

**Seattle International Narcotics Anonymous  
Convention Committee Guidelines  
(04/17/2008)**

**1. Charter**

- 1.1 This body shall be known as the Seattle International Narcotics Anonymous Convention Committee (SINACC) and shall operate as a Subcommittee of the Seattle Area Service Committee (SASC).

**2. Purpose**

- 2.1 To coordinate and conduct an annual NA Convention in the City of Seattle with participation from NA members in the Seattle and outlying Areas to bring our membership together in a celebration of recovery. Meetings, workshops, and other activities are scheduled to encourage unity and fellowship among our members.

**3. Membership**

- 3.1 Any member of Narcotics Anonymous may participate on the Convention Committee.
- 3.2 Willingness to give the time and resources necessary, ability to exercise patience and tolerance, and active participation in Narcotics Anonymous is required.
- 3.3 All Convention Committee voting members are required to participate on a Subcommittee during the event if they are not on the Executive Committee or a Subcommittee prior to the convention.

**4. Meeting/Voting Privileges**

- 4.1 Convention Committee meetings are held monthly, except two months prior to the convention when they will be called as needed.
- 4.2 Any member joining the committee at the first meeting of the convention year has voting privileges. Following that meeting, a member must attend two consecutive meetings to obtain voting privileges, which shall be determined by the sign-in sheet (i.e. you are eligible to vote at your second consecutive meeting). This requirement can be waived at any meeting by a 2/3 vote of voting members present.
- 4.3 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 subsequently attending two consecutive meetings.
- 4.4 SINACC voting members registered at the convention shall receive "Committee Member Badges". All other Subcommittee members and volunteers shall receive "Volunteer Ribbons".

**5. Elections**

- 5.1 Only SINACC voting members have a vote at any elections. Chairperson may vote in elections only. If a tie occurs a revote will be required.
- 5.2 All nominees must meet guideline requirements. Guidelines may be waived in the case of no qualified nominee. A 2/3 vote of members present is required to waive guidelines.

**Seattle International Narcotics Anonymous**  
**Convention Committee Guidelines**  
**(04/17/2008)**

- 5.3 All nominees must be present to be nominated and must be present during elections.
- 5.4 It is suggested members periodically work on different committees to enrich their own experience and to strengthen the committee as a whole.
- 5.5 Nominations shall be held at both the last convention meeting prior to the convention and at the closing meeting of the convention year.
- 5.6 Elections shall be held at the closing meeting of the convention year.

**6. Executive Committee**

- 6.1 The Executive Committee (EC) shall consist of the Chairperson, Vice Chairperson, Treasurer, Vice Treasurer, Secretary, SASC Liaison, Records and Archives Keeper, Operations Chairperson, Operations Vice Chairperson, and the Negotiations Committee. EC trusted servant's duties begin at their 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 Treasurer's report.
- 6.2 Qualifications for Executive Committee;
  - 6.2.1 A minimum of five (5) years clean time
  - 6.2.2 Working knowledge of the 12 Steps and 12 Traditions, and knowledge of the 12 Concepts of NA Service
  - 6.2.3 Owing to the nature of the position, EC members are expected to be on-site during the convention.

**6.3 Duties of Executive Committee Officers:**

**6.3.1 Chairperson**

- A. Presides over all Negotiations/Convention Committee meetings, and delegates major tasks to specific subcommittees as necessary.
- B. Prepares a written agenda for the meetings.
- C. Ensures that Committee members are informed of any changes in meeting time/location.
- D. Creates and distributes a Timeline to the Executive Committee and all Subcommittee chairpersons.
- E. Is the secondary contact person between Convention Committee and convention-site administrator/hotel staff.
- F. Supplies reports to all subcommittees as needed.
- G. Shall receive a copy and be knowledgeable of the terms of all contracts related to SINACC.
- H. Shall be party to all decisions made by the Convention Committee.
- I. Works with Operations chairperson as liaison between convention site facilities/hotel staff and Convention Committee
- J. Submits written report at each meeting for inclusion in the minutes.

**Seattle International Narcotics Anonymous**  
**Convention Committee Guidelines**  
**(04/17/2008)**

- K. Shall preside over final money count at convention site.
- L. Shall distribute "All Access Badges" as required.
- M. Creates two (2) binders with all information concerning Chairperson position (i.e. contracts, budget, invoices, etc.) - one to be given to Records and Archives keeper and one to the new Chairperson at the last meeting of the convention year.
- N. Shall continue to be available to assist the new Chairperson as requested.

**6.3.2 Vice Chairperson**

- A. Shall assume the responsibility duties of the Chairperson in the event of their absence or if the Chairperson steps down from their position.
- B. Assists Chairperson in overall coordination.
- C. Maintains direct contact with all Subcommittee chairpersons in an effort to coordinate all necessary communication between subcommittees and/or the Convention committee.
- D. Shall be aware of all operational procedures, requirements, and deadlines of Subcommittees and offer input when necessary.
- E. Shall attend the ASC and any meeting pertaining to Convention Committee as needed.
- F. Shall be knowledgeable of the terms of all contracts related to SINACC.
- G. Submits written report at each meeting for inclusion in the minutes.
- H. Shall distribute "All Access Badges" as required.
- I. Shall attend all Negotiations Committee meetings.
- J. Shall assume the responsibility of a vacant Executive Committee or Subcommittee chairperson position per a request by SINACC.
- K. Creates two (2) binders with all information concerning Vice Chairperson position (i.e. contracts, budget, invoices, etc.) - one to be given to Records and Archives Keeper and one to the new Vice Chairperson at the last meeting of the Convention year.
- L. Shall continue to be available to assist the new Vice Chairperson as requested.

**6.3.3 Treasurer**

- A. Shall be responsible to open a Post Office Box that is geographically convenient and pick up all pre-registrations and correspondence. All checks will be recorded and deposited and the registrations forwarded to the Registration chairperson. Any other correspondence shall be distributed at the monthly SINACC meeting.
- B. Shall keep a running tally of all pre-registrations, banquet, breakfast, and/or entertainment tickets and any pre-sale merchandise items that are purchased. Monthly, shall reconcile the tally against the Registration subcommittee's records.

**Seattle International Narcotics Anonymous**  
**Convention Committee Guidelines**  
**(04/17/2008)**

- C. Shall give copies of contracts and invoices to appropriate Subcommittee chairpersons.
- D. Shall be responsible for requesting any checks that are required to help facilitate the convention.
- E. Shall 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. A copy will be made available to each Subcommittee chairperson.
- F. Shall ensure that all checks written have the proper receipts and are accompanied by a check request, filled out with the proper information, and does do not exceed that Subcommittee's budget.
- G. Shall provide the Convention Committee with a detailed monthly cash flow statement, accompanied with the current bank statement reflecting all items used.
- H. Shall coordinate all on-site duties pertaining to cash pick-up, counting, depositing and record keeping. Note: It is suggested that one of the Executive Committee and/or Hotel site security accompany Treasurer on cash pick-ups and/or depositing monies during the convention.
- I. Shall make arrangement for armored cash pick-up or delivery to the bank by two (2) Executive Committee members at the close of the convention.
- J. Shall provide the Convention Committee and the ASC with a final report detailing all financial activity throughout the year within ninety (90) days of the close of the convention.
- K. Submits written report at each meeting for inclusion in the minutes.
- L. Shall attend all Negotiations Committee meetings.
- M. Shall continue to be available to assist the new Treasurer as requested.
- N. Shall participate in the final money count at convention site.
- O. Shall make arrangements to acquire all cash registers/credit card machines needed for subcommittees handling funds.
- P. Shall set-up all cash registers and credit card machines for Registration and Merchandise Committees and provide training for those who will use them.
- Q. Shall pay any and all Sales Tax owed by SINACC by the closing of the fiscal year.
- R. Creates two (2) binders with all information concerning Treasurer position (i.e. contracts, budget, invoices, etc.) - one to be given to Records and Archives Keeper and one to the new Treasurer at the last meeting of the convention year.

**6.3.4 Vice Treasurer**

- A. Shall assume the responsibility duties of the Treasurer's position in the event of their absence or if the Treasurer steps down from their position.
- B. Assists the Treasurer in keeping records of all income and expenditures.

**Seattle International Narcotics Anonymous**  
**Convention Committee Guidelines**  
**(04/17/2008)**

- C. Assists the Treasurer in preparing a financial statement at the close of the convention.
- D. Assists the Treasurer in preparing a written financial statement to be submitted to the SASC.
- E. Submits written report at each meeting for inclusion in the minutes.
- F. Shall continue to be available to assist the new Vice Treasurer as requested.
- G. Shall participate in the final money count at convention site.
- H. Shall create two (2) binders with all information concerning the Vice Treasurer position (i.e. contracts, budgets, invoices, etc.) - one to be given to Records and Archives and one to be given to the new Vice Treasurer at the last meeting of the convention year.

**6.3.5 Secretary**

- A. Shall record minutes, make copies (to include all written reports) and distribute them prior to the next Convention Committee meeting to all Convention Committee members.
- B. Shall maintain records and minutes for the year, including voting member sign-in sheet/attendance records.
- C. Handles all correspondence as directed by the Convention Chairperson.
- D. Submits written at each meeting for inclusion in the minutes.
- E. Shall attend all Negotiations Committee meetings.
- F. Shall create two (2) binders with all information concerning the Secretary position (i.e. contracts, budgets, invoices, etc.) - one to be given to Records and Archives and one to be given to the new Secretary at the last meeting of the convention year.
- G. Shall continue to be available to assist the new Secretary as requested.
- H. Shall maintain a list of Subcommittee meeting locations and times (i.e. date and time of each meeting).
- I. Shall provide a list to the Registration Chairperson of all people to receive "Committee Member Badges" before the convention.

**6.3.6 SASC Liaison**

- A. Attends all SASC meetings, providing written report of SINACC activities and plans.
- B. Represents the SASC at the SINACC meeting, especially in matters concerning contracts and other obligations entertained by the SINACC.

**6.3.7 Records & Archives Keeper**

**Seattle International Narcotics Anonymous**  
**Convention Committee Guidelines**  
**(04/17/2008)**

- A. Maintain a file of all documents (i.e., contracts, program, correspondence, minutes, procedures, pre-registration list, financial reports, etc.) and any other literature relating to the SINACC.
- B. Shall be responsible for maintaining information booth at the convention.
- C. Shall assume the responsibility of the Secretary in the event of their absence or if the Secretary steps down from the position.
- D. Is responsible to organize and maintain convention archives and banners in the SASC storage unit as needed.
- E. As requested, shall provide minutes (past years & current years) at all SINACC meetings, and on-site at current convention.
- F. Submits written report at each meeting for inclusion in the minutes.
- G. Collect and close the convention year archives at the last meeting. Add year-end financial report when available.
- H. Shall collect and store merchandise and pre-registration merchandise (two each) for archives.
- I. Shall continue to be available to assist the new Records and Archive Keeper as required requested

**6.3.8 Operations Chairperson**

- A. Coordinates all meeting locations and times at the convention site (based upon space availability).
- B. Shall be the primary point of contact on all matters between the Convention Committee and convention site.
- C. Submit all expenditures to SINACC for approval.
- D. Plans, coordinates and suggests room arrangements (i.e. meetings, merchandise, entertainment, executive committee, hospitality, etc.) according to approved budgets.
- E. Shall attend all Negotiations Committee meetings.
- F. Shall work in conjunction with all Subcommittees and Negotiations Committee to meet any of their needs.
- G. Shall continue to be available to assist the new Operations Chairperson as requested.
- H. Shall create two (2) binders with all information concerning the Operation Chairperson position (i.e. contracts, budgets, invoices, etc.) - one to be given to Records and Archives and one to be given to the new Operation Chairperson at the last meeting of the convention year.
- I. Submits written report at each meeting for inclusion in the minutes.
- J. Pre-Convention

**Seattle International Narcotics Anonymous**  
**Convention Committee Guidelines**  
**(04/17/2008)**

1. The Operations chairperson is responsible for initial set-up, liaisons between the convention Subcommittees, the site facilities, and Hotel representatives (Security excluded) and other duties as required.
  2. Subcommittee liaisons report back to Operations chairperson to coordinate needs and activities of all Subcommittees.
  3. Meets on monthly basis, or as needed with the convention-site staff.
  4. Assists and directs loading and unloading of truck(s).
  5. Notify Arts & Graphics of signs needed (notifications, directional, crowd control, etc) at least ninety (90) days prior to the convention.
  6. Meet with and obtain names and means of communications with host facility personnel for any special needs that may arise during the convention.
  7. Supply hotel with schedule of events sixty (60) days prior to the convention.
- K. On-site
1. Operations chairperson is the liaison between site facilities and the convention subcommittees.
  2. Responsible for set-up and clean up of meeting rooms.
  3. Responsible for set-up and clean up of entertainment events.
  4. Assists in placement of signs and banners.
  5. Assists all Subcommittees as needed (i.e., room needs, power, equipment, duct tape, special needs, etc.)
  6. Assists and directs loading and unloading of truck(s).

**6.3.9 Operations Vice-Chairperson**

- A. Shall assume the responsibility of the Operations chairperson position in the event of their absence or if the Operations chairperson steps down from their position.
- B. Shall assist the Operations chairperson in overall coordination of meetings, plans, and arrangements.
- C. Shall assist the Operations chairperson in the initial set-up and clean-up of all rooms used during the convention.
- D. Shall assist the Operations chairperson in all loading and unloading of trucks at the convention site.
- E. Shall assist the Operations chairperson in placement of all signs and banners.
- F. Shall attend all meeting with the convention site staff.
- G. Submits written report at each meeting for inclusion in the minutes.
- H. Shall create two (2) binders with all information concerning the Operation Vice Chairperson position (i.e. contracts, budgets, invoices, etc.) - one to be given to Records and Archives and one to be given to the new Operation Vice Chairperson at the last meeting of the convention year.

**Seattle International Narcotics Anonymous  
Convention Committee Guidelines  
(04/17/2008)**

**6.3.10 Negotiations Committee**

- A. The Negotiations Committee shall be made up of the follow persons:
  - 1. Convention Chairperson
  - 2. Convention Vice Chairperson
  - 3. Operations Chairperson
  - 4. Operations Vice Chairperson
  - 5. Treasurer
  - 6. Secretary
  - 7. Previous Convention Chair/Vice Chairs, as available
  - 8. Other members as approved by the SINACC
- B. Duties of the Negotiations Committee are as follows:
  - 1. Establish site location, and make arrangements for at least one future event.
  - 2. Negotiate and present contracts to the Convention Committee for approval.
  - 3. Review all contracts originated by Convention Committee prior to final approval.
  - 4. Continue to review alternate locations for upcoming conventions.
  - 5. Meet monthly or as often as needed.
  - 6. Provide copies of all contracts to accelerate communications for current year's convention.
  - 7. Submit written report at each meeting for inclusion in the minutes.

**7. Operational Policies**

- 7.1 Subcommittee Chairpersons will be elected at the last Convention Committee meeting of the current year. Duties shall start at the first Convention Committee meeting of the new convention year.
- 7.2 Subcommittees shall elect a Vice Chairperson by the end of the second meeting. If no Vice Chairperson is elected from within the Committee, the Convention Committee as a whole can elect a Vice Chairperson for that subcommittee.
- 7.3 A copy of all contracts and invoices of any kind shall be submitted to the treasurer.
- 7.4 Registration packets may be assembled as requested by the Convention Committee on a date chosen by Registration Committee.

**8. Subcommittees**

- 8.1 Convention Subcommittees shall consist of Registration, Entertainment, Hospitality, Programming, Merchandise, Security, Marathons, Convention Information, Marketing & Awareness, and Arts & Graphics.
- 8.2 Requirements for subcommittee Chairpersons

**Seattle International Narcotics Anonymous**  
**Convention Committee Guidelines**  
**(04/17/2008)**

- 8.2.1 A minimum of five (5) years continuous clean time.
- 8.2.2 Working knowledge of the 12 Steps and 12 Traditions, and knowledge of the 12 Concepts for Service in NA.
- 8.2.3 Previous service as a Vice Chairperson is suggested.
- 8.3 Suggested requirements for subcommittee Vice Chairpersons
  - 8.3.1 A minimum of four (4) years continuous clean time.
  - 8.3.2 Working knowledge of the 12 Steps and 12 Traditions, and knowledge of the 12 Concepts for Service in NA.
  - 8.3.3 Previous service in that subcommittee is suggested
- 8.4 Duties of subcommittee Chairpersons**
  - 8.4.1 All subcommittees**
    - A. Coordinate and preside over all subcommittee meetings with a written agenda created from the timeline received by the Convention Chairperson. Communicate all decisions made (or considered) by the subcommittee at the monthly SINACC meeting.
    - B. Provide a functional itemized and revised written financial plan (budget) to the Convention Committee by the second meeting of the convention year.
    - C. Must submit all expenses to SINACC for approval.
    - D. Must solicit three (3) bids in writing for any monetary expenditure(s) over one thousand dollars (\$1,000.00), and submitted to SINACC for selection.
    - E. Attend all site walkthroughs.
    - F. Participate in special meetings as directed by the Convention Chairperson.
    - G. The subcommittee Chairperson is responsible to make arrangements with Vice Chairperson or subcommittee representative to be present if they cannot attend any SINACC meeting.
    - H. Must read and be familiar with all contracts pertaining to their subcommittee.
    - I. Copy and distribute all contracts generated by their subcommittee to all members of the Negotiations Committee.
    - J. Set an on-site hourly work schedule for all subcommittee members, to be submitted to Convention Chairperson fifteen (15) days prior to convention.
    - K. Determine if the subcommittee needs specific signs or other on-site items and submit to appropriate subcommittee ninety (90) days prior to convention.
    - L. Coordinate all on-site needs and activities with the Operations Chairperson.
    - M. Submit written report at each meeting for inclusion in the minutes.
    - N. Submit a written recap report after the convention, inventorying the strengths and weaknesses, to be put into the archives (one copy) and provide a second copy to the following year's subcommittee chairperson for future use.
    - O. Shall be available to assist the incoming subcommittee chairperson as requested.

**Seattle International Narcotics Anonymous**  
**Convention Committee Guidelines**  
**(04/17/2008)**

- P. Shall actively participate in all Subcommittee business until all past year's business is closed.
- Q. Shall create two (2) binders with all information concerning the Subcommittee (i.e. contracts, budgets, invoices, etc.) - one to be given to Records and Archives and one to be given to the new subcommittee Chairperson at the last meeting of the convention year.
- R. Remember, communication between Chairperson and Vice Chairperson is important for unity, continuity, and the common welfare of SINACC.

**8.4.2 Registration Chairperson**

- A. Coordinates duties of Subcommittee which include but are not limited to:
  - 1. Processing all registrations.
  - 2. Works in conjunction with the Treasurer to receive pre-registrations in a timely manner and resolves any discrepancies between check amount and registration form. Monthly, shall reconcile the Registration subcommittee's records against the Treasurer's tally.
  - 3. Coordinating a money drop policy with the Treasurer and/or Executive Committee
- B. Responsible for cash register training with Treasurer.
- C. Responsible for working in conjunction with Treasurer in programming cash registers prior to convention.
- D. Work with Merchandise subcommittee to ensure that all pre-registration merchandise is selected from approved vendors. Give Merchandise Chairperson final order for all pre-registration merchandise to be ordered through Merchandise subcommittee.
- E. Work with Entertainment subcommittee to ensure all tickets to paid events are numbered and that occupancy figures for each paid event correspond to amount of tickets given to Registration subcommittee for sale.
- F. Shall participate in final money count at convention site.
- G. Function of Subcommittee Pre-Convention
  - 1. Process all pre-registrations for the convention.
  - 2. Responsible for deciding items for and putting together registration packets. Including ordering all items, inventorying received items, and requesting payment of said items. Any registration packet items not sold must be inventoried and turned over to Merchandise committee on last day of the convention.
  - 3. Shall require three (3) bids for registration packet items to be turned over to Treasurer for preview.

**Seattle International Narcotics Anonymous**  
**Convention Committee Guidelines**  
**(04/17/2008)**

4. Shall require all invoices to be approved by SINACC.
  5. Receive all registration mail from Treasurer.
  6. Coordinate with Treasurer to schedule cash register/credit card training for committee members working cash registers.
- H. Function of Subcommittee On-Site
1. Set-up Registration room and oversee room throughout the convention, cleaning the room at the end of the convention.
  2. Only Registration committee members and/or volunteers that meet the clean time requirement of four (4) years shall operate cash registers on-site.  
NOTE: Anyone operating a cash register or credit card machine must sign a copy of the SINACC Trusted Servant Financial Responsibility Agreement (see Appendices)
  3. Only Registration chairperson or Vice chairperson can distribute tickets to cash registers for sale. All unused tickets are to be kept in a secure location.
  4. Only Registration chairperson or Vice chairperson can distribute “Committee Member Badges” per list received by the Secretary. All unused badges are to be kept in a secure location.
  5. Only Registration chairperson and Vice chairperson will have the key(s) to the aforementioned secure location.
  6. Only Registration chairperson or Vice chairperson can contact convention site security to unlock and lock doors to registration room. Operations chairperson shall introduce convention site security prior to convention.

**8.4.3 Entertainment Chairperson**

- A. Coordinates duties of subcommittee which include but are not limited to:
  1. Establishing types of entertainment to be provided.
  2. Actively seek out and procure entertainers and vendors.
  3. Coordinate and staff on-site entertainment and activities.
  4. Work in conjunction with Treasurer on all paid events.
  5. Work in conjunction with Programming and Operations Chairperson on scheduling suggestions and space allocations (including but not limited to equipment requirements and occupancy figures per location).
- B. Submit written list to Registration Chairperson for all required items (i.e. registration packets, tickets to paid events, etc.)
- C. Functions of Subcommittee Pre-Convention
  1. 11 months out, start seeking entertainment.
  2. 7 months out, submit all contract bids to Treasure for preview.
  3. 6 months out, get bids and present to SINACC for approval.

**Seattle International Narcotics Anonymous**  
**Convention Committee Guidelines**  
**(04/17/2008)**

4. 4 months out, approval and signing of contracts for entertainers. NOTE: All entertainers are required to sign Hold Harmless Acknowledgement (Appendix 2).
  5. 3 months out, finalize arrangements with Operations Chairperson regarding accommodations, equipment, etc. If needed, submit any information to Arts and Graphics for signage.
- D. Functions of Subcommittee On-Site
1. Responsible for coordinating the arrival of entertainers, their accommodations (if applicable) and to make sure that the convention site is ready for their arrival with storage space (if applicable).
  2. Assist with back stage preparations and any ticket taking (if needed). NOTE: Anyone dealing with funds while taking tickets must sign the SINACC Trusted Servant Financial Responsibility Agreement (see Appendices).
  3. At least one (1) member of the Entertainment Committee shall be present at all paid events and dances.
  4. Coordinate pool-side entertainment (if applicable).

**8.4.4 Hospitality Chairperson**

- A. Coordinates duties of subcommittee which include but are not limited to:
1. Responsible for staffing of Hospitality room (must be staffed at all times room is open).
  2. Submit a written request for any required literature and supplies for Hospitality room.
  3. Responsible for coordination of all on-site volunteers.
  4. Shall create an inventory of all literature and supplies used and remaining.
- B. Functions of Subcommittee Pre-Convention
1. Plan and coordinate Hospitality room for the annual SINAC.
  2. Enlist volunteers by means of sign-up sheets distributed throughout the Washington Northern Idaho Region and any Areas upon request. NOTE: Arts and Graphics shall help create any fliers required.
  3. Call all the volunteers and set-up time slots convenient to the volunteers for two (2) hour or four (4) hour slots.
  4. Shall check last year's inventory of literature and supplies and order any needed literature and supplies. Literature order to be placed through Convention Chairperson no later than ninety (90) days before the event.
- C. Functions of Subcommittee On-Site
1. Setup Hospitality room and oversee room throughout the convention, cleaning the room at the end of the convention.

**Seattle International Narcotics Anonymous**  
**Convention Committee Guidelines**  
**(04/17/2008)**

2. Provide greeters at Main Speaker meetings and at front desk during the convention.
3. Shall give a written count of all Coffee/Tea used during convention to the Operations Chairperson at the end of the convention.

**8.4.5 Program Chairperson**

- A. Must establish a Main Speaker selection meeting which can be attended by any interested members.
- B. Must submit expenditures to SINACC for approval.
- C. Responsible for contacting and confirming all Main Speakers, no later than 90 days prior to the event.
  1. Book and/or confirm travel arrangements for any Main Speakers requiring airfare.
  2. Determine special lodging needs for all main speakers and arrange with Operations Chairperson to ensure these needs are provided by hotel.
  3. Using Certified Mail (or some other traceable means), send an invitation with instructions and all confirmations (i.e. airfare, lodging, one convention registration, meeting date and time), dress codes and pre-registration forms to all Main Speakers.
- D. Coordinates duties with appropriate subcommittees (i.e. Raffles, auctions, entertainment, etc.).
- E. Responsible for submitting all meeting formats ninety (90) days prior to the convention for Convention Committee approval.
- F. Functions of Subcommittee Pre-Convention
  1. Set and schedule number of meetings. Establish types of workshops. NOTE: The use of the convention theme is suggested. REMEMBER that a balance of workshops for newcomers, service-minded people and spiritual discussions are encouraged.
  2. Prepare written meeting formats.
  3. Prepare necessary fliers for Program Committee for Main Speaker selections (speaker tapes or CD's) by the 3rd convention committee meeting. NOTE: Arts and Graphics shall help create any fliers required.
  4. Prepare Leader/Reader flyer by 4th meeting. NOTE: Arts and Graphics shall help create any fliers required.
  5. Program must be completed ninety (90) days prior to convention.
  6. Notify Arts and Graphics of signs needed (i.e., workshops, meetings, to cover convention site logos on the podiums etc.) ninety (90) days prior to the event.

**Seattle International Narcotics Anonymous  
Convention Committee Guidelines  
(04/17/2008)**

7. Solicit bids from taping company, turn in to Treasurer.
  8. Solicit bids from travel agencies, turn in to Treasurer.
  9. Make arrangements for and ensure out of town Main Speakers have necessary transportation to and from the airport.
  10. Shall turn in a written list to Registration chairperson for registration packets for all Main Speakers with main speaker(s) name no later than pre-registration deadline.
- G. Workshop speaker selection
1. Workshop speakers must be active members of Narcotics Anonymous with a minimum of five (5) years clean time, a working knowledge of the 12 Steps and 12 Traditions, and carry a clear NA message of recovery.
  2. Workshop speakers are selected by group conscience. They are nominated through tape or CD submission and/or suggestions of other Convention Committee members.
  3. No Workshop speaker shall repeat as a speaker within four (4) years, regardless of whether they spoke at a main meeting or a workshop.
  4. No Workshop Speaker shall receive airfare, lodging, or registration accommodations from SINACC.
- H. Main Speaker selection
1. Main speakers shall be active members of Narcotics Anonymous with a minimum of five (5) years clean time, a working knowledge of the 12 Steps and 12 Traditions, carrying a clear NA message of recovery.
  2. All Main speaker candidates must submit a tape or CD by deadline to qualify as a Main Speaker.
  3. No Main speakers shall be a member of the Convention Committee.
  4. No Main speaker shall repeat as a speaker within four (4) years, regardless of whether they spoke at a main meeting or a workshop.
  5. Main speakers shall get complimentary airfare and lodging (only if needed).
  6. Main speakers shall get one (1) registration packet, admission to all paid events, one T-Shirt and a Mug.
- I. Functions of Subcommittee On-Site
1. Ensure that Main Speakers have transportation to and from airport.
  2. Work in conjunction with Convention Committee in welcoming speakers.
  3. Start scheduled meetings. NOTE: One person from Programming committee shall attend each meeting to handle any problems that may arise.
  4. Keep a log of attendance numbers for all Workshop and Main meetings to be turned over to Operations Chairperson at the end of the convention.
  5. Work closely with the chosen taping company while on-site.

**Seattle International Narcotics Anonymous**  
**Convention Committee Guidelines**  
**(04/17/2008)**

6. Responsible for overseeing placement of table decorations and favors for banquet.
7. Dress code:
  - a. Anyone at the podium during any meeting shall not wear anything that promotes an outside enterprise, organization, association or other entity. NOTE: Approved NA attire is permitted.

**8.4.6 Merchandise Chairperson**

- A. Coordinates duties of Subcommittee which include but are not limited to:
  1. Obtain, provide and sell approved Narcotics Anonymous merchandise at convention-site.
  2. All contracts are to be submitted to Treasurer for preview.
  3. All contracts must be approved by SINACC.
  4. All invoices must be promptly submitted to Treasurer.
  5. Arrange merchandise delivery to location specified by the Executive Committee thirty (30) days prior to convention date with the exception of pre-registration and Security merchandise to be delivered two (2) weeks prior to convention date.
  6. Coordinate an inventory of all merchandise twenty-one (21) days prior to convention (with the exception of pre-registration and Security merchandise to be inventoried at least 10 days prior to convention) and provide a written report to Executive Committee.
  7. Secure merchandise room every night.
  8. Create a money drop policy in coordination with the Treasurer and/or Executive Committee prior to convention.
- B. Responsible for working in conjunction with Treasurer in programming cash registers prior to convention.
- C. Shall participate in final money count at convention site.
- D. Functions of Subcommittee Pre-Convention
  1. Determine types, colors, quantities of merchandise to be sold and coordinate with Registration Committee on pre-registration merchandise and Security Committee on Security T-Shirts.
  2. Obtain at least three (3) quotes and turn in to the Treasurer. Quotes must be approved by SINACC prior to purchase.
  3. Order merchandise and arrange for delivery and/or pick up.
  4. Inventory all ordered merchandise for correct types, colors and quantities.
  5. Solicit other Areas and Regions for interest in sale of Alternative Merchandise for Sunday and obtain written authorizations.

**Seattle International Narcotics Anonymous**  
**Convention Committee Guidelines**  
**(04/17/2008)**

6. Determine hours for sales and create work schedule for Merchandise committee members and volunteers.
  7. Mandatory training for committee members working cash registers to be coordinated with Treasurer prior to convention.
- E. Functions of Subcommittee On-Site
1. Set up Merchandise room and oversee room throughout the convention, cleaning room at the end of the convention.
  2. Oversee all sales of merchandise throughout convention.
  3. Only Merchandise committee members or volunteers that meet the clean time requirement of four (4) years shall operate cash registers on-site.  
NOTE: Anyone working a cash register must sign SINACC Trusted Servant Financial Responsibility Agreement (see Appendices).
- F. Functions of Subcommittee Post-Convention
1. Inventory remaining merchandise and arrange for distribution for future sales.
  2. Finalize all invoices with vendor.
  3. Provide SINACC with final accounting of expenses and sales.
  4. Keep remaining merchandise on hand for a minimum of one (1) year. On the second year it may be sold at Alternative Merchandise and on the third year it should be surrendered to the Seattle ASC.

**8.4.7 Security Chairperson**

- A. Coordinates duties of Subcommittee which include but are not limited to:
1. Shall conduct walk-thus with Security members to familiarize them with the host facility.
  2. Review all Security producers and all radio call signs with Security members at each Security meeting.
  3. Keep a detailed log of all radio calls received and any and all incidents that require any intervention from Security teams (i.e. date, time, who was present, what happened, what action was taken if any).
  4. If on-site host Security management and/or Hotel staff is called or needed, Security chairperson shall be required to contact Convention Chairperson and inform Him/Her of the situation.
  5. Shall be responsible for getting bids for rental of radios and turning them over to Treasurer for preview.
  6. Rental contract for radios to be approved by SINACC.

**Seattle International Narcotics Anonymous**  
**Convention Committee Guidelines**  
**(04/17/2008)**

7. A log for all dispersed radios must be kept with a detail of all and any malfunctions, breakages, and losses (i.e. who signed out radio, date and time, serial number of radio, when it was returned).
  8. When selecting Security T-Shirts color and logo should work with Merchandise Committee. After selection is approved all orders are to be placed through Merchandise chairperson. All invoices are to be approved by SINACC before order is placed
- B. Shall actively participate in all Subcommittee business until all past year's business is closed.
- C. Functions of Subcommittee On-Site
1. Through coordination with the Convention Committee and on-site host Security management and staff, the Security Committee shall provide for augmented security throughout the SINAC convention, including but not limited to; security for personnel, Registration, financial activity, parking and vehicles (including motorcycles), events, and Merchandising. Emphasis will be based on providing security during the times of 4:00 pm through 4:00 am.
  2. The operational philosophy of Security for the convention shall be one of coordination and cooperation within the NA spirit of Unity and Recovery. Through an understanding with on-site Security it has been generally agreed that NA members of Convention Security will be called upon first to handle any security problems which may arise with convention attendees. Should they be unable to reach an equitable resolution, on-site Security will be called in to handle the situation. If this occurs, a member of the Executive Committee should be informed immediately.
- D. Functions of Convention Security Staff
1. The Convention Security staff shall consist of those individual members of the Security subcommittee plus additional NA volunteer members selected by the subcommittee.
  2. The Chairperson and Vice Chairperson of the Convention Security subcommittee shall be the designated Head and Assistant Head of the Security staff and shall have ultimate authority for all matters pertaining to security throughout the convention, including, but not limited to general supervision of the Security staff, appointment/approval of additional NA volunteer members to the Security staff, and assignment of duties and liaison with on-site Security.
  3. Head of Security and Assistant Head may delegate authority as deemed necessary during the convention.

**Seattle International Narcotics Anonymous**  
**Convention Committee Guidelines**  
**(04/17/2008)**

4. Staff members will be assigned to duty during various rotating shifts as one or more Security teams by the Head or Assistant Head of Security. The Head or Assistant Head of security may designate certain individuals as Team leaders. Security assignment roster(s) will be maintained at Security base.
5. Team leaders shall be responsible for their respective teams and areas of responsibility and shall ensure that team members carry out their duties as required. In addition to a basic requirement for general familiarization with the site layout, all team members shall be appropriately briefed regarding duties prior to departing on assignment.

**8.4.8 Marathons Chairperson**

- A. Shall actively participate in all Subcommittee business until all past year's business is closed.
- B. Functions of Subcommittee Pre-Convention
  1. Coordinate Marathon room for the annual SINAC convention.
  2. Enlist volunteers by means of sign-up sheets distributed throughout the Washington Northern Idaho Region and to any Areas upon request. NOTE: Arts and Graphics shall help create any fliers required.
  3. Call all volunteers and set up Leaders for each meeting.
- C. Functions of Subcommittee On-Site
  1. Set up the Marathon room and oversee it throughout the convention, cleaning up the room at the end of the convention.
  2. Ensure that all reading formats are present before the start of each meeting.
  3. If not needed in the Marathon room, report to the convention Vice Chairperson, or the Operations chairperson.

**8.4.9 Convention Information Chairperson**

- A. Coordinates duties of Subcommittee which include but are not limited to
  1. Address inquiries from the public/media regarding the convention. It is very helpful that the Chairperson have previous Public Relations experience.
  2. Use all resources available to distribute information about the Convention to the NA community, both locally and worldwide.
  3. Coordinate with local Chamber of Commerce to provide information regarding local attractions to out-of-town visitors.
  4. Create policies prior to the event to address the needs of newcomer members attending, for the Executive Committee to approve.
- B. Shall actively participate in all Subcommittee business until all past year's business is closed.

**Seattle International Narcotics Anonymous**  
**Convention Committee Guidelines**  
**(04/17/2008)**

- C. Functions of Subcommittee Pre-Convention
  1. Communicate event information to surrounding Areas/Regions, requesting that they post flyers, etc. on their websites.
  2. Inform local and surrounding Helpline committees of event information.
  3. Inform local hospitals & institutions of event information.
  4. Contact NAWS and ensure that event information is posted in NA Way and the online event calendar.
  5. Coordinate a schedule of volunteers to staff a booth/table at the convention site with NA literature.
  6. Contact local and surrounding Area Service Committees requesting that updated copies of their meeting schedules be delivered to the convention site.
  7. Prepare a press release for Executive Committee approval, using PR Handbook as a reference. Schedule a press conference with local Area/Regional PI/PR chairperson's input.
  8. Prepare a budget for any literature or other items to be purchased.
  9. Keep a detailed ledger of all subcommittee expenses and any generated income, to be turned over to the Treasurer.
- D. Functions of Subcommittee On-Site
  1. Staff information table during reasonable hours.
  2. Respond to requests for information from local agencies & media outlets.

**8.4.10 Arts & Graphics Chairperson**

- A. Responsible for presenting all artwork and logos for approval by the SINACC.
- B. Responsible for all printed matter pertaining to convention (i.e. tickets, signs, fliers, registration forms, banners, program, on-site signs, etc.).
- C. Shall actively participate in all Subcommittee business until all past year's business is closed.
- D. Functions of Subcommittee Pre-Convention
  1. Responsible for presenting all submitted artwork and logos to SINACC for review and selection.
  2. Responsible for all printed matter pertaining to convention (i.e., tickets, fliers, signs, registration forms, banners, program, on-site signs, etc).
  3. Shall work in conjunction with all Subcommittees on all needed fliers and signs. All signage requirements to be turned in ninety (90) days prior to convention by each Subcommittee.
  4. Shall give camera ready artwork to any Subcommittee requiring convention logo and theme for Merchandise.

**Seattle International Narcotics Anonymous**  
**Convention Committee Guidelines**  
**(04/17/2008)**

- E. Functions of Subcommittee On-Site
1. Responsible for creating last minute signs and delivering them to the appropriate committee for placement.
  2. Deliver signs to various rooms.
  3. Works in conjunction with all Subcommittees on-site.
  4. Responsible for overseeing hanging of signs and banners in conjunction with Operations chairperson.
  5. Responsible for overseeing removal of signs and banners in conjunction with Operations chairperson.

**9. Funds**

- 9.1 Anyone who steals NA funds, assets, or assists in that theft is automatically ineligible for any position for a five year period of time, and will be prosecuted (refer to Anti Theft Policy – see Appendices)
- 9.2 All existing SASC financial guidelines will apply to the generation of checks for SINACC.
- 9.3 No funds shall be disbursed over \$500.00 without SINACC approval.

**10. Procedural Guidelines**

- 10.1 These guidelines may be amended at any time by a 2/3 vote of all voting Convention Committee members. Guideline changes adopted by the Convention Committee must be presented to the SASC for approval prior to their implementation by the Convention Committee.
- 10.2 Any Executive Committee member or Subcommittee chairperson may be removed during their term after a 2/3 vote of all voting SINACC members.
- 10.3 The Convention Committee shall hold regular monthly meetings. Special meetings may be called by (1) a majority vote or (2) the Committee Chairperson on being apprised of a matter of special and major determination, such as major policy changes or large and unusual expenditures. Notice must be given to all committee members seven (7) days in advance.
- 10.4 The moving of the location or time of the monthly Convention Committee business meeting requires a 2/3 majority vote.
- 10.5 The Chairperson shall set the Agenda for all Convention Committee meetings. The order of the Agenda shall be at the discretion of the Chairperson.
- 10.6 Anyone wishing to address the Convention Committee who is not a regular participating member of the Convention Committee should approach the Chairperson prior to the meeting so that the Chairperson may schedule time for them in the Agenda.
- 10.7 A quorum at all meetings shall consist of all voting members present. All votes involving matters, unless otherwise defined, shall be by a simple majority of at least 51%. Disbursement of funds requires 2/3 vote.

**Seattle International Narcotics Anonymous**  
**Convention Committee Guidelines**  
**(04/17/2008)**

10.8 In the event of a tie vote, the Chairperson must break the tie.

10.9 A phone or email vote of Convention Committee members may be taken outside the confines of the regular Convention Committee meeting upon the Chairperson or Vice-Chairperson being apprised of a matter which requires immediate attention. Quorum shall be calculated from all voting members. A record of the date, the motion, and each member contacted, the vote and the outcome of the vote must be kept and entered into the minutes of the next regular Convention Committee meeting.

**10.10 Procedure for making/disposing of motions:**

10.10.1 All motions must have a second made by a voting member of the SINAC. All motions shall be presented in writing to the SINAC Chairperson. If, in the opinion of the Chairperson, modifications are needed to the motion, s/he shall work with the maker to correct it. However, if the maker of the motion insists, the motion shall be presented without changes.

10.10.2 Any motions submitted for New Business in a session that are not brought to the floor during that session shall automatically be brought to the floor for debate during the Old Business portion of the following regular session of the SINAC.

10.10.3 The Chairperson shall decide the order in which motions shall be considered by the SINAC. The Chairperson may not hold back any motion from debate.

10.10.4 The maker of a motion and/or the voting member who seconds the motion must be present when the motion comes before the floor for debate.

10.10.5 The maker of a motion shall be allowed to speak first during debate on that motion.

10.10.6 At any time during debate, a member may propose a friendly amendment to a motion currently on the floor. If the maker of the motion and the voting member seconding the motion agree to the amendment, all voting members shall be allowed to debate the amendment (not the entire motion) and vote to approve or disapprove. If approved, debate on the newly amended motion shall then begin, and the voting members shall be allowed to vote to approve or disapprove the amended motion in its entirety. If denied, debate will continue on the original motion.

**10.11 Procedure for voting on motions:**

10.11.1 The set of members used to determine the total of votes shall be “those present and voting”.

10.11.2 Votes shall be by acclamation (voice vote) or by count of hands, at the discretion of the Chairperson.

10.11.3 Following a voice vote, any participant may request a count be taken.

10.11.4 Main motions require a 2/3 “yes” (in favor) vote to pass. All motions related to expenditures require a 2/3 “yes” vote to pass. Parliamentary motions and elections require a simple majority (greater than 50%) “yes” vote to pass.

**Seattle International Narcotics Anonymous  
Convention Committee Guidelines  
(04/17/2008)**

- 10.11.5 The SINAC Treasurer shall be consulted before any budgetary expenditure is voted on.
- 10.12 For procedural and operational questions not answered in these guidelines, the Convention Committee may refer to Robert's Rules of Order, the 12 Traditions of NA, and/or the 12 Concepts of NA Service, all of which have been utilized in the writing of these guidelines.

**Seattle International Narcotics Anonymous  
Convention Committee Guidelines  
(04/17/2008)**

**11. Appendices**

11.1 SINACC Trusted Servant Financial Responsibility Agreement

I, \_\_\_\_\_,

Intend to accept a money-handling volunteer position in service of the Seattle International Narcotics Anonymous Convention Committee (hereafter SINACC).

I understand that it is a requirement of the SINACC that all trusted servants that will be handling funds sign this agreement prior to engaging in service to the committee, and I do so under no duress.

I understand that Narcotics Anonymous funds are not to be used for any form of personal benefit, and that to do so constitutes misappropriation. I understand that should I be suspected of misappropriation of funds an investigation will be required, with SINACC or SASC representatives and/or on-site hotel security performing such an investigation.

Should I be found to have misappropriated funds, I understand that the matter will be turned over to the proper authorities.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Witness)

This document was created to implement the SASC Anti-Theft Policy, as outlined in the SASC guidelines, section XIII, Funds. For addition information, please refer to those guidelines.

**Seattle International Narcotics Anonymous  
Convention Committee Guidelines  
(04/17/2008)**

11.2 Hold Harmless Acknowledgement

I, \_\_\_\_\_, (henceforth "Company") Understand that the Seattle International Narcotics Anonymous Convention Committee (henceforth SINACC) requests that I sign this acknowledgement. It is my intent to accept a contractor position within the SINACC. I understand that it is a requirement of the SINACC that all contractors performing and/or servicing the convention sign this acknowledgement prior to accepting such a position, and I do so of my own free will under no duress.

The "Company" acknowledges, and does hereby and for its employees, agents, representatives heirs, executors, administrators, successors and assigns release, acquit and forever discharge "SINACC" and/or Seattle Area Service Committee (henceforth SASC), jointly and severally, and its committees, agents, servants, successors, heirs, executors, administrators, and all other persons, firms, corporations, associations or partnerships of and from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service, expenses and compensation whatsoever, which the "Company" has or which may hereafter accrue on account of or in any way growing out of any and all known and unknown, foreseen and unforeseen injuries, including death, or economic or other damages, including equipment and merchandise, in whole or in part, leased or owned by the "Company", and the consequences thereof resulting or to result from "Company's" attendance for purpose of displaying, vending, selling, demonstrating and providing merchandise, entertaining and/or performing at the SINACC/SASC convention in Seattle, WA.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Witness)