

# Delaware County Area Narcotics Anonymous

## Convention Committee Policy 2020 -2021

Reviewed/Revised 10/2019

# TABLE OF CONTENTS

I. STATEMENT OF PURPOSE.....	pg 3
II. STATEMENT OF FUNCTION.....	pg 3
III. FORMATION OF THE CONVENTION COMMITTEE.....	pg 3-4
IV. REMOVAL OF OFFICE.....	pg 4
V. CONVENTION COMMITTEE MEMBERS AND QUALIFICATIONS.....	pg 5-6
VI. CONVENTION COMMITTEE MEMBER DUTIES.....	pg 6-17
• ADMINISTRATIVE COMMITTEE.....	pg 6-10
i. CHAIRPERSON.....	pg 7
ii. CO-CHAIRPERSON.....	pg 7-8
iii. SECRETARY.....	pg 8
iv. TREASURER.....	pg 8-10
v. CO-TREASURER.....	pg 10
• DCA GROUP CONVENTION REP.....	pg 10
• ALTERNATE DCA GROUP CONVENTION REP.....	pg 11
• SUB-COMMITTEES.....	pg 11-17
i. HOTEL LIAISON.....	pg 11-12
ii. FUNDRAISING.....	pg 12-13
iii. MERCHANDISING.....	pg 13-14
iv. REGISTRATION.....	pg 14-15
v. CONVENTION INFORMATION.....	pg 15-16
vi. ARTS & GRAPHICS.....	pg 16
vii. HOSPITALITY.....	pg 16
viii. SERENITY KEEPERS.....	pg 16
ix. PROGRAMING.....	pg 16-17
VII. MOTIONS.....	pg 18
VIII. ATTACHMENTS.....	pg 19-28
i. Check Requisition Form.....	pg 19
ii. Purchasing Policy Including Forms.....	pg 20-21
iii. Inventory Policy Including Forms.....	pg 22
1. Attachment 3A.....	pg 23
2. Attachment 3B.....	pg 24
3. Attachment 3C.....	pg 25
iv. Guideline for Tickets (Attachment 4).....	pg 26
v. Convention Committee in Attendance Form....	Pg 27
vi. Sub-Committee Report Form.....	pg 28
vii. Motion Form.....	pg 29

## **I. STATEMENT OF PURPOSE**

The Delaware County Area Convention is held to bring our membership together in the celebration of recovery. Meetings, workshops, and other activities are scheduled to encourage unity and fellowship among our members.

Because conventions are sponsored by service committees of Narcotics Anonymous, they should conform to the Narcotics Anonymous principals and reflect our primary purpose which is "To carry the message of recovery to the addict who still suffers."

## **II. STATEMENT OF FUNCTION**

The function of the Delaware County Area Convention Committee is to operate, at the will of the Delaware County Area of Narcotics Anonymous, an area convention that will create a collective demonstration of unity and celebration of recovery.

It is also imperative that the convention committee forms a working relationship within its membership and with the rest of the area service structure. In the spirit of unity, no part of the area convention service structure should ever be in competition with or fail to support the rest of that structure or its member areas.

## **III. FORMATION OF THE CONVENTION COMMITTEE**

The Chairperson and Co-Chair will be elected at the Delaware County Area Service Committee (DCASC) meeting the month prior to the Convention. The first meeting to form the committee will be held at the next subcommittee meeting directly following the convention. To help ensure a smooth transition it is suggested that outgoing subcommittee chairs are present at this meeting. It is at this meeting that all pertinent information regarding the convention should be given to the new committee. The Delaware County area groups are invited to send two representatives, one convention representative and one alternate convention representative. Voting privileges are extended to everyone except the chair (the chair can only vote in the event of a tie), in attendance for the formation of the committee. The Delaware County area groups set the clean time requirements for their respective representatives; the suggestion is one year. All nominees for positions must be present for nominations, qualifications, and elections. Clean time is not suggested, it is required to run for a position. Quorum will be established at the beginning of each meeting.

A description of all committee positions, duties, and qualifications are documented in this policy. The committee that is elected will hold their positions until the convention is completed and all financial reports are submitted to the DCASC. It is important to understand that a complete financial report must be submitted by the Chairperson, and Treasurer. Any member of the Administrative Committee, DCA Group Convention Reps, or

Sub-Committee Chairperson may not hold more than one(1) position, and that position for more than two (2) consecutive terms. Any elected member of the committee that misses two (2) consecutive meetings without an excused absence will forfeit their position. Nomination and elections of a vacant position will be held at the following convention committee meeting. In the event a DCA Group Convention Rep misses two (2) consecutive meetings, the Chairperson will contact and inform the group of the issue. All Convention Committee meetings should take place at a regularly scheduled time and place. The purpose of these meetings is to gather and share information regarding the planning and carrying out of the convention. An effort should be made to encourage participation from all the members of the committee.

#### **IV. REMOVAL FROM OFFICE**

All positions on the convention body are vital to the convention and individuals should expect to be replaced if they are unable to serve for any reason. The following constitutes grounds for automatic removal:

1. Relapse as defined by the fellowship of Narcotics Anonymous.
2. Theft of NA funds or property.
3. Absence for two(2) consecutive meetings unless in the case of an emergency and with proper notification
4. Submission of a letter of resignation with sixty (60) days notice.

The following reasons require a two-thirds vote of the quorum present from the convention committee.

1. Continued documented tradition or concept violations as documented by the DCACNA.
2. Failure to perform the duties of the commitment.
3. Refusal to follow a directive from the DCACNA Administrative Committee
4. Failure to follow policy in the performance of their duties.
5. Deviation from policy without consent of the Convention Committee.
6. Loss or Mishandling of NA funds or property due to irresponsibility.

## V. CONVENTION MEMBERS AND QUALIFICATIONS

The convention committee consists of an Administrative Committee, DCA Group Convention Reps, and Sub-Committee Chairpersons. Qualifications are as follows:

<b>DCASC Convention Committee Members</b>	
<b>Position</b>	<b>Clean Time(Years)</b>
<b>Administrative Committee</b>	
Chairperson	5
Co-Chairperson	4
Secretary	2
Treasurer	5 (Including Source of Income)
Co-Treasurer	4 (Including Source of Income)
Group Representative	Established By Groups (See Note Below)
Alternate Group Representative	90 Days
<b>Subcommittee Chairpersons</b>	
Hotel Liaison	2
Fundraising	3 (Including Source of Income)
Merchandise	3 (Including Source of Income)
Registration	3 (Including Source of Income)
Convention Information	1
Arts and Graphics	1
Hospitality	1
Serenity Keeper	1
Programming	2

**NOTE:** DCA Group Convention Reps Qualifications are set by their respective home groups. The Convention Committee suggests 90 days clean, a Narcotics Anonymous sponsor, and a Delaware County Area Home Group. The clean time requirements for the Co-Chairperson of a subcommittee is one year less than the Chairperson.

The Administrative Committee and Subcommittee Chairperson should base their lives and recovery on the principals of Narcotics Anonymous. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA and some prior Convention Committee experience would be helpful. All positions

that handle money must have a source of income. Money shall only be handled by bonded members of the Convention Committee. *(Co-chair, Treasure, Co-Treasure, Registration Chair, Fund Raising Chair, and Merchandising Chair)* All bonded members will have access to a square and the square account. The DCA Group Convention Reps should also base their lives and recovery on the principals of Narcotics Anonymous

***The following is the meeting agenda for all regularly scheduled convention committee meetings:***

1. Open with a moment of silence, followed by serenity prayer
2. Read Twelve Traditions
3. Read Twelve Concepts
4. Read Purpose of the Convention
5. Read Function of the Convention Committee
6. Introductions of Convention Committee Members in Attendance
7. Reading of Minutes (old and new business only)
8. Reports
  - a. Executive Committee: to be given by the Chairperson (This report includes the agenda for the meeting)
  - b. Treasurer
9. Sub-Committee Reports
  - a. Hotel Liaison
  - b. Fundraising
  - c. Registration
  - d. Merchandising
  - e. Programming
  - f. Hospitality
  - g. Convention Information
  - h. Arts and Graphics
  - i. Serenity Keepers
10. Old Business
11. New Business
12. Group Concerns
13. Close with serenity prayer

## **VI. CONVENTION COMMITTEE MEMBER DUTIES**

Duties for the Administration Committee, DCA Group Convention Reps, and Chairpersons are as follows:

### **1. Administrative Committee**

The Administrative Committee carries out (administers) the conscience of the overall committee. It functions as the Administrative Committee of the Convention and may hold separate periodic and special meetings as needed. Its function is to support sub-committees and facilitate communication between them.

When necessary, the Administrative Committee can involve itself directly in the specific workings of a sub-committee. The members of the Administrative Committee discuss the performance of each sub-committee, as well as the convention budget, and other matters that affect the convention. The results of these discussions will be included in the Chairpersons written report to the Convention Committee.

Comments and suggestions from the DCASC are included in the Chairpersons report at the beginning of each Convention Committee meeting. The responsibilities of the Administrative Committee are as follows:

### **I. Chairperson**

- Leadership qualities and administrative skills should be carefully considered when selecting a Chairperson.
- Organizes Convention Committee meetings and delegates tasks to specific sub-committees. Stays informed of the activities of each sub-committee and provides help when needed.
- Helps resolve personality conflicts.
- Keeps activities within the principals of the Twelve Traditions, and Twelve Concepts in accord with the purpose of the convention.
- Monitors the fund flow and overall convention costs, and helps organize the sub-committee budgets.
- Carefully considers all viewpoints in the decision making process in order to foster understanding by the entire committee prior to action.
- Allows the sub-committee to do their jobs while providing guidance and support. Only major issues need to be brought to the Convention Committee meetings.
- Prepares agenda for the Convention Committee and Administrative Committee meetings.
- Votes only to break a tie.
- Attends all DCASC meetings and reports Convention Committee status.
- Convention Committee status reports to the DCASC should include the following: Updated Convention Committee Treasurer's report, financials, past and upcoming events, open positions, and area participation (*a complete list of group reps who participated in the last Convention Committee meeting.*)
- Responsible to submit a complete financial report to the DCASC at the conclusion of the convention.

### **II. Co-Chairperson**

- Leadership qualities and administrative skills should be carefully considered when selecting a Co-Chairperson.

- Personable and familiar with all committee members in order to serve as a liaison between the sub-committees.
- Acts as a sub-committee chairperson if the sub-committee chairperson is unavailable or not yet elected.
- Attends sub-committee meetings, as needed, in order to insure they receive the necessary support.
- Works closely with the Chairperson to help delegate responsibilities to sub-committee chairpersons.
- Reports to the DCASC meetings in the event the Chairperson is unavailable to attend
- Is a signor on the checking account.
- Co-Chairperson is responsible for collecting hotel deposit slips and receipts from the Treasurer and Co-Treasurer during the convention.
- Along with Hotel Liaison and through the duration of the convention, is physically present to respond and to deal with any hotel issues that may arise.
- Co-Chairperson moves into the Chair position at the conclusion of the convention once all final financial reports have been submitted to the DCASC.

### **III. Secretary**

- Service experience, access to a computer, and good typing and administrative skills.
- Takes accurate meeting minutes of all the sub-committee meetings, and collects sub-committee reports.
- Distributes minutes to committee members. Minutes are distributed either by email, or US Mail no later than two(2) weeks after the Convention Committee meetings. Maintains a contact list of committee members for committee use.
- Keeps extra set of minutes, updated after each committee meeting, for members who request a complete set.
- Assists all committees in mailing and correspondences.
- After the convention, the Secretary will provide the DCASC with a complete set of meeting minutes for the archive file.

### **IV. Treasurer**

- Leadership qualities and administrative skills should be carefully considered when selecting a Treasurer.
- Accounting skills, service experience with conventions or other large scale fellowship activities. Accessibility to other sub-committee members, especially Registration, Fundraising, and Merchandising sub-committees should all be carefully considered when selecting a Treasurer.
- Sets up and maintains a bank account for the Convention Committee. The signatures required on the account are the



Convention Treasurer, Convention Co-Treasurer, and the Convention Co-Chairperson. The signature cards, and account information are the responsibility of the Convention Committee Treasurer and updated as need be.

- Maintains passwords for all online access to accounts. Treasurer, Co-Treasurer, and Co-Chairperson shall have passwords to any accounts from which a withdrawal can be made. No other Convention Committee member shall have access to these accounts. All bonded members will have access to the square account.
- Holds Debit Card for purchases on-line or in emergency.
- Works with the Chairperson and Co-Chairperson to prepare a budget for the convention, which is used for planning fundraising activities. The budget is based on the sub-committees' recommendations as to the money they will need to carry out their tasks. The committee will start with \$15,000.00 in the bank account, as available. The budget can be a rough estimate at the beginning of the planning and revised as the convention draws near. When all financial needs of the sub-committees are listed and totaled, the income should be outlined; one source of income comes from Fundraising; another source is Merchandising; and the third is Registration.
- Writes all checks and is responsible for collecting receipts to account for all sub-committee expenses. Checks will not be written without a check requisition request form (*See Attachment 1*) and no checks may be pre-signed.
- Treasurer is to collect all monies from all sub-committee chairs at each committee meeting and is responsible for depositing such monies. Treasurer is responsible for all money, pays all bills, and advises Chairperson on cash supply, income flow, and rate of expenditures.
- Reviews sub-committees reports for deviations from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is to be included in the Treasurers report.
- Responsible for preparing and submitting updated financial reports at each Convention Committee Meeting
- Responsible to submit a complete financial report to the Chairperson at the conclusion of the convention.
- All requests for reimbursements must be accompanied by receipts and purchase orders as outlined by the Purchasing Policy(*See Attachment 2*).

- The Treasurer will purchase a triple carbon receipt book to be used during the convention, then turned in as part of the final report.
- During the convention the Treasurer and Co-Treasurer will be responsible for collecting all money from the sub-committees when necessary and giving each sub-committee a receipt for the money collected. The money collected will be deposited immediately in the hotel safe, lock box, or the bank. The Treasurer will pay the hotel by check at the conclusion of the convention. Within 24 hours following the convention, all monies must be deposited in the Convention Committee bank account.
- At the close of the Convention year, all monies will be donated to DCA with the exception of \$15,000.00. This money will be left in the bank account as start up funds for the next convention. The Convention Committee suggests that 50% be used for fundraising, etc.
- All pertinent bank information shall be turned over to DCA Treasurer after the convention. This includes, but is not limited to checks, Debit Card, all passwords, PINs, and online account information.
- A monthly review of all financial records will be made by the Treasurer and a written report will be submitted to the DCASC meeting with the bank statement attached.

#### **V. Co-Treasurer**

- The duties and requirement for the position of Co-Treasurer are the same as the Treasurer, and they will be a signor on the checking account.
- The Co-Treasurer will move into the Treasurer position at the conclusion of the convention after all financial reports have been submitted to DCASC

#### **2. DCA Group Representative**

The DCA Group Convention Representatives should base their lives and recovery on the principals of Narcotics Anonymous, working on the Twelve Steps with a Sponsor and have prior service in their DCANA Home Group.

- Be willing to learn about and implement the Twelve Traditions and Twelve Concepts through their Convention Committee experience.
- Must be nominated and elected by a DCA Group only, if a vacancy occurs, the position can only be filled by that Group.
- Clean time requirement for a Convention Representative is decided by the representative's Home Group.
- The representative cannot hold any other position, within the Program Committee, other than the Secretary.

- Reports to the Home Group on the progress of the Convention.

### **3. Alternate DCA Group Representative**

Are participants on the Convention Committee. They have the same responsibility as the DCA Group Convention Representative in the absence of that representative.

### **4. Sub-Committees**

Sub-Committees are vital to the convention and individuals should expect to be replaced if they are unable to serve for any reason. Naturally, relapse necessitates replacement. This is because we are concerned for the member who is unable to stay clean as we are of service. Each Sub-committee, except for Hotel Liaison, has a Chairperson, Co-Chairperson, and other positions as specified under each Sub-Committee.

Each Sub-Committee meeting operates under this policy and Robert's Rules of Order. 3 written bids are required for all financial contracts above \$300.00. All bids must be approved by the Convention Committee and submitted to the Convention Committee Chairperson, Co-Chairperson for signature. Any apparel needed by a Sub-Committee must be purchased through the Convention Merchandise Sub-Committee. Sub-Committees maintain accurate records of the activities of the Sub-Committee as well as all correspondence. Financial reports including needs, expenditures, and receipts are included with each Sub-Committee report. Included in this policy are attachments for purchases and inventory, refer to those sections for any questions.

All Sub-Committees are to submit a complete and detailed final report at the conclusion of the Convention prior to the next scheduled DCASC meeting. All Sub-Committee responsibilities continue at the conclusion of the Convention and until all final reports are submitted to the DCASC by the Convention Chairperson.

**Note:** Any person responsible for money and/or merchandise and who come up short through their own actions, will be held accountable for the money and/or merchandise.

## **VI. Hotel Liaison**

- Initial meeting with the venue shall include the Hotel Liaison, the Chair and co-Chair of the Convention Committee before any contracts are signed.
- Acts as a liaison between the Convention Committee and the hotel.
- Works with the Registration Sub-Committee to project attendance figures to determine amount of meeting space and hotel rooms, which would be needed.

- Submits approval for any catering proposals such as coffee, banquet, brunch, and breakfast.
- Establish an arrangement so that only the Hotel Liaison and the Convention Co-chair will have authority to sign for services during the convention.
- Have all contracts reviewed by an attorney and signed by the Convention Committee Chairperson and Co-Chairperson.
- During Convention will be responsible to carry Hotel Beeper/Radio Friday or Saturday night and will be coordinated with Convention Co-Chairperson.
- During the Convention works with Registration Sub-Committee to determine an exact number for breakfast and banquet sales. (Minimum two hours prior to events)
- Any and all members of the Convention Committee are prohibited from soliciting or accepting any perquisites ("perks") or special privileges from the hotel.
- Any perquisites ("perks") will go to vendors or speakers so long as it is voted on and approved by the Convention Committee.

## **VII. Fundraising**

- The Fundraising Chair is to maintain funds generated by this Sub-Committee.
- Sub-Committee plans and carries out all fundraising activities. (See Attachment 2)
- All fundraising activities will have tickets that are dated and numbered sequentially (See Attachment 2), all unsold tickets will be accounted for by the Sub-Committee Chairperson.
- The Fundraising Chair will turn all funds over to the Convention Treasurer and/or the Convention Co-Treasurer by the next working day.
- Sub-Committee members should be able to effectively deal with people outside the fellowship.
- Responsible for all entertainment events at the Convention that have been approved by the Convention Committee (See Attachment 2).
- Prepares and submits a budget of all fundraising activities to the Convention Treasurer within 60 days of the formation of this Sub-Committee. The budget can be a rough estimate at the beginning of the planning and revised as the Convention draws near. This should also include entertainment events at the Convention. A list of planned activities should be prepared and distributed through the DCASC structure to the groups.
- Plans fundraising events that do not conflict with area events.
- Secures facilities for events and makes arrangements for the needs of the event (ex: food, DJ, supplies, etc...).

- Works with Programming for Speaker Jams
- Works with Merchandising to make Pre-Convention merchandise available at all events.
- Works with Registration to have Pre-Convention Registration available at events.
- The Fundraising Chair is responsible to work the registration table, along with the Registration chair, during the convention.
- All fundraising events should be presented to the Convention Committee for approval.
- The sale of 50/50 tickets should NOT be sold at any Fundraising events.

### **VIII. Merchandising**

- Prepare and submit a budget of all proposed merchandise to the Convention Committee and Treasurer within 60 days of the formation of this Sub-Committee. This budget must include Pre-Convention and Convention merchandise. The budget can be a rough estimate at the beginning of the planning and revised as the Convention draws near or as Pre-Convention merchandising needs change.
- Responsible for purchasing and ordering merchandise per Purchasing Policy (See Attachment 2). \*\*\*Art work must be at a professional level and approved by the Convention Committee\*\*\*  
\*\*\*Three competitive bids must be obtained\*\*\*
- As a guideline, based on previous experience, the initial order for Pre-Convention merchandise should not exceed a quantity of 100 (In total). When Pre-Convention merchandise inventory drops below 10%, re-order as needed.
- Pricing for merchandise will be suggested by the Sub-Committee and submitted to the Convention Committee for approval.
- Must attend Fundraising events to sell Pre-Convention merchandise.
- Storage of all merchandise will be the responsibility of the Merchandising Chair. A Physical Inventory Control Form will be generated upon delivery of merchandise from a Vendor (See Attachment 3A). When merchandise is issued for sales, a Merchandise Request Form (See Attachment 3C) is generated by the Merchandising Chair and signed by the committee member requesting merchandise. A return receipt is issued by the Merchandising Chair when merchandise is returned.
- All Money will be deposited in the Convention Checking Account or turned over to the Convention Treasurer by the next working day and a deposit slip will be given to the Convention Treasurer at the next Convention Committee meeting.

- Maintain a continuous Spot Inventory (See Attachment 3B) prior to each Committee meeting and includes this as part of the report along with items and amount sold.
- The guidelines for merchandise during the Convention is as follows: Store hours at the Convention should be as long as possible. There will be no outside merchandise Vendors at the Convention except those approved by the Convention Committee. All third party merchandise vendors (ex: jewelry, book covers, etc...), should be obtained and reviewed by the Merchandise Sub-Committee and presented to the Convention Committee for approval.
  - During the convention hourly deposits will be picked up by the Treasurer or Co-Chair and receipts will be given for all funds collected.
  - Physical inventory will be the responsibility of the Merchandise Chair.
  - Spot Inventory must be done on a daily basis (See Attachment 3B)
  - Cash registers with captured tape receipts are mandatory.
  - Either Merchandising Chair or Co-Chair must be in store to oversee operation.
  - Only damaged merchandise can be discounted.
- The guidelines for merchandise after the convention is as follows:
  - An inventory will be done by the Convention Chair and the Merchandising Chair at the hotel.
  - A final inventory statement is provided to the Convention Chair within one(1) week after the Convention for attachment to Chairperson's final report.
  - Cash register receipts will be turned over to the Convention Treasurer, and Convention deposit receipts will be turned over to the Convention Chairperson with the final Merchandising report.
  - Convention Merchandise pricing will remain in effect until sixty(60) days after the Convention at which point the Convention committee can offer the merchandise at a discounted price. All money collected from the sales will be deposited into the DCACNA account.

## **IX. Registration**

- The Committee is responsible for obtaining a Post Office Box to be used during each Convention.
- The Committee is responsible to coordinate with Arts & Graphics Committee, Convention Registration form for the bottom of the Convention flyer. Before copies are made and distributed, approval from the Administrative Committee is required.

- The Committee will be responsible for picking up all mail weekly at the P.O. Box and distributing to all other Committees when needed.
- All money received by Registration is to be turned over to the Convention Committee Treasurer or Co-Treasurer as soon as possible.
- Maintain log records of registrations, banquet, brunch, and event ticket sales. The quantities will be reported at each Committee meeting. This log will also be kept current at the Convention.
- A three(3) copy receipt book will be used by the Committee, Receipt #1 will be mailed to the registrant, Receipt #2 will be given to the Convention Treasurer with each deposit slip at each Convention Committee meeting, Receipt #3 will be retained in the book for Registration Committee records.
- The Registration Committee is responsible for preparing a complete registration packet. The registration packet should include the program(See Program Section Item 3), sequentially serialized event tickets (See Attachment 4), and merchandise. All merchandise selected by the Registration Committee will be purchased by the Merchandising Committee, and whenever possible, samples will be provided by the vendor, for approval by the Registration Committee.
- Cash registers with captured tape receipts are mandatory for use at the Convention.
- Maximum of two(2) cash registers to be used during the Convention, either the Registration Chair or Fundraising Chair must be present at all times to oversee the operation.
- For money responsibility at the Convention, refer to Treasurer item #13, along with money. All second party receipts will be turned over to the Convention Treasurer each hour.
- The Committee will keep an inventory of all packages at the close of registration before they can be turned over to Merchandise to sell the items left in the packets. A receipt must be obtained from the Merchandise Chairperson (See Attachment 3).
- The Registration Sub-Committee is responsible for the cost and printing of the program.
- The Registration Chairperson will prepare a final report which will include a complete breakdown of all registrations, event tickets sold including indigent items that were given away. In order to maintain accountability all serialized tickets and merchandise must be returned along with the report to the Convention Chairperson prior to the next scheduled DCASC meeting.

#### **X. Convention Information**

- This Committee is to inform the fellowship and non-fellowship of our event by sending out flyers to all RSC, RSO, and the WSO,

which would include getting the information in the News Line and NA Way, online Webpages, and closed Facebook Groups and pages.

- This Committee should also work closely with the Arts & Graphics, Hotel Liaison, and Registration Sub-Committee Chairs.
- The Chairperson of this Committee should have their phone number on the flyer to provide information.

#### **XI. Arts and Graphics**

- This Committee is responsible for creating and maintaining an e-mail account for the Convention and the Convention merchandise, with the approval of the Convention Committee.
- This committee is to present all logo submissions to the convention committee for a vote.
- This Committee is also responsible for making the directional posters used at the Convention; in addition to the Convention banner.

#### **XII. Hospitality**

- At the Convention, opens and operates a "Hospitality Room," which has coffee, fruits(if permitted), and snacks, etc...
- Works with Registration Committee to provide tourist, dining, and other information pertinent to the local community.
- Responsible for setting up banquet room, clean time countdown gifts, centerpieces, and any other decorations needed.

#### **XIII. Serenity Keeper**

- Previously known as Convention Security
- Chair is responsible to the formation of the Hug Squad and recruitment of the Hug Squad members.
- Keeps order in facilities where Convention and events are held.
- Assists Fundraising Committee at events during the Convention.
- Responsible for collecting tickets at all events during the Convention (ex: brunch, banquet, dances, comedy show, etc...).
- Works with Hotel Security to police the Convention attendees in the lobbies and hallways of the Hotel/Convention Center.
- Ensures attendees are smoking in designated smoking areas.
- Will have walkie-talkies for communication purposes (See Attachment 2)

#### **XIV. Programming**

This Subcommittee is made up of a Chair, Co-Chair, and Secretary. The Chairperson and Co-Chairperson cannot hold any other positions on the Convention Committee.

- Holds monthly meetings up to two months prior to the convention, and weekly meetings thereafter.
- Develops a program of recovery by:



- Selecting topics, and times of all meetings, including Marathon Meetings and Workshops.
- Selecting Speakers and Chairpersons for all meetings.
- Selects readers for the three(3) main meetings (Opening meeting, Main meeting, and Closing meeting).
- Organizes the Clean Time Countdown at the banquet meeting.
- Works closely with the Registration Sub-Committee Chair by preparing the Convention packet program. After the final approval of this Sub-Committee, the Registration Sub-Committee is responsible for the cost and printing of the program.
- Procures a Taping Company for the meetings by obtaining and submitting three(3) bids to the Convention Committee. The awarded contract will be reviewed by an attorney and signed by the DCACNA Chairperson and Co-Chairperson (See Attachment 2).
- Programming also selects topics, speakers, and chairpersons for fundraising events if necessary.
- Below is the format for main meetings at the Convention:

Chairperson	Programming Chair	Convention Chair	Convention Co-Chair	Programming Co-Chair
Who's An Addict	DCASC Chair	Secretary		Serenity Keeper
What Is The NA Program	DCASC Co-Chair	Treasurer		Serenity Keeper
Why Are We Here	H&I Chair	Merchandise		Serenity Keeper
How It Works	Activities Chair	Fundraising		Serenity Keeper
12 Traditions	Policy Chair	Registration		Serenity Keeper
Press Statement	Digital Chair	Convention Information	Newcomer	Newcomer
We Do Recover	Literature Chair	Serenity Keepers Chair	Newcomer	Newcomer

## VII. MOTIONS

1. Motions can be made by the following Convention Committee Members:
  - DCA Group Representatives.
  - Sub-Committee Chairpersons on business pertaining to that Sub-Committee.
  - Administrative Committee Members on business pertaining to that position.
2. All Convention Committee members are permitted to vote with the exception of the Chairperson who only votes in the event of a tie.
3. Group Volunteers must be present for two consecutive Convention Committee meetings to be extended voting privileges. If a Group Representative does not attend two(2) consecutive meetings their voting privileges will be revoked.
4. Motions from a Sub-Committee do not need a "Second" if they represent the consensus of that Committee.
5. The Convention Committee Secretary will maintain a ledger of all motions passed or failed.
6. Parliamentary Authority shall be in accordance to the DCASC Policy. The DCASC Chair should maintain a copy of this Policy.

## VIII. ATTACHMENTS

1. Check Requisition Form
2. Purchasing Policy Including Forms
3. Inventory Policy Including Forms
  - Attachment 3A
  - Attachment 3B
  - Attachment 3C
4. Guidelines for Tickets
5. Convention Committee in Attendance Form
6. Convention Committee Report Form

## IX. CHANGES TO CONVENTION COMMITTEE POLICY

This policy is in effect for the 2020-2021 Delaware County Area Convention committee. Any changes to this policy must be submitted, in writing, on a motion form to the Convention Chair. Motions will be read and voted on at the ***next scheduled*** convention committee meeting and requires a two-thirds majority vote. Once a policy change has been voted in, the change will be noted in the minutes and put into effect for the following convention years.

**NO CHANGES TO THIS POLICY WILL BE MADE DURING THE  
CURRENT CONVENTION YEAR**

**DELAWARE COUNTY AREA CONVENTION**  
**OF NARCOTICS ANONYMOUS**

Check Requisition Form

**Date:** \_\_\_\_\_ **Check #:** \_\_\_\_\_

**Amount:** \_\_\_\_\_

**Committee:** \_\_\_\_\_ **Chairperson:** \_\_\_\_\_

**Check Payable To:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Receipt Received:**  **Yes**  **No**

**Receipt Amount:** \_\_\_\_\_

**Change Received:** \_\_\_\_\_

**Purpose:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# DCACNA

## Purchasing Policy

There are three kinds of purchases:

- 1) Purchase orders for merchandise.
- 2) Contracts for services such as hotels, taping, DJ, entertainment, etc...
- 3) Petty cash for supplies and incidentals usually under \$150.00

Any purchase over \$300.00 requires three(3) bids and must be presented to the Convention Committee for approval (See Attached Three Bid Form). All Contracts must be approved by the Convention Committee, and signed off by the Convention Chair and Co-Chair. In addition, hotel contracts must be reviewed by an attorney.

The Bid Form requires entering the Sub-Committee's name, type of purchase, items, quantity, price per item, and total per each item. All charges such as shipping, screens, and taxes should also be listed. The supplier's name, address, and phone number are kept confidential until after the award. After the vendor selection is made by the Convention Committee, the vendors proposal along with the Bid Form is turned over to the Convention Treasurer and a Purchase Order will be issued to the vendor. Purchase order book is to be a triplicate pre-printed form with one copy going to the supplier, the second copy to be kept on file by the requesting Sub-Committee to be matched up with the invoice. The third copy staying in the book to become part of the permanent record. If the bids are for a contract, after the award, the Convention Treasurer will then arrange for an attorney to review and when completed will have the Convention Chairperson, and Co-Chairperson sign. The contract will then be returned to the appropriate Sub-Committee Chair.

A Check Requisition is necessary for any cash used by a Sub-Committee for any expenses. Receipts are required for the amount of cash to be reimbursed. The Requisition Form should be filled out and the purpose for the money should be included. Each Sub-Committee requesting additional funding will be required to submit all receipts whose totals adds up to their last requisition (ex: fundraising event). This will maintain accountability within the Sub-Committee.

# DCACNA THREE BID FORM

Sub-Committee: \_\_\_\_\_

Type of Purchase: \_\_\_\_\_

Item	Quantity	Price Per Item	Total Vendor A	Total Vendor B	Total Vendor C

# DCACNA

## Inventory Policy

There guidelines for inventory control of merchandise prior to the Convention are the following:

- 1) Physical Inventory upon delivery of merchandise.
- 2) Inventory log book.
- 3) Receipts for money received and merchandise both in and out.
- 4) Spot inventory.

Physical Inventory must be recorded and an inventory form (Form 3A) must be filled out by the designated Committee member upon delivery. The invoice must then be compared to see if there are any discrepancies. If there are any discrepancies they must be brought to the attention of the vendor.

The Inventory log book will maintain merchandise being given out for sale, money received, merchandise returned, and overall inventory. The receipt book is to be a triplicate pre-numbered book to maintain accountability. When any money is turned in, a receipt will be issued. When merchandise given out or returned, an inventory control receipt will be given out and signed by both parties of the transaction. All these receipts will be logged into the inventory control log to help maintain control of the flow of merchandise and money.

A member of the Administrative Committee will be responsible to make a spot inventory on a regular basis to see if all merchandise is accounted for. A spot inventory (Form 3B) will be filled out at each count.

**Any person, who is selling merchandise and comes up short through actions of their own, will be responsible for the merchandise or equivalent monetary value. Persons handling merchandise should be a member of that Sub-Committee**

Delaware County Area Convention Of Narcotics Anonymous  
Physical Inventory Control (3A)

Date:\_\_\_\_\_ Counter:\_\_\_\_\_

Vendor:\_\_\_\_\_ Purchase Order#:\_\_\_\_\_

Inventory #:\_\_\_\_\_ Quantity:\_\_\_\_\_ Quantity Received:\_\_\_\_\_

Description:\_\_\_\_\_

---

Delaware County Area Convention Of Narcotics Anonymous  
Physical Inventory Control (3A)

Date:\_\_\_\_\_ Counter:\_\_\_\_\_

Vendor:\_\_\_\_\_ Purchase Order#:\_\_\_\_\_

Inventory #:\_\_\_\_\_ Quantity:\_\_\_\_\_ Quantity Received:\_\_\_\_\_

Description:\_\_\_\_\_

---

Delaware County Area Convention Of Narcotics Anonymous  
Physical Inventory Control (3A)

Date:\_\_\_\_\_ Counter:\_\_\_\_\_

Vendor:\_\_\_\_\_ Purchase Order#:\_\_\_\_\_

Inventory #:\_\_\_\_\_ Quantity:\_\_\_\_\_ Quantity Received:\_\_\_\_\_

Description:\_\_\_\_\_

---

Delaware County Area Convention Of Narcotics Anonymous  
Physical Inventory Control (3B)

Date:\_\_\_\_\_ Counter:\_\_\_\_\_ Quantity:\_\_\_\_\_

Description:\_\_\_\_\_

---

Delaware County Area Convention Of Narcotics Anonymous  
Physical Inventory Control (3B)

Date:\_\_\_\_\_ Counter:\_\_\_\_\_ Quantity:\_\_\_\_\_

Description:\_\_\_\_\_

---

Delaware County Area Convention Of Narcotics Anonymous  
Physical Inventory Control (3B)

Date:\_\_\_\_\_ Counter:\_\_\_\_\_ Quantity:\_\_\_\_\_

Description:\_\_\_\_\_

---

Delaware County Area Convention Of Narcotics Anonymous  
Physical Inventory Control (3B)

Date:\_\_\_\_\_ Counter:\_\_\_\_\_ Quantity:\_\_\_\_\_

Description:\_\_\_\_\_

---



Delaware County Area Convention Of Narcotics Anonymous  
Physical Inventory Control (3C)

Requested By: \_\_\_\_\_ Quantity: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_

Issued By: \_\_\_\_\_ Requestors Signature: \_\_\_\_\_

Delaware County Area Convention Of Narcotics Anonymous  
Physical Inventory Control (3C)

Requested By: \_\_\_\_\_ Quantity: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_

Issued By: \_\_\_\_\_ Requestors Signature: \_\_\_\_\_

Delaware County Area Convention Of Narcotics Anonymous  
Physical Inventory Control (3C)

Requested By: \_\_\_\_\_ Quantity: \_\_\_\_\_

Description: \_\_\_\_\_  
\_\_\_\_\_

Issued By: \_\_\_\_\_ Requestors Signature: \_\_\_\_\_

# DELAWARE COUNTY AREA CONVENTION OF NARCOTICS ANONYMOUS **Serialized Tickets Policy**

All tickets sold for events shall be serialized sequentially in a professional manner. A quantity will be printed for each event and sold in sequence. Tickets left over will be returned to the Convention Treasurer along with sales receipts after the event. The Following is an example for Sub-Committees to follow:

**Fundraising Example** for projected 200 in attendance:

Tickets for event number one would be numbered 0001 through 0200, tickets for event number two would be numbered 0201 through 0400, tickets for convention events will be the responsibility of registration.

**Registration Example** for projected 300 in attendance:

Tickets for registrations would be numbered 0001 through 0300. Tickets for the banquet would be numbered 0301 through 0600. Tickets for the breakfast would be numbered 0601 through 0900. Tickets for event number one would be numbered 0901 through 1200. Tickets for event number two would be numbered 1201 through 1500, etc...

**THE ABOVE ARE EXAMPLES ONLY**

# DELAWARE COUNTY CONVENTION COMMITTEE ATTENDANCE FORM

Date: \_\_\_\_\_

NAME	POSITION	PHONE #	EMAIL

# DELAWARE COUNTY CONVENTION COMMITTEE REPORT FORM

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**SUB-COMMITTEE:** \_\_\_\_\_

**REPORT:**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

DELCO AREA CONVENTION

MOTION FORMS

From: \_\_\_\_\_

Motion:

---

---

---

---

---

---

---

---

Intent:

---

---

---

---

---

---