every night during the convention.*
 - g. *Coordinating a money drop policy with the Treasurer.*
4. Responsible for cash register training prior to convention.
5. Responsible for cash register during the convention.
6. Submits a written report at each correction committee meet.

E. Programming Facilitator:

1. Coordinates subcommittee meetings communicate with Co-Facilitator.
2. Communicates to HACNA Committee.
3. Must supervise all meeting Facilitator selections.
4. Must submit expenditures to HACNA, when appropriate, for approval.
5. Personally contacts all selected speakers and Facilitators of meetings.
 - a. *Confirms room, registration and travel arrangements for selected speakers*
 - b. *Determines special needs of convention (physically impaired, etc.)*
6. Coordinates duties of subcommittee.
7. Coordinates and submits contracts for hearing-impaired linguists as well as Bilinguals needs
8. Coordinates with all subcommittee Facilitators to create the convention's program.
 - a. *selects a vendor to print the convention's program and provides three bids to the committee for selection.*
9. selects the audio recording vendor to record all workshops and main meeting events (*provides 3 bids to the committee for selection*)

F. Serenity Keepers Facilitators:

1. Coordinates subcommittee meetings communicate to Co-Facilitator.
2. Communicates to HACNA Committee.
3. Coordinates and suggest duties of subcommittee, which include but are not limited to:
 - a. *Provides support to all other subcommittees*
 - b. *Submits expenditures to HACNA Committee for approval.*
 - c. *Provides liaisons for all subcommittees on-site as needed.*
 - d. *Is one of the major liaisons for on-site money drops and escorts (Facilitators Only) Convention Facilitator to secure counting room if needed.*
 - e. *Coordinates work schedules so that the Serenity Keeper Committee is available at all times during the convention.*
 - f. *Greets all participants and helps to coordinate the flow of registrants picking up pre-registration packets and those needing to register.*
 - g. *Helps to maintain orderly conduct and acts as on-site security during the convention*
 - h. *Liaison with Hotel Security During Convention in case their services or needed.*

G. Arts & Graphics Facilitator:

1. Coordinates subcommittee meetings communicate with Co-Facilitator.
2. Communicates to HACNA Committee.
3. Responsible for artwork and logo submitted to committee for approval.
4. Responsible for all printed art on matter pertaining to convention, (i.e., tickets signs, fliers, registration forms, banner, programs, on-site signs, etc.)
5. Responsible for setting and implementing deadlines for artwork and logo by third convention meeting of current year.

H. Registration Facilitator:

1. Coordinates subcommittee and communication with Co-Facilitator.
2. Preconvention Duties.
 - a. *To process all registration for the convention.*
 - b. *Responsible for putting together registration package.*
 - c. *To receive all registration mail from Convention Treasurer.*
 - d. *Mandatory training for the committee members whom will work cash registrations.*
3. On-Site
 - a. *Only Registration committee members shall operate cash registers on-site.*
 - b. *All paid event tickets (banquet, entertainment, etc) are to be numbered and distributed among registers as needed by Registration Facilitator and Co-Facilitator.*
 - c. *Is responsible for the numbering and distribution of all Newcomer packets.*
 - d. *Is responsible for the cumulative clean time and state/country recognition to be given to Facilitator for clean time count down.*

I. Serenity Keepers Facilitator:

1. Pre-Convention
 - a. *Subcommittee liaisons report back to Serenity Keepers to coordinate needs and activities of all subcommittees.*
 - b. *Meets on monthly basis when liaisons can be present.*
 - c. *Assists and directs loading and unloading of trucks.*
 - d. *Notify Arts & Graphics of signs needed (notifications, directional, crowd control.)*
 - e. *Obtain bids and contract for all communication equipment.(Walkie Talkie Radios)*
2. On-Site
 - a. *Responsible for crowd control.*

- b. Responsible for security.*
- c. Responsible for coordination of volunteers.*
- d. Responsible for hanging banners.*
- e. Assists in placement of signs.*
- f. Assists all subcommittees as needed.*
- g. Assists and directs loading and unloading of trucks (if needed).*
- h. Responsible for all communication equipment Sign In and Out Sheet.*
- i. Responsible for keeping batteries charged.*

J. Responsibilities of Programming Facilitator:

1. Pre-Convention

- a. Set number of meetings.*
- b. Prepare schedule of meetings.*
- c. Prepare necessary flyers for Program Committee (speaker tapes, English and Spanish) by second meeting.*
- d. Program must be completed 90 days prior to convention including notification of speakers, and Facilitators to go to print.*
- e. Notify Arts & Graphics of signs needed*
- f. Solicit bids from taping company (three required).*
- g. Solicit bids from persons to do sign language (three required).*
- h. Make arrangements that out of town speakers have necessary transportation to and from convention site with H., H., & T. Facilitator.*

2. On-Site

- a. Insure that main speakers have been walked through registration and walked through hotel registration.*
- b. Insure that main speakers are on Convention Main Account and that their lodging has been set for the duration of convention with Treasurer.*
- c. Works in conjunction with Serenity Keepers in welcoming speakers.*
- d. Start scheduled meetings on time.*
- e. Work closely with the chosen taping company while on-site.*
- f. Works closely with interpreters and linguist for main speakers.*

3. Meeting Facilitator Selections

- a. Representatives from the groups within Narcotics Anonymous will be selected as Meeting Facilitators.*
- b. Meeting Facilitators must have a minimum of 1 years clean time, be active members of Narcotics Anonymous with a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.*
- c. No member of the Convention Committee may be a workshop Facilitator or speaker at the Convention.*

4. Main Speaker Selection:

- a. Main speakers shall be active members of Narcotics Anonymous with a minimum of 5 years clean time and a working knowledge of the Twelve Steps and Twelve Traditions, carrying a message of recovery.*
- b. All main speaker candidates must submit a tape to qualify as a main speaker.*
- c. No speaker shall be a member of the Convention Committee.*
- d. No speaker shall repeat as a main speaker within 5 years.*
- e. Main speakers and or alternative main speakers shall get lodging and a complete convention registration package. Airfare can be provided if funds are available but it is advised to see if the main speaker can come in on their own.*
- f. Main meetings are defined as Friday night opening speaker meeting, Saturday night speaker meeting and Sunday morning speaker meeting. No other convention participants will get lodging or a free convention package.*

K. Duties of Hospitality Facilitator:

1. Pre-Convention

- a. To plan and coordinate Hospitality Room for the Annual Houston Area Convention.*
- b. Enlisting volunteers by means of sign up sheets distributed throughout the area.*
- c. Calling the volunteers and setting up time slots convenient to the volunteers, (2 hours or more at a time).*

2. On-Site

- a. Setting up the Hospitality Room on-site. Overseeing the room throughout the Convention. Cleaning the room at the conclusion of each night and the conclusion of the convention.*
- b. Maintains the volunteer sign up sheet and manages the Hospitality Room.*

M. Duties of Arts & Graphics Committee:

1. Pre-Convention

- a. Coordinates subcommittee meetings.*
- b. Communicates to HACNA Committee.*
- c. Responsible for approving 3-5 samples of artwork to be brought to the Convention Committee for final selection of theme and logo.*
- d. Responsible for seeing that final artwork and logo are camera ready and distributed to appropriate subcommittees by at least 5 months prior to convention.*

- e. Responsible for all printed matter pertaining to convention (i.e. tickets, signs, fliers, registration forms, banner, program, on-site signs, etc.)*

2. On-Site

- a. Responsible for last minute signs.*
- b. Delivers signs to various rooms*
- c. Works in conjunction with all subcommittees on-site.*
- d. Responsible for handling signs.*

P. Duties of Merchandise Facilitator:

1. Pre-Convention

- a. Selects merchandise to be sold for Convention year.*
- b. Selects vendor through 3 bids submitted.*
- c. Determine pricing of merchandise.*
- d. Determine hours of operation.*
- e. Mandatory training for Convention members working cash registers.*
- f. Inventory all merchandise 30 days prior to convention.*
- g. Make on-site inspection of merchandise selling facility at hotel to establish the needs of this committee during the convention.*

2. On-Site

- a. Inventory all merchandise in merchandise room prior to opening convention.*
- b. Setting up Merchandise Room.*
- c. Tear down Merchandise Room and re-inventory remaining merchandise at close of convention.*
- d. Box and arrange to transport to storage remaining merchandise.*
- e. Coordinate and communicate with other committees.*
- f. If approved beforehand, helping other areas find space to set up to sell their merchandise at the Sunday Alternative Store.*

Q. Duties of Entertainment Facilitator:

1. Pre-Convention

- a. Conduct monthly business meetings and additional meetings as required.*
- b. Establish types of entertainment to be provided.*
- c. Actively seek out and procure entertainers.*
- d. Coordinate and staff on-site entertainment and activities.*
- e. Coordinates all necessary power sources, lighting needs and audio equipment with hotel liaison.*

2. On-Site

- a. *Responsible for accommodating entertainers, back stage preparations, ticket taking and being stationed at door during dances and paid events.*
- b. *Minimum 2 subcommittee members should be present at each entertainment function.*
- c. *Works in conjunction with Serenity Keepers and ensures that money drops are in accordance with guidelines.*
- d. *If there are no on-site duties regarding entertainment, report to Co-Facilitator or Facilitator for duties.*

R. Decorations

- A. Set up table decorations and table favors for banquet.
- B. Organized Volunteers to Decorate, Ballroom for meetings, and speaker podium.
- C. Organize a Committee to help decorate fund raisers thru out the year.

This policy may be amended only by the HACNA service committee.

There are two types of amendments:

- 1. Permanent amendments - amendments that will be passed on to the next convention.**
- 2. Amendments for that particular year - amendments that are for that particular convention to give areas some flexibility with area approval.**
- 3. All Amendments must be on the agenda or will be considered the next ASC.**