

# **Port City Area of Narcotics Anonymous Policy and Procedures Manual**

**Revised**

**5/2019**

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# **Port City Area of Narcotics Anonymous**

## **Policy and Procedures**

### **Article I - Name**

The name of this committee shall be the Port City Area of Narcotics Anonymous, herein after referred to as PCANA.

### **Article II - Service Area**

This service area shall include the following South Carolina counties: Charleston, Berkeley and Dorchester County. PCANA Area Service Committee (PCANA) welcomes groups from other counties as they may wish to join the PCANA.

### **Article III - Purpose**

The purpose of this committee shall be to administer and coordinate the activities common to the welfare of Narcotics Anonymous groups within the boundaries of the PCANA in an effort to foster unity. For the purpose of these policies, "Narcotics Anonymous groups" shall be defined as stated in the Guide to Local Services in Narcotics Anonymous (GTLS).

### **Article IV- Participants**

This committee shall have four (4) classes of participants: (1) Group Service Representatives (GSRs); (2) Administrative Committee Members (Chairperson, Vice-chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Regional Committee Member (RCM), Regional Committee Member Alternate (RCMA) and Policy Chairperson Literature Chair; Alt Literature; (3) Subcommittee Chairpersons and Vice-chairpersons; and (4) General Members.

**If mother's day or a holidays falls on ASC Sunday we will resume the following Sunday.**

**Section 1- Voting Participants:** The voting participants of the committee shall be the GSR's or, in the GSR's absence, the alternate GSR, of each NA group within the PCANA. For the purpose of these policies, the term GSR shall be defined as a home group member whom the

group conscious designates to be their representative at the PCANA ASC. Administrative subcommittee members and subcommittee chairpersons, or their designated alternate, will be included in voting on housekeeping issues only. In the case of a tied vote, the chairperson will be the deciding vote in all matters except financial. All tied votes dealing with financial matters of \$25.00 dollars or more will be returned to the home groups to be decided at the next ASC. Members holding more than one Regional or Area service position may vote only once per motion during ASC meetings. Precedence for voting shall be the following: Group, Area, and Region.

**ASC Housekeeping items:**

- ☐ Motions to close the meeting
- ☐ Non-monetary subcommittee requests
- ☐ Change in date/time/location of the ASC meeting
- ☐ Acceptance of the minutes

**GSR only vote:**

- ☐ Acceptance of new groups into the PCANA
- ☐ Any monetary disbursements or reimbursements above policy and procedure budget.
- ☐ Election of PCANA Officers (including all subcommittee chairs and vice-chairs)
- ☐ Area budget
- ☐ Regional Motions
- ☐ Changes to the Policy and Procedures

**Please Note:** the ASC Chairperson will refer items not covered by this definition to an Adhoc committee designate. This list is not meant to be all-inclusive, and may require numerous additions, deletions and changes; but most important is to practice the First Tradition at all times.

**Section 1-1: Non-Voting Participants:** The non-voting participants of this committee shall be

the chairperson, and any other officer of the committee and subcommittee chairpersons or subcommittee vice-chairpersons, except when deciding housekeeping issues. Any non-voting participant of this committee may introduce motions and participate in debate and discussion. A GSR must second any such motion, or the motion dies.

**Section 1-2: General Members:** NA members not addressed elsewhere in this policy shall be classified as General Members. General Members shall only have the right to request the floor. The Chairperson has the exclusive right to grant or deny such request. The Chairs' decision may be subject to appeal, and may be over-turned with a 2/3rd majority of the voting participants.

**Section 2: Motions:** All motions will be submitted on the adopted area motion forms, before the end of the section of the ASC agenda referred to as Group Concerns.

**Section 3: GSR Reports:** All GSR reports must be written on the adopted Group Report Forms, and given to the Area Secretary prior to the conclusion of the ASC meeting.

### **Article V- Order of Discussion**

**Section 1:** All PCANA members and meetings will be conducted according to Robert's Rules of Order as found on pages 104-111 in the GTLS except when to do so will violate our 12 Traditions and 12 Concepts.

**Section 2:** Any member of the ASC may make motions; however the motion requires a second by a GSR.

**Section 3:** All motions submitted to the ASC will be discussed in the following order:

- ☐ GSR's
- ☐ Non-voting members
- ☐ General members (the Chair will determine if the discussion is redundant or extraneous)
- ☐ Discussion is closed
- ☐ Motion is called to a vote

**Section 4:** When a motion is being made that would change these policies, the motion will contain the Article, Section #, and the current reading, as well as the way the change would read, should the motion pass. Any motion affecting policy shall be referred to the Policy Chair of the ASC. The Policy Chair will forward to the ASC Secretary, within seven days, all effects the proposed changes would have on ASC policies; for inclusion in the PCANA ASC minutes.

### **Article VI - Officers and Subcommittee Chairpersons**

**Section 1:** The officers of the committee shall consist of Chairperson, Vice chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Regional Committee Member (RCM), and Regional Committee Member Alternate (RCMA), Activities Chairperson, Activities Vice-chairperson (see addendum 4), Hospitals and Institutions (H&I) Chairperson, H&I Vice-chairperson (see addendum 5), Public Relations (PR) Chairperson, PR Vice-chairperson (see addendum 6) Convention Chair and Vice Chair Members and Policy Chairperson. Literature Chair, Vice Chair

#### **Section 2: Criteria for selection of candidates for each office:**

- a. Be an active member of a NA group in the PCANA area.
- b. The candidate for each office has service experience in an NA group.
- c. The candidate for office must have a minimum of two (2) years of continuous abstinence, and a record of active involvement in the NA fellowship for Chairpersons and eighteen (18) months for Vice-Chairpersons with the exception of the convention Chairperson, convention Vice-chairperson, convention Treasurer, convention Alt Treasurer, area Treasurer, area Alt Treasurer, area Literature Chairperson and area Literature Vice-chairperson, which shall have a minimum of five (5) years continuous abstinence. Be willing and have a desire to serve which includes visiting all home groups within this area.
- e. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve

Concepts of Narcotics Anonymous.

f. Have a working understanding of the service structure of Narcotics Anonymous, and the responsibilities of the position they are seeking.

## **Article VII - Election of Officers**

### **Section 1: Nominations:**

a. Shall be open in May and close in June. At the end of the ASC meeting, new officers will be elected and take office at the July ASC. \* With the exception of the Convention Elected members which will follow the convention cycle to open one month prior to the convention; close the following month; and then take office next month

b. To be considered for a position, nominees shall be present at the time of nomination and have a typed or hand-written Service Resume.

c. All nominees shall be present at the time of election.

d. Any member of the PCANA may nominate a qualified individual for an ASC position.

Additionally, any member of NA may submit a nomination thru the GSR or Alt. GSR who represents his/her group.

e. GSRs must take nominations back to their home group for input.

f. Only those previously nominated in the designated period for nominations shall be voted on.

### **Section 2: Elections:**

a. An election to fill a vacancy in an office shall occur within two (2) regular meetings of the vacancy's occurrence. Notice of intent to fill a vacancy shall be provided. In the case of a vacancy in the office of Chairperson, the Vice- chairperson shall assume the duties of the Chairperson until the start of the regular meeting following the election of a new Chairperson. In the case of a vacancy in the office of the RCM, the RCMA shall assume the duties of the RCM until the start of the regular meeting following the election of a new RCM.



b. ASC voting on nominations shall be by written, secret ballot. The exact vote count will not be noted in the minutes, which will state either elected or not elected only.

c. A member may not hold more than one (1) office on the Administrative Committee, which is made up of the ASC officers. Upon election, the officer shall resign as GSR or Alt. GSR, enabling their group to elect new representatives, thus ensuring all groups equality in representation.

### **Section 3: Voting: Interpreting the vote cast shall be as follows:**

The first candidate to receive 51% of the vote from the members present with voting rights shall be deemed the winning ballot. If only one candidate is running for a position, the nominee must still receive a 51% majority vote. If no nominee receives the required amount of votes, the nominee's names will be sent back to the Home groups for a revote.

## **Article VIII - Duties of Officers**

### **Section 1: All Officers:**

a. It is the duty of all of the Administrative Committee members to attend and participate in the Administrative Executive Committee meetings (Admin) as deemed necessary by the ASC Chairperson.

b. All P.O. Box keys are to be turned in at the July ASC meeting to newly elected officers.

c. The Chairperson, Treasurer, and RCM or the alternates of each position, each hold a key to the Area post office box, and are responsible for checking the box prior to each ASC meeting. Key holders are in the following order: 1) Chairperson, 2) Treasurer and 3) RCM.

### **Section 2: Chairperson's duties:**

a. To assist with the agenda, with input from other member of the ASC Subcommittees and the GSRs within the area and submit within three days, for inclusion in the minutes.

- b. To chair the regular ASC meeting, as well as any special and/or Executive Administrative meetings of the PCANA. The Chair must notify the participants of each special meeting, using such methods of notification as agreed upon by the committee.
- c. To maintain frequent contact with other committee members and visit other groups in the area to enhance enthusiasm and create unity.
- d. Open the PCANA ASC meetings at the appointed time, call the meeting to order, and determine that a quorum is present.
- e. To recognize members who are entitled to the floor.
- f. State and put to a vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of the proceedings, and to announce the results of each vote. If a motion is made that is out of order, to rule it “out of order”.
- g. Enforce the rules related to debate, order and decorum within the assembly when appropriate.
- h. Expedite business, in every way, with the rights of members and general members taken into consideration.
- i. Decide all questions subject to appeal. When in doubt, the Chairperson may submit such a question to the assembly, for decision.
- j. Be responsible for general correspondence of the committee.
- k. Sign all certified copies of acts of the committee.
- l. Take a report of the year’s work to the annual meeting. Fiscal year-ending June’s ASC).
- m. Conduct the meeting with impartiality and fairness.
- n. Appoint all Ad-Hoc committees.
- o. Attend all PCANA ASC meetings.

**Section 3: Vice-chairperson’s duties:**

- a. In the absence of the Chairperson, chair the ASC meeting.

- b. Co-ordinates the functions of the ASC, to insure an NA calendar is available to the Secretary, by assisting the appropriate subcommittee.
- c. Be a co-signer on the PCANA bank account.
- d. Make a report on the year's work at the annual meeting (year-end June ASC).
- e. Be ex officio, a non-voting member of all subcommittees.
- f. In the absence of the Policy Chairperson, act as parliamentarian for the ASC meeting.
- g. Attend all PCANA ASC meetings

**Section 4: Secretary's duties:**

- a. In the absence of the Chairperson, the Vice-chairperson and the RCM, call the meeting to order, and preside, until the immediate election of a Chairperson pro-tem.
- b. Maintain a record of all proceedings, correspondence and archives of the committee.
- c. Maintain the committee's official membership list, and call roll as required.
- d. Make the records available to NA members, upon request.
- e. Provide committee members with all documents required for the performance of their duties.
- f. Keep records of all motions.
- g. Maintain all archives, motions, minutes and all other pertinent paperwork.
- h. Type and disseminate the correspondence of the committee that is not a proper function of another officer or committee.
- i. Ensure all group and subcommittee reports are copied into the minutes, and include all trusted servants names, address, phone numbers, email address and positions held, listed in the minutes.
- j. To distribute copies of the minutes, including motions, to each officer and all registered GSR's, no later than two week following each meeting.
- k. Keep an updated NA calendar of known NA events, meetings, conventions and other

functions that may relate to the PCANA.

l. Manage the registration of member groups.

m. Attend all PCANA ASC meetings

n. The Secretary will take minutes during all ASC meetings, and keep a copy for archive.

o. Be a co-signer on the PCANA bank account.

**Section 5: Alternate Secretary duties:**

a. In the absence of the Secretary, serve as the ASC secretary.

b. Attend all PCANA ASC meetings.

c. Assist and perform duties, as designated, by the Area Secretary.

**Section 6: Treasurers duties:**

a. Be the custodian of the committee's funds.

b. Attend all PCANA ASC meetings.

c. Be a co-signer of the committee's bank account.

d. Make a written and verbal report of receipts and disbursements at each regular ASC meetings.

e. Make a written financial report at both the July and December budget review meeting, to be audited by the administrative committee members consisting of the Chairperson, Vice-chairperson, RCM and Secretary.

f. Disburse, as necessary, in accordance with committee decisions, when funds are available

g. To reimburse members with receipts for their expenses, up to and including \$25.00.

Anything above \$25.00 shall require PCANA approval.

h. Be responsible for sending all funds above the prudent reserve to the Carolina Region of Narcotics Anonymous (CRNA) and NA World Services (NAWS).

- i. Be responsible to get a signature card for the PCANA bank account to the August, no later than September ASC Meeting making arrangements for new co-signers to meet at the bank, when cards must be signed at the bank.
- j. All deposits collected at the monthly ASC be made the following business day after the ASC, i.e. If Monday is a holiday, the deposit will be made on Tuesday and deposit slips be brought to the next ASC.

**Section 7: Alternate Treasurers duties:**

- a. In the absence of the Treasurer, serve as the Area Treasurer.
- b. Attend all PCANA ASC meetings.
- c. Assist and perform duties, as designated by the Area Treasurer.

**Section 8: Regional Committee Member (RCM) duties:**

- a. In the absence of the Chairperson and the Vice-chairperson, serve as the Chairperson.
- b. Attend all PCANA ASC meetings.
- c. Represent the committee at the Carolina Regional Service Committee (CRSC) meetings.
- d. Provide the Chairperson with additional agenda items, if appropriate, for the next regular meeting of the CRSC, sixty (60) days prior to that meeting.
- e. Make a written and verbal report to the ASC committee at each regular meeting, covering the business of the previous CRSC meeting.
- f. Be a co-signer of the PCANA bank account.
- g. This is a two (2) year term.

**Section 9: Regional Committee Member Alternate (RCMA) duties:**

- a. In the absence of the RCM, serve as the RCM.
- b. Attend all CRSC meetings.
- c. Attend all PCANA ASC meetings.
- d. This is a two (2) year term.

## **Section 10: Policy Chairperson duties:**

- a. Act as Parliamentarian for the ASC meeting.
- b. Be responsible for chairing all Policy and Procedure Ad-hoc subcommittees.
- c. Be responsible for briefing and providing Policy and Procedures to new groups accepted into the Area.
- d. Update the Policies and Procedures manual with changes after the ASC at which the changes occur, and have an updated policy log available at the following ASC meeting.
- e. To have an updated Policy and Procedure manual available at the June ASC for the GSRs and the Officers.
- f. Attend all PCANA ASC meetings.

## **Article IX - Duties of Subcommittee Chairpersons**

### **Section 1-Standing Subcommittee Chairpersons duties:**

- a. Follow the policy for nominations set forth with Article VI-Section 2 and Article VII.
- b. Attend all PCANA ASC meetings.
- c. Attend all Carolina Regional Subcommittee meetings related to the subcommittee elected to.
- d. Submit, in writing, all activities of their sub-committee at the monthly ASC meeting.
- e. Comply with all Narcotics Anonymous handbooks relating to, and designated for the subcommittee elected to.
- f. PCANA elects all subcommittee Vice-chairpersons.
- g. See the addendum corresponding with the particular subcommittee.

## **Article X - Group Service Representative (GSR):**

- a. Comply with the description of this position, as provided in the Guide to Local Services in Narcotics Anonymous (GTLs).
- b. Attend all PCANA ASC meetings or send a designated representative from the homegroup.

- c. Submit a monthly group report, on the approved Monthly Group Report form, at the PCANA meeting. See addendum 9
- d. Inform as soon as possible, the PR Chairperson, or anyone else charged with the duty of copying the meeting schedules, of any changes in the groups meeting time, location, or format.

### **Article XI – Membership**

#### **Groups:**

- a. All meetings within the geographical area of PCANA will be included in the PCANA Meeting Schedule.
- b. New Groups may join the Area at any time. To obtain voting rights, a group must attend two (2) consecutive PCANA ASC meetings.

### **Article XII - Removal of Officers**

**Section 1: Removal:** A service member may be removed from their position for noncompliance.

A 2/3rd majority vote of the body is required for removal. Non-Compliance includes, but is not limited to:

- a. Loss of abstinence.
- b. Non-fulfillment of the duties of their position.
- c. Absence from two (2) consecutive meetings of the PCANA, unless prior notification was made to a PCANA Trusted Servant or anybody on the committee. The Chairperson will make a recommendation.
- d. The final roll call, at the end of the ASC meeting, shall be included in the minutes.

**Section 2: Resignation:** An officer or Subcommittee Chairperson of this committee may resign by providing notice to the ASC Chairperson.

### **Article XIII – Budget**

**Section 1:** The budget will be voted on by the PCANA, without home group conscience, unless a GSR requests home group conscience on some or all of the budget items. The budget shall come before the committee for review, twice a year, at the June and December ASC meeting.

- a. An in-house audit of the Treasurer's books will be performed prior to the December and June ASC meeting, and be available for review at the January & July ASC meeting.
- b. The PCANA is allowed to make Seventh Tradition donations to the Carolina Region and Narcotics Anonymous World Services (NAWS), without contacting their groups first.
- c. All unused monthly budget allocations will be reallocated, as needed.
- d. The PCANA will have a prudent reserve of Three Hundred dollars (\$300.00), and an portion of the monies will be forwarded to the Carolina Region (NAWS) on a monthly basis.
- e. All PCANA area funded events shall be designated as "Donation Only" for entry, unless specified that the event is a "Fundraiser".
- f. The priority list for disbursements is as follows:
  1. Rent
  2. PR expenses (to include Phone line, meeting schedules, etc.)- \$175.00
  3. H&I Literature - (see addendum 5)
  4. Travel Expenses (RCM, H&I, PR)
  5. Activities – As needed (see addendum 4)
  6. Secretary – \$150.00

#### **Section 2: Disbursement request:**

- a. Members requesting advanced money must submit an estimated itemized budget of expenses.
- b. Members responsible for monies and or merchandise must sign a Financial Policy Agreement (addendum 7)
- c. Members requesting disbursement or reimbursement shall submit a completed



approved Disbursement or Reimbursement Form. (addendum 8)

d. Activities subcommittee must request funds **one (1)** months in advance of an event. This request shall include a flyer and an itemized estimated budget. (see addendum 8)

e. Public Relations Subcommittee must request funds **(1)** month in advance of an event. This request shall include a flyer, nature of the event and an itemized estimated budget. (see addendum 8)

**Section 3:** Subcommittee Chairperson's are responsible for funds related to their committee, and shall give the ASC Treasurer proper clarification (dated legible receipts, etc.).

**Section 4:** All PCANA checks require two signatures for validity. The Four available signers will be the Vice-Chairperson, Treasurer, RCM and the Secretary.

### **Article XIV – Meetings**

#### **Section 1: Regular ASC Meetings:**

- a. The regular meetings of the PCANA ASC shall be held in Charleston, on the second Sunday of each month; this meeting shall be non-smoking.
- b. Home groups who wish to host the PCANA meeting must have voting rights.

#### **Section 2: Special Meetings:**

- a. Special meetings may be called by the Chairperson of the committee, and shall be called, upon written request of a member of the committee.
- b. All such requests shall include the date, time, and the purpose of the meeting. No business, other than that so stated, will be conducted.
- c. Seven (7) days noticed shall be given to ASC members.
- d. An annual Inventory will be held in December, date to be announced at the October ASC.

#### **Section 3: Format of meetings:**

- a. The PCANA ASC meeting shall be opened with the Serenity Prayer, the PCANA Service Prayer (addendum 1), The Twelve Traditions (addendum 2) and Twelve Concepts (addendum 3). The meeting will be closed with the Serenity Prayer.

b. New groups shall be introduced and accepted into PCANA prior to the section of the agenda called “Group Report’s”.

#### **Section 4: Quorum:**

a 50% of the voting participants shall constitute a quorum. All motions will be carried or denied by simple majority of the groups present with voting rights.

b. Any group missing two (2) consecutive PCANA ASC meetings will automatically be removed as a voting member of the ASC.

c. Upon request, said group shall be reinstated, for the purpose of quorum, after attending two (2) consecutive ASC meetings, at the subsequent (next) meeting.

d. A written notice shall be sent to GSR and Alternate GSR of said group thru the minutes, stating: “Your home group has been removed from quorum, and is required to attend two (2) consecutive ASC meetings to be reinstated and regain voting status.”

### **Article XV – Subcommittees**

#### **Section 1:**

a. The ASC may establish “standing” subcommittees as necessary, to perform certain duties. These committees may include, but shall not be limited to: Administrative, Public Relations, Hospitals and Institutions, Activities, and other standing subcommittees which shall be deemed necessary to carry on the work of the ASC. The standing subcommittee Chairpersons and Vice-chairpersons shall be elected by the voting members of the ASC, as addressed elsewhere in this policy. The subcommittee members will elect all other officers of the standing subcommittee’s.

b. All standing subcommittees of the PCANA shall create and adopt guidelines, which are consistent with the Guide to Local Services in Narcotics Anonymous (GTLS), the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous, and the best information available from the World Service Conference (WSC) in the form of WSC approved handbooks and guidelines.

- c. The guidelines of each standing subcommittee shall be submitted to the ASC, to be included in the Area Policy and Procedures manual.
- e. All subcommittee reports must be type written when turned in to the PCANA.
- f. To establish a Convention Subcommittee. PCANA ASC will elect the Convention Chairperson and Convention Treasurer. The subcommittee members will elect all other officers of the standing subcommittee's

#### **Article XVI - Ad-hoc Subcommittees**

The Chairperson of the PCANA shall have the authority to appoint Ad-hoc subcommittees, for such special purposes, as may, from time to time, be deemed necessary to fulfill specific functions. The Chairperson of the ASC shall specifically designate the purpose, membership and duration of the existence of such Ad-hoc committees, at the time of appointment.

#### **Article XVII - Parliamentary Authority**

The rules contained in the current edition of Roberts Rules of Order, newly revised, shall be utilized to expedite the business of the committee in cases in which they are applicable, and in which they are consistent with these policies, the Twelve Traditions and Twelve Concepts, and any special rules the committee may adopt. These rules may be found in the GTLS on pages 104-111.

#### **Article XVIII - Amendment of Policy and Procedures**

These Bylaws can be amended by a simple majority of the groups present with voting rights at anytime necessary by the ASC, providing the exact wording of the amendment has been submitted, in writing, and announced at a previous meeting, to allow a group conscious.

#### **Article XX - Abolishment and Discontinuation**

In the event of the abolishment and discontinuation of the PCANA and its Administrative committee, all money and Conference Approved literature is to be sent to the Carolina Region (CRNA). Other service items, materials, etc are to be disposed of as quickly and

efficiently as possible.

### **Addendum 1**

#### **PCANA Service Prayer**

“God, grant us knowledge that we may serve according to YOUR Devine precepts. Instill in us a sense of Your purpose. Make us servants of Your will and grant us a bond of selflessness, that this may truly be Your work, not ours- in order that no addict, anywhere, need die from the horrors of addiction.”

Adapted from the Basic Text, page xv

## **Addendum 2**

### **The Twelve Traditions of Narcotics Anonymous**

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

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

### **Addendum 3**

#### **Twelve Concepts for NA Service**

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

#### **Addendum 4**

#### **Port City Area Activities Subcommittee Guidelines**

##### **Purpose:**

To further the purpose of NA by organizing workshops, learning days, unity days, and other appropriate functions.

##### **Membership:**

A member attends all sub-committee meetings, has knowledge of the sub-committee's purpose, has a willingness to serve, and maintains personal recovery in N.A.

##### **Requirements & Duties of Officers:**

Chairperson (elected by PCANA)

Vice Chairperson (elected by PCANA)

##### **Requirements**

- a. Be an active member of an NA Group in the **PCANA**.
- b. May have acted as an Alternate or Vice Chair for the office or has service experience that will help them with their duties.
- c. The Chairperson must have a minimum of two (2) years clean time. Vice-chairperson must have a minimum of eighteen (18) months clean time.
- d. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
- e. Have an understanding of the responsibilities of the position

##### **Duties**

- a. Attend all ASC Meetings.
- b. Attend all Activities subcommittee meetings.
- c. Have a written report of the activities of their subcommittee and give it to the ASC

Secretary

- d. Comply with all NA handbooks relating to and designed for this committee (GTLS).

**Secretary & Alt. Secretary (elected by Activities Committee)**

**Requirements**

- a. Be an active member of an NA Group in the PCANA.
- b. May have acted as an Alternate for the office or has service experience that will help them with their duties.
- c. A minimum of one (1) year clean time.
- d. Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
- e. Have an understanding of the responsibilities of the position.

**Duties**

- a. Attend all Activities Committee Meetings.
- b. Take accurate minutes of the subcommittee meetings.
- c. Maintain an archive of subcommittee minutes, flyers, and ASC reports.
- d. Inform other Areas in the Carolina Region about activities (i.e. Carolina Service office, Web Servant)

**Elections**

- a. Nominations may come from and N.A. member present at the subcommittee meeting.
- b. Nominees must meet all requirements for that office as stated in these guidelines.
- c. The nominee is entitled to decline any nomination.
- d. All nominees must be present at the time of nomination and election.
- e. Any member of the subcommittee may nominate themselves.

**General Members**

Any NA member with at least one (1) day clean, and a desire to serve can join this



committee.

### **Events**

- a. Events shall be preplanned and brought before the ASC for approval
- b. Fliers will be presented to the ASC one months prior to the event and will contain time, date, location and state whether the event is a Fundraiser.

### **Finances**

- a. This Sub-committees is budgeted as needed.
- b. The Chairperson and all committee members who handle any money must sign the PCANA Financial Policy Agreement.
- c. The Committee must request funds two (1) months in advance of an event. Said request must be a written itemized budget request.
- d. Admission to all Activity Committee Events will be donation only unless the event is specified as a fundraiser. If the event is deemed a fundraiser, there will be an admission charge,
- e. All monies disbursed from any budgets or activities that are not used and/or funds collected should be turned over to the ASC Treasurer, with dated legible receipts. All expenditures with the budgeted amounts to be disbursed by the ASC Treasurer by means of an ASC check. All donations are to be reported to the ASC for approval of the disbursement.

### **Addendum 5**

#### **PCANA Hospitals and Institutions Guidelines**

##### **Article I-Purpose**

- a. The Port City Area Hospitals and Institutions (PCANA H&I) subcommittee is responsible for carrying the message of recovery into hospitals and institutions whose residents have restricted access to regular NA meetings.

b. The H&I subcommittee initiates, coordinates and conducts all H&I meetings/presentations in the PCANA area, but may use other methods (i.e. distributing literature and meeting list), to make recovery more available to addicts in these facilities.

## **Article II-Trusted Servant Positions**

### **Chairperson**

- a. Must have two (2) years of continuous abstinence.
- b. The H&I Chairperson is elected by the ASC, as outlined in the PCANA Bylaws.
- c. Must have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
- d. Must attend all H&I subcommittee meetings and ASC meetings.
- e. The Chairperson is a voting member of the Carolina Regional Service H&I Committee (CRHISC), and should attend all of the CRHISC meetings. He/she acts as a link of communication between the subcommittee, the ASC and the CRHISC.
- f. He/she also makes sure that a link of communication between the subcommittee and the individual facilities is maintained. The Panel Coordinator does this communication however; the Chairperson should ensure that this communication is taking place.
- g. The Chairperson is responsible for ensuring that all Panel Leaders and Panel Members comply with the H&I Guidelines, the ASC Bylaws and the individual facilities rules.
- h. The Chairperson is responsible for submitting a written report at the monthly ASC. This report shall include all budget expenditures, except for literature, which may be included in the Vice-chairs report.

### **Vice Chairperson**

- a. Must have eighteen (18) months continuous abstinence.
- b. The H&I Vice-chairperson is elected by the ASC, as outlined in the PCANA Bylaws.
- c. Must have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve

Concepts.

- d. Must have a minimum of six (6) months experience on the H&I subcommittee, and carry a strong message of recovery.
- e. Must attend all H&I subcommittee meetings and ASC meetings. It is strongly suggested the Vice-chair attend the CRHISC meeting, if possible.
- f. Helps the Chairperson maintain smooth operations of the committee meeting. In the absence of the Chairperson, the Vice-chair will chair the subcommittee meeting.
- g. He/she also helps makes sure that a link of communication between the subcommittee and the individual facilities is maintained. The Panel Coordinator does this communication, however; the Chairperson should ensure that this communication is 21 taking place.
- h. May give a monthly report at the ASC, with information about literature disbursements to be included.
- i. Will assume the duties of the Chairperson, should the Chair be unable to fulfill the position, until a new Chairperson can be elected.

### **Secretary**

- a. The H&I subcommittee elects its own secretary.
- b. The Secretary must have one year of continuous abstinence.
- c. The positions responsibilities include keeping an accurate set of minutes of all subcommittee meetings. These minutes are to be properly typed, approved by the Chairperson, and distributed to all subcommittee members within two weeks of the subcommittee meeting.
- d. Will maintain a copy of all minutes in an H&I subcommittee archive. The archive will also contain:
  - i. Maintain a file of all correspondence to and from the committee.

ii. Maintain a file of policies and/or requirements of all the facilities that the committee serves.

iii. Maintain an updated list of the subcommittee members and their phone numbers, as well as all people willing and eligible to be panel members.

### **Panel Coordinator**

a. The coordinator is elected, as needed by the H&I subcommittee.

b. The requirements are one-year abstinence from all drugs, a strong NA message of recovery and six months previous involvement in the PCANA H&I subcommittee meetings.

c. Are responsible to maintain a regular and ongoing link of communication with all of the facilities the subcommittee takes H&I meetings into.

d. Will submit a monthly written report to the subcommittee body.

### **Panel Leader**

a. Panel leaders are elected, as needed by the H&I subcommittee.

b. There is a required one-year abstinence from all drugs.

c. Six months previous involvement in PCANA H&I subcommittee meetings, and carry a strong NA message of recovery.

d. He or she must attend all regular H&I subcommittee meetings.

e. Will submit a monthly written report to the subcommittee body.

f. Are responsible for all aspects of the meeting/presentation, such as keeping supplies (literature, serial publications, pamphlets, etc), and making sure the meeting/presentation begins and ends on time.

g. Maintain an open line of communication with the Panel Coordinator/Chairperson of the subcommittee, making him/her aware of any problems or situations (lack of literature, etc.).

### **Article III-Finance**

- a. This Sub-committee is budgeted Two Hundred Fifty Dollars (\$250.00) per month as needed.
- b. The Chairperson and all committee members who handle any money must sign the PCANA Financial Policy Agreement.
- c. The Committee must request funds two (2) months in advance of an event. Said request must be a written itemized budget request.
- d. Admission to all H & I Subcommittee Events will be donation only unless the event is specified as a fundraiser. If the event is deemed a fundraiser, there will be an admission charge,
- e. All monies disbursed from any budgets or activities that are not used and/or funds collected should be turned over to the ASC Treasurer, with dated legible receipts. All expenditures with the budgeted amounts to be disbursed by the ASC Treasurer by means of an ASC check. All donations are to be reported to the ASC for approval of the disbursement.

PLEASE REFER TO “NARCOTICS ANONYMOUS HOSPITALS & INSTITUTIONS HANDBOOK” FOR FURTHER INFORMATION, INCLUDING THE FLOWCHART FOUND ON PAGE 69, ENTITLED EXAMPLE B.23

## **Addendum 6**

### **Public Relation Guidelines**

#### **Purpose:**

The purpose of this subcommittee is to inform the public that Narcotics Anonymous (NA) exists, and that NA offers recovery from the disease of addiction. We give out information about how and where to find Narcotics Anonymous meetings and about the fellowship of NA. All Public Relations (PR) activities are carried out in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

#### **Finances:**

- a. This committee is budgeted Three Hundred (\$300.00) Dollars as needed.
- b. The Chairperson and all committee members who handle any money must sign the PCANA financial agreement.
- c. All monies disbursed from any budgets or activities that are not used and/or funds collected should be turned over to the ASC Treasurer, with dated legible receipts. All expenditures with the budgeted amounts to be disbursed by the ASC Treasurer by means of an ASC check. All donations are to be reported to the ASC for approval of the disbursement.
- d. Admission to all PR Subcommittee Events will be donation only unless the event is specified as a fundraiser. If the event is deemed a fundraiser, there will be an admission charge
- e. The committee must request funds two (2) months in advance of an event. And this request shall include a flyer and an itemized estimated budget.

#### **Functions:**

- a. To open and maintain lines of communication between NA and the general public, as well as between the PCANA PI subcommittee, other PR subcommittees within the

Carolina Region, and the Carolina Regional PR subcommittee (CRPRSC).

- b. Respond to all requests for information about NA. This is to be done in a timely and effective manner.
- c. To be sure that all request are handled by the appropriate level of service.
- d. To refer to the Public Relations Handbook, PCANA PR Guidelines, and other appropriate information available, when doing all PR projects.
- e. Compile and publish updated meeting schedules, with the information provided by the GSR's.
- f. Refer to the Guide to Local Services (GTLs) and follow the guidelines (in principle), which apply to PR.
- g. The PR Phone line list shall consist of addicts with a minimum of one (1) year clean time and knowledge of the Twelve Steps. That list should be updated and presented to the Area monthly

**Committee:**

**Requirements:**

- a. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA.
- b. A willingness to serve.
- c. Suggested clean time for officers:
  - 1. Chairperson-two (2) years<sup>24</sup>
  - 2. Vice-chairperson- Must have eighteen (18) months
  - 3. Secretary- one (1) years
  - 4. Alternate Secretary- one (1) year
- d. All terms are for one (1) year.
- e. Elections are to be held concurrently with the ASC elections.

**Nominations:**

The PCANA will elect the subcommittee Chairperson and Vice chairperson. The subcommittee body will elect all other subcommittee positions. The subcommittee may submit a nomination to the ASC for consideration.

**Election of officers:**

- a. The nominees for the Chairperson and Vice-chairperson must attend the PCANA ASC meeting for nomination and election.
- b. All other positions- must be at the subcommittee meeting to be nominated and elected this is to show willingness and allow for questions to be asked by the subcommittee members.
- c. Voting on both the ASC and subcommittee will be done by secret ballot, and tallied by the Secretary of the committee.
- d. The tallying of the vote shall be as follows: The first candidate to receive 51% of the vote shall be declared the winning ballot. If no one receives the required 51%, the nomination will be left open, and a new vote taken at the following meeting.
- e. All other business of the subcommittee shall be done by group consensus whenever possible, rather than a group vote.

**Chairperson:**

- a. Must attend the PCANA committee meeting, and give a written and oral report.
- b. Arranges the subcommittee meeting agenda, and presides over the subcommittee meetings.
- c. Responsible for being a link of communication between the ASC and the subcommittee, as well as between the Carolina Regional PR subcommittee (CRPRSC) and the PCANA.
- d. Responsible for communications between the general public and PCANA.
- e. Responsible for all correspondence that concerns PR.



- f. Is a voting member of the CRPRSC, and should attend the Regional subcommittee meeting whenever possible.
- g. Maintains a copy of all files and records of the subcommittee (archives).
- h. Responsible for Help line, including maintaining up-to-date lists' of volunteers, and visiting the answering service on a monthly basis.

**Vice-chairperson:**

- a. Must attend the PCANA meeting, and where appropriate give a written and oral report.
- b. Assumes the position of the Chairperson in his/her absence.
- c. Gives a report at each subcommittee meeting.
- d. Works closely with the Chairperson in all aspects of the Chairperson position.
- e. Attend the CRPRSC, preferably with the PCANA PR chairperson.
- f. Must have eighteen (18) months continuous abstinence.<sup>25</sup>

**Secretary and Alternate Secretary:**

- a. Keeps a written record of the subcommittee meetings, to include attendance records.
- b. Gives a report at each subcommittee meeting.
- c. Handles correspondence, as directed by the subcommittee Chairperson.
- d. Maintains an archive of the subcommittees' records and files.

**Removal of Trusted Servants:**

- a. Loss of clean time
- b. Voluntary resignation, in writing.
- c. Missing two (2) consecutive meetings without reasonable cause, and notification to the subcommittee Chairperson (or for the Chairperson and Vice-chairperson-the ASC Chairperson).
- d. Failure to fulfill the functions and duties of the office. A motion must be made and seconded. A 2/3rd majority vote is necessary, (the Chair and Vice chairpersons' can

only be removed by the ASC).

**Voting members:**

- a. All members may vote, however the Chairperson will cast a vote only in the case of a tie.
- b. All elected Group PR Representatives.
- c. Persons willing to serve and participate in the subcommittees' work will be eligible to vote at their second consecutive meeting.

**Quorum:**

- a. Quorum must be met by 15 minutes after the beginning of the scheduled meeting opens.
- b. Required quorum is 51% of the members eligible to vote.
- c. Any member missing two (2) or more consecutive meetings will be removed from the quorum number.

**Voting procedures:**

- a. All business will be handled by group consensus; a simple majority vote will be used only if necessary.
- b. A simple majority vote will be used to elect all Officers not elected by the ASC.

**Requirements and duties of Public Speakers:**

- a. All public speakers are to be familiar with the PR subcommittee guidelines for speaking, and attend at least two (2) subcommittee meetings.
- b. Suggested clean time required-two (2) years.
- c. An understanding of the Narcotics Anonymous Primary Purpose, and carry a clear and concise message of recovery.
- d. A working Knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

**Requirements and duties of members giving presentations:**

- a. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
- b. Suggested clean time requirement-one (1) year.
- c. Members shall utilize the format outlined by the PR subcommittee.
- d. Members shall cooperate and work with the H&I subcommittee, in carrying out this function when the presentation is to a facility considering an H&I meeting for their facility.
- e. Any member is welcome to attend and give moral support; suggested clean time requirement is nine (9) months.
- f. Members sharing at a presentation need to have attended at least one prior presentation.

**Parliamentary procedures:** If necessary, after referring to these guidelines, the PCANA Policy and Procedures and all reference materials published by NA, revert to Roberts Rules of Order, Newly Revised.

**Addendum 7**

**Port City Area of Narcotics Anonymous Financial Policy Agreement**

This form is to be read and signed by all PCANA members who, as Trusted Servants for PCANA: request, receive, or distribute NA funds or merchandise, on the behalf of or in the interest of Narcotics Anonymous. After signing and dating this form, one copy will be given to the signer, and the original will be kept on file with the SCANA Executive Committee archives. An active file will be kept on hand and marked **Financial Policy-Approved Trusted Servants**.

1. The Eleventh Concept of Service states:” A funds are to be used to further our primary purpose, and must be managed responsibly.” It is strongly suggested that you read the Twelve Concepts for NA Service, and familiarize yourself with them.
2. A Trusted Servant Financial Policy has been created and implemented, to help prevent a financial problem. This policy is based on principles, not personalities. There will be no exceptions made to these stated policies.
3. All Trusted Servants handling PCANA funds or saleable merchandise will be given a copy of the financial policy to read and sign. One copy will be given to the Trusted Servant, and the original will be kept on file with the PCANA Executive Committee archive.
4. With regard to PCANA fund disbursement: All PCANA checks are to be completely filled out, to include date, payee, amount, reason for disbursement, and two executive committee members’ signature. The writer of the check will be the primary signature. The secondary signature is responsible for verification of correct and completeness of the check.
5. With regard to traveling funds and funds requested in advance: All request must come before the PCANA body. Such request must be made on a PCANA motion form. Such request must pass by a simple majority prior to disbursement. In the event of advance disbursement, receipts from the approved event must be provided to the Executive Committee, at the ASC meeting immediately following the event.
6. With regard to reimbursement request: All such request must be made on a PCANA motion form, and be passed by a simple majority, prior to disbursement. Such request must include legible dated receipts.
7. With regard to the borrowing of personal property by an individual on the ASC, the ASC will assume no financial responsibility for said property.

As part of your responsibility as a volunteer member of the Port City Area of Narcotics Anonymous ASC, you may become involved in the handling of merchandise and or funds. Please be advised that all Trusted Servants and individual addicts entrusted with the handling of PCANA merchandise and or funds will be held accountable. If any merchandise and or funds are found to be missing or misused, an investigation will be initiated by the Executive Committee of PCANA, If you are found to have stolen or misused merchandise and or funds, your Trusted Servants’ position will immediately be forfeited and the Executive Committee of PCANA will have you prosecuted to the fullest extent of the law.

I have read and understand these financial policies:

---

**Addendum 8**

**Reimbursement or Request for Money**

Today's Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Your Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Event & Date: \_\_\_\_\_

I need money to: \_\_\_\_\_

Approved by Committee: \_\_\_\_\_ Yes \_\_\_\_\_ No - Date: \_\_\_\_\_

To be completed by Treasurer before writing a check:

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

Check Payable to: \_\_\_\_\_

Check Number: \_\_\_\_\_ Check Amount: \_\_\_\_\_

Other:

To be completed by Treasurer after purchase is made:

Receipts Turned in Total: \_\_\_\_\_

Cash Returned Totals: \_\_\_\_\_

Initials: \_\_\_\_\_

**Addendum 9**  
**PORT CITY AREA OF N.A.**  
**MONTHLY GROUP REPORT**

DATE:

GROUP: REPORTED BY:

POSITION HELD: TELEPHONE No.:

GROUP MAILING ADDRESS:

CITY: STATE: ZIP:

MEETING LOCATION:

MEETING DAYS AND TIMES:

DISCUSSION TOPICS:

BIRTHDAYS:

IS YOUR GROUP HAVING ANY PROBLEMS?

CAN THE ASC OR ANY OF ITS SUBCOMMITTEES HELP WITH THIS ISSUE?

IF YES HOW?

ARE THERE ANY OTHER WAYS THE ASC CAN HELP YOUR GROUP?

DONATION: \$ CASH OR CHECK (CIRCLE ONE)

OPTIONAL FINANCIAL INFORMATION.

Prudent

Reserve .

7<sup>th</sup> Tradition

Supplies Literature Rent ASC

Donation

RSC

Donation NAWS 30

**Addendum 10**

**The Port City Area of Narcotics Anonymous**

MOTION FORM

Date:

Motion Made By:

Motion Seconded By:

The Motion Reads as Follows:

Intent:

Financial Impact:

☐ Carried ☐ Failed ☐ Tabled ☐ Amended ☐ Withdrawn ☐ Thrown Out

☐ Referred to: GSR Only: All Vote:

Yes No Abstain31

**Addendum 11**

**The Port City Area Of Narcotics Anonymous**

**SERVICE RESUME**

Name: Date:

Phone #: Clean Date:

Group Service (list positions; approximate dates served):

Area Service (list positions; approximate dates served):

Regional Service (list positions; approximate dates served).

World Service (list positions; approximate dates served):

Have you failed to complete or been removed from a service position in the last five (5) years? If yes, please explain:

Have you ever stolen or misappropriated funds, or merchandise, from NA? If yes, please explain:

Do you regularly attend NA meetings?

Do you work with an NA Sponsor?

Do you have a working knowledge of the 12 Steps, 12 Traditions and 12 Concept for Service in NA?

Have you reviewed the Guidelines and/or By-Laws in respect to this service position?

Dear NA member,

This service resume will be considered personal and confidential. As such, it will be distributed only to PCANA voting participants, and will be collected and destroyed at the close of the meeting, or when the seat you have been nominated for has been elected.

Before you complete this resume, the ASC would like to let you know a little more about service at the Area level. The position for which you may be nominated will require that you make a commitment of at least one year, with the possibility that your commitment could last for two years.

This means that you may be asked to make a considerable investment of your time. You may be



asked to travel, and spend time away from your family, job, and home. This is especially true for members and officers of PCANA, and Area Sub-Committees. You may also have to spend some of your personal funds in order to fulfill some of your responsibilities. Certainly, you will have to work at home in your spare time, reading or writing reports, and discussing the plans and objectives of your work with other members of your board or committee. In addition, you may have to make several phone calls to other Trusted Servants.

In order to provide our fellowship with the very best level of service possible, we ask that you carefully consider all the responsibilities that go with the elected position for which you may be nominated. You may wish to consult your employer, family, and /or sponsor. Talking with members who have served at the Area level may also be helpful for additional insights. Service at this level has many rewards and may have a profound effect on your life and personal recovery. However, it does not come without hard work, long hours, dedication and personal sacrifice.

Signature: \_\_\_\_\_

Created: 02/08

Addendum 12

RESTITUTION AGREEMENT FOR THEFT OF  
NARCOTICS ANONYMOUS FUNDS

(The "Agreement")

BETWEEN:

PORT CITY AREA OF NARCOTICS ANONYMOUS

AND:

MEMBER NAME

\_\_\_\_\_

WHEREAS:

\_\_\_\_\_ has admitted to theft of PCANA funds

\_\_\_\_\_ PCANA hereby agree that:

1. member \_\_\_\_\_, shall provide PCANA with # \_\_\_\_\_ monthly postdated checks, debit/credit card

payment or money orders, whichever has been agreed upon by the steering committee known as the ASC in the amount of

\$ \_\_\_\_\_. on each commencing (date) . Each Payment is to be dated on a date that will not cause

personal financial hardship, but will not be longer than 30 days from the preceding check.

2. Should this agreement which is made in good faith of both parties, be breached by \_\_\_\_\_ by

failure to remit the full amount owed. PCANA reserves the right to commence Legal Action against

and to request that \_\_\_\_\_ be charged under the Criminal Code of the State of South Carolina for the

theft of funds from PCANA. Should PCANA exercise that right PCANA is entitled to provide the authorities

with a copy of the Agreement, any other documentation obtained by means of a financial audit, and the proof of

payments already remitted by \_\_\_\_\_ -

3. This signed and witnessed Agreement shall be held in trust by the Chairperson of the PCANA.

In the absence of a Chairperson, the Vice Chair shall hold the document in trust until the

Agreement has been fulfilled and all monies remitted by \_\_\_\_\_; the ongoing status of

which will be documented in the Port City Area Service Committee Treasurers report at the monthly meeting of the PCANA Signed in South Carolina, on \_\_\_\_\_, Member

Print: \_\_\_\_\_ Signature: \_\_\_\_\_

\_\_\_\_\_, Port City Area of Narcotics Anonymous Chairperson

Print: \_\_\_\_\_ Signature: \_\_\_\_\_

Witnessed by Print:

Print: \_\_\_\_\_ Signature: \_\_\_\_\_

Witnessed by

Print: \_\_\_\_\_ Signature: \_\_\_\_\_

Date34

## **Addendum 13**

### **Literature Subcommittee Policy**

1/26/2011

#### **I. DEFINITIONS AND PURPOSE**

The Port City Area Literature Subcommittee (hereafter referred to as the Subcommittee) is a volunteer group of Narcotics Anonymous members. The primary purpose of the Subcommittee is to assist the Port City Area Service Committee (PCANA ASC) in carrying the message of recovery by maintaining an adequate supply of Narcotics Anonymous (NA) Literature, Literature store need be open on Tuesday and Thursday; and the Literature chair should be on call for orders. All proceedings the Subcommittee shall adhere to the Twelve Traditions, Twelve Concepts of NA Service, A Guide to Local Services, as well as the Handbook for NA Literature Committee.

#### **II. FUNCTIONS OF THE SUBCOMMITTEE**

- A. Maintains an adequate supply of NA literature to meet the needs of the PCANA ASC Groups
- B. Distributes literature to all Groups and Subcommittees of the PCANA ASC
- C. Provides representation and participation at the PCANA ASC.
- D. Maintains and reports accurate and timely inventory and financial records to the PCANA ASC

#### **III. ELECTED POSITIONS**

- A. Chair; elected by PCANA ASC: 1 Year Clean Time Requirement

Duties:

- 1. Regular and timely reporting to the PCANA ASC on all matters concerning the

subcommittee

2. Maintain and direct order at each subcommittee meeting
3. Maintain physical custody of the Subcommittee's inventories, including all literature stocks
4. Provide the subcommittee with literature pricing calculations
5. Assume all duties of unfilled positions of the Subcommittee

B. Vice Chair; elected by PCANA ASC: 5 Year Clean Time Requirement

Duties:

1. Attend all Subcommittee meetings
2. Maintain accurate and timely accounting, including statements of literature inventory and cash-on-hand
3. Assist the Chair with literature pricing calculations
4. Attend regular PCANA ASC meetings to assist in distributing literature and collecting money
5. In absence of Chair, the Vice Chair shall assume Chair duties until a new Chair can be elected by the PCANA ASC
6. Shall participate in biannual inventories

C. Secretary; elected by the Subcommittee: 2 Year Clean Time Requirement

Duties:

1. Attend and record the minutes of all Subcommittee meetings
2. Maintain archives of all Subcommittee matters

#### **IV. INVENTORY MANAGEMENT**

A. All literature sold through the Subcommittee shall be approved by Narcotics Anonymous World Services (NAWS).

B. All Literature pricing adjustments must be reported to and approved by the PCANA ASC

the month prior to taking effect.

C. Cash collected during a regular PCANA ASC meeting shall be reported at the end of that meeting, either by announcement from the Subcommittee Chair or by the PCANA ASC Treasurer during their Closing report.

D. Payment for literature is due upon receipt by cash, check, or money order made payable to the PCANA ASC.

E. Payment for literature re-stocks shall be made directly from the PCANA ASC general fund in the form of a check drafted to the supplier for the exact amount of the literature sold during the previous month.

F. Literature orders should be turned in by the home groups at the beginning of each regular PCANA ASC meeting. Literature will be distributed during the break.

G. Payments for literature orders will be accepted via cash, check or money order. Any home group that bounces a check will be restricted to payment by cash or money order only.

## **V. POLICY GUIDELINE AMMENDMENTS**

Changes to this policy requires approval from the PCANA ASC<sup>36</sup>

## **Addendum 14**

### **Port City Area Convention Committee**

#### **Policy and Procedure**

**Adapted March 14, 2011**

**The Port City Convention was formed by Port City Area of Narcotics Anonymous to organize an annual convention. The convention is to be a recovery celebration where members are brought together to experience meetings workshops, dances and other activities to encourage Recovery, Unity and Fellowship. We must remember that we are fully self-supporting in NA and that is to further our primary purpose of carrying the message to the addict who still suffers. The Port City Area Convention Committee is a service committee, as described in our 9th Tradition, directly responsible to those it serves. The PCANA serves all the members and groups of the area.**

#### **Motion No. 12112016**

**December 2016 – Spiritual Gangster put in a motion to postpone ALL Convention effort, planning and Convention activities until all debt are paid, excluding the raising of the funds to pay off debt. Give yourself a break voted unanimously in favor of this motion on 1/9/17.**

**Convention did not meet room block outlined in the contract therefore \$12,263 is owed by the convention.**

**Hotel wants \$2,700 a month to pay off.**

**Separate TAX Id for convention**

**THE POLICIES OF**  
**PORT CITY AREA CONVENTION COMMITTEE**  
**OF NARCOTICS ANONYMOUS**  
**(Approved March 14, 2011)**

**ARTICLE I - Name**

The name will be the Port City Area Convention Committee of Narcotics Anonymous; hereinafter, called PCANA. The convention theme name will be, until such be changed, “The Journey Continues P.C.A.N.A Convention

**ARTICLE II - Object**

Purpose:

The purpose of this Committee shall be to plan, host and conduct the annual Port City Area Convention of Narcotics Anonymous and to demonstrate the unity of the area. This Committee shall be responsible to the Port City Area Service Committee. The ASC designates the Convention’s Committee Chair to assist in the management of all PCANA Convention sponsored events where contracts negotiations are required. **The Committee will comply with their Convention Guidelines, The Twelve Traditions and Twelve Concepts.**

**BID COMMITTEE**

A Bid Committee will be appointed by the hosting ASC to negotiate hotel contracts for the annual convention. The ASC appointed Bid Committee will determine the feasibility of hosting such convention annually based on the financial impact to the area and groups serve. The Bid Committee will consist of the presiding ASC Chairperson, presiding ASC Treasurer, incoming Convention Chairperson, incoming Convention Treasurer and outgoing Secretary (to record event).

If it is determined by the Bid committee that a convention is not feasible for a convention fiscal year (Dec/Nov) then the standing convention committee will make a recommendation for the next date of the convention.

**Principal Address:**

PCANA



Po Box 30205

Charleston, SC 29417

### **ARTICLE III - Members**

#### **Executive Members:**

Chair

Vice Chair

Treasurer

Alt Treasurer

Secretary

Alt. Secretary

#### **Subcommittees:**

Hotels and Hospitality

Fundraising/Entertainment

Programming

Registration

Merchandising

Convention Information

Serenity Keepers

Arts & Graphics

#### **Clean time requirements of members:**

##### **1. Executive:**

Chair 5+ yrs clean

Vice Chair 5+ yrs clean

Treasurer 5+ yrs clean

Alt Treasurer 5+ yrs clean

Secretary 2+ yrs clean

Alt. Secretary 1+ yrs clean

2. Subcommittees:

Hotels and Hospitality 2+ yrs clean

Fundraising/Entertainment 2+ yrs clean

Programming 2+ yrs clean

Registration 2+ yrs clean

Merchandising 2+ yrs clean

Convention Information 2+ yrs clean

Serenity Keepers (chair) 2+ yrs clean

Serenity Keepers 1 day clean

3. Each member must have a working knowledge and understanding of the 12 steps, traditions and concepts of Narcotics Anonymous.

4. Each member must be willing to give of time and resources necessary.

5. Each member must be an active participant in Narcotics Anonymous and have a home group.

**ARTICLE IV- Executive Officers**

The Chair, Vice Chair, Treasurer, Alt Treasurer, Secretary, and Alt. Secretary

**ARTICLE V - Meetings**

Section 1

The Committee will meet monthly in regular session at the same time and place each month.

Additional meetings will be scheduled bi-monthly, weekly and as called as the convention date nears.

Section 2

Special Executive meetings may be called by the Chairperson, by a written or verbal request of three voting members. The purpose, place, and time of the meeting will be stated in the request.

Except in cases of emergency, at least twenty-four hour notice will be given.

### Section 3

A quorum will consist of 51% of the members on the quorum list. Removing a member from the quorum list that has missed two unexcused consecutive PCANA Convention Committee meetings will be done by vote after an attempt to contact member has been made.

### Section 4

Committee reports will be given to the ASC by Secretary and/or Chair of Committee.

## **ARTICLE VI - Voting**

### Section 1

Voting on all Convention Committee motions and elections will be done on a one vote system.

### Section 2

The order of succession for voting members will be: All Convention Committee Members excluding Convention Committee Chairperson.

### Section 3

Any member of the committee may make a motion or participate in discussion. Seconds must be made by a voting member and discussion will be 2 pros and 2 cons before called to vote.

### Section 4

Motions may be amended or withdrawn at any time by the maker prior to voting and must be seconded.

### Section 5

In case of a tie on any motion or election; a tie breaking vote will be casted by the Chair. In case of the Chair's absence the Vice Chair will cast the tie breaking vote.

## **ARTICLE VII - Elections**

### Section 1

The Convention Committee Chair and the Treasurer will be elected by the PCANA Area Service Committee.

## Section 2

Anyone member of Narcotics Anonymous may serve on the general Convention Committee All other Trusted Servants (Sub-Committee Chairpersons) will be elected by the Committee.

## Section 3

Any member of the Committee may nominate a qualified individual for an Convention committee position; however, nominees must submit a resume and be present at the time election is held.

## Section 4

A member cannot hold more than one convention committee service position at one time.

## Section 5

**Loss of abstinence constitutes an immediate and automatic resignation of any service position.**

Following written notification, a service member may be removed from their service position for non-compliance at the next meeting. A two-thirds vote is required for removal.

Noncompliance includes, but is not limited to: non-fulfillment of the duties of their position or irregular attendance at regular session of the Convention Committee meetings without prior notification to the Convention Chair.

## Section 6

All service positions are held for a one year term.

## Section 7

No service member will be eligible to serve more than two consecutive terms in the same position.

## Section 8

All subcommittee Chair positions must have a minimum of two years clean. Subcommittee vice chair must have a minimum of one year clean.

## Section 9

Executive Committee Chair five years clean, Vice Chair two years, Treasurer five years, Asst Treasurer four years clean, Secretary five years clean, and Alt Secretary one year clean and Convention Information 2 years clean.

## **ARTICLE VIII - Subcommittees**

### Section 1

The Convention Committee may establish subcommittees. These subcommittees will perform the duties as stated in Article IX: Spiritual Guidance. The voting members will form standing subcommittees upon approval. The standing subcommittees will include, but are not limited to, Fundraising/Entertainment, Merchandising, Registration, Hotels & Hospitality, Programming, Arts & Graphics, Serenity Keepers and Convention Information. Special subcommittees may be appointed by the Chairperson or they may be formed by motion upon approval by the voting members.

### Section 2

All Subcommittees must keep written/typed recorded minutes of their subcommittee meetings and present them as reports at the next full Convention Committee meeting.

## **ARTICLE IX - Spiritual Guidance**

### Section 1

The Committee will not make any motion or take any action that conflicts with the Twelve Traditions, Twelve Concepts or Convention Guidelines of Narcotics Anonymous.

### Section 2

The Committee will comply in all its actions with the following documents in succession: The Twelve Traditions & Concepts of Narcotics Anonymous, current ASC Guidelines, a Guide to Local Services in Narcotics Anonymous, current publications of all conference approved 41 service related materials including Narcotics Anonymous bulletins on Funding, Treasurers and

Convention Guidelines and Robert's Rules of Order.

### Section 3

Any motion that could affect the Area as a whole will be sent back to the Area for Consideration and will state: Who will carry out the motion, what the task is, why we are doing this particular task and what the financial impact will be and how the task will be carried out.

## **ARTICLE X - Funds**

### Section 1

All monies are to be accumulated from fundraisers and other Narcotics Anonymous sources. A general bank account fund with separate accounting for a prudent reserve shall be established. All convention committee members handling funds will be required to sign and adhere to a financial statement and restitution agreement.

### Section 2

At time of request, subcommittee and special funds will be subject to disbursement by the Convention Treasurer for paying obligations: money request forms, itemizations and any outstanding receipts. All Convention and Events funds will be managed according to the Convention Committee guidelines approved by the ASC. All disbursements made by the Committee will be paid by check. All checks shall be required to have two of the following signatures: Treasurer, Chairperson, and Vice Chairperson. In the event a check is made payable to one of the authorized signers of the bank account, the payee will not be authorized to sign requested reimbursement check. Disbursements from the treasury will only be made in one of the following manners: upon proof of payment from vendor, submission of itemized expense voucher from vendor with receipts forthcoming within 21 days or future payments to that service member will be contingent upon proof of payment to any vendor.

### Section 3

The treasury will maintain a Prudent Reserve of \$5000.00. Treasurer or Alt. Treasurer shall be at each event for retrieval of all made funds. All funds obtained from fundraisers, contributions, etc. shall be turned over to the Treasurer at the end of each event, and then shall be deposited by the Treasurer within 24 hours. In the event the event is on a Saturday or Sunday, then all funds will be placed in bank account following business day.

#### Section 4

All motions requiring monetary and expenditures above committee budget require a two-thirds majority vote.

#### Section 5

A copy of the bank statement will be provided to the Convention committee Chair and Treasurer and they will reconcile the bank statement at each committee meeting once a month. A full audit will be conducted annually, in December, and at the end of each Convention.

#### Section 6

##### **1. BUDGET REQUEST GUIDELINES:**

All officers and subcommittee chairs must submit an annual budget request to the PCANA Convention providing the following projected line item information: amount of rent, postage, printing, supplies, food, beverages, DJ, and any other itemized expenses.

##### **2. EXPENSE REIMBURSEMENT GUIDELINES**

All officers, and subcommittee chairs requesting expense reimbursement must submit an expense reimbursement form, attaching legible receipts to the convention Treasurer in person. A reimbursement request will include the following line item expenses incurred: copying expenses with description of materials copied, postage expenses with description of materials mailed, itemized supplies, itemized log of foods/beverages to include date/time, and purpose of purchase name and service position of submitting

party. We will at all times be Prudent with NA Funds.

## **ARTICLE XI -Amendments of Policy**

### Section 1

Any voting member may motion an amendment to these guidelines at a regular meeting of the Convention Committee. The motion must be seconded and submitted in writing as a motion. A two-thirds majority of the voting members present is necessary to exercise amendment.

Convention Chair may move to refer the motion to ASC.

### Section 2

The amendment will go into effect immediately upon its adoption, unless the adopted motion specifies another time.

## **ARTICLE XII- Duties and Qualifications**

### **CHAIRPERSON:**

**MUST POSSESS FIVE YEARS CLEANTIME, DEMONSTRATE STABILITY AND ADMINISTRATIVE ABILITIES.**

1. Organizes subcommittees and delegates major tasks to specific subcommittees. Stays informed of the activities of each subcommittee, and provides help when needed.
2. Helps resolve personality conflicts.
3. Keeps activities within the principles of the Twelve Traditions and in accord with the purpose of the convention.
4. Monitors the fund flow and overall convention costs, and helps organize the subcommittee budgets. Also, prepares a budget for the Executive Committee functions.
5. Prevents important questions from being decided at a prematurely, ill order to ensure understanding by the entire committee prior to action.



6. Allows the subcommittees to do their jobs while providing guidance and support. Only major issues need be brought to the Convention Committee meeting. Subcommittees should be given trust and encouragement to use their own judgment.
7. Prepares the agenda for Convention Committee meetings and Executive Committee meetings.
8. Votes only to break a tie.
9. Chairs the Convention Committee meeting as well as the convention. 43
10. Will notify, in a report, to the ASC of any vacancies within the committee, so intent to fill the vacancy can be given to the fellowship.
11. Will have key and access to mailbox
12. Makes a report to the ASC on the progress of convention planning.
13. Brings the motion to the GSR for into policy

#### **VICE CHAIR:**

**MUST POSSESS FOUR YEARS CLEANTIME; BE PERSONABLE AND FAMILIAR WITH ALL COMMITTEE MEMBERS IN ORDER TO SERVE AS A LIAISON BETWEEN THE SUBCOMMITTEES AND THE EXECUTIVE COMMITTEE.**

1. Acts as chairperson if the chairperson is unavailable.
2. Coordinates subcommittees and attends subcommittee meetings, in order to ensure that they get the necessary support to do a good job.
3. Works closely with the chairperson to help delegate responsibilities to subcommittee chairpersons.

#### **SECRETARY:**

**MUST POSSESS TWO YEARS CLEANTIME AND GOOD TYPING SKILLS TO ENSURE MINUTES ARE ACCURATE.**

1. Keeps minutes of all committee meetings and subcommittee reports.
2. Mails minutes to committee members after approval by the Executive Committee

Chairperson. Minutes are mailed out within ten days after the Convention Committee meeting. An agenda for the next meeting can be attached to the minutes if it will help the committee function.

3. Maintains a list of names, addresses, and phone numbers of committee members for committee use.
4. Keeps extra sets of minutes, updated after each committee meeting, for members who request a complete set.
5. Communicates to the local NA membership regarding the progress and planning of the convention and assists all committees in mailing and correspondence.
6. A budget of \$100 to cover administrative cost. To be reimbursed upon Treasurer receiving receipts.

**ALT SECRETARY:**

Possess all of the qualifications as the Secretary and in absence of the Secretary will perform Secretary's duties.

**TREASURER:**

**MUST POSSESS FIVE YEARS CLEANTIME, DEMONSTRATES STABILITY IN THE LOCAL COMMUNITY, ACCOUNTING SKILLS, SERVICE EXPERIENCE AND MUST BE ACCESSIBLE ALL MEMBERS.**

1. Opens a bank account for the Convention Committee. Usually the signatures required for the account are any two of four signatures: The Convention Committee Chairperson, ViceChairperson, Secretary and Treasurer. The cards and account information are filled out at the committee meeting.
2. Works with the Chairperson and Vice-Chairperson to prepare a budget for the convention which is used for planning fund-raising activities. The budget is based on the subcommittees' recommendations as to the monies they will need to carry out their tasks. The budget can be a

rough estimate at the beginning of the planning, and revised as the convention draws near.

When all of the financial needs of the subcommittees are listed and totaled, the income should be outlined: one source of income comes from fund-raisers, and the second from registrations.

3. Writes all checks and is responsible for collecting receipts from subcommittees for money paid out.

4. Responsible for all monies; including revenues from registration and banquet tickets; pays all bills; and advises the chairperson on cash supply, income flow and rate of expenditures.

5. Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the Treasurer's report.

6. Each check should require two signatures. Additionally, a complete treasurer's report within three months of the convention should be submitted to the sponsoring service committee along with fund distribution. Many convention committees also have the report audited as a further safeguard of convention funds.

7. A periodic review of all financial records should be made by the corresponding service arm. The records should be reviewed at the time of the actual funds distribution in accordance with the Treasurer's financial statement requirements.

8. Must make all bank deposits in a timely manner: within 24 hours of receipt, after each function or event.

9. Willingness time and resources to serve and understanding of the 12 Traditions and Concepts of NA.

10. Must give a complete report of all financial records at all PCANA meetings prior to the Convention and another complete report after the Convention at the following PCANA meeting.

11. Serves as the Chair in the absence of the Chair and Vice-Chair.
12. A written report must be done and handed in at all Convention Committee meetings.
13. Treasurer report will be reconciled with the online banking statement.
14. Treasurer will have key and access to mailbox.
15. Treasurer will provide hard copy of bank statement to allow for check and balance.
16. Budget set for printing of reports \$100.00

#### **ASSISTANT TREASURER:**

Possess all of the qualifications as the treasurer. In the absence of the treasurer, they will perform treasurer's duties.<sup>5</sup>

#### **HOTELS AND HOSPITALITY:**

1. Greets and welcomes members as they arrive to convention and convention events.
2. Direct visitors to Convention Registration area.
3. Works in conjunction with fundraising to organize and plan events.
4. 4. Makes sure convention guest have a hospitality room in which to play card, games eat snacks and other activities.

#### **a. ALSO HELPS GUEST WITH DIRECTIONS & INFORMATION ABOUT OTHER LOCAL RESTAURANTS, POINT S OF INTEREST ETC.**

5. Must have regularly scheduled meetings once a month and a flyer will be sent to the GSR's each month at ASC meeting to suggest representation from the home group.
6. The committee voted that all items will be donated by committee members and other member of PCANA if applicable.

#### **PROGRAMMING:**

**THE PROGRAMMING SUBCOMMITTEE IS RESPONSIBLE FOR DEVELOPING A LIST OF SPEAKERS, TOPIC WORKSHOPS AND MARATHON MEETINGS FOR THE CONVENTION. ALL SPEAKERS, TOPIC WORKSHOPS AND MARATHON MEETINGS ARE SUBJECT TO APPROVAL BY THE PCANA COMMITTEE.**

1. Basic qualifications for meeting participation is 3yrs or more of continuous clean time to speak at a workshop and 5 yrs or more of continuous clean time to be a main speaker.
2. It is imperative when choosing speakers convention speakers to insure that the diversity of our fellowship is accurately represented. Diversity, such as ethnicity, sexual orientation, age, geographic locations, and selections to be all inclusive.
3. Speakers may be provided travel expenses and lodging. Some speakers may be willing to cover their own expenses. A flyer will be placed on the PCANA website to explain our needs at this time; however, we can compensate them by giving them a free registration packet or banquet ticket. We are simply looking for those who are willing to give back what so freely given to them.
4. Creates convention program to schedule workshops, activities, and events
5. Must have regularly scheduled meetings once a month and a flyer will be sent to the GSR's each month
6. Must have regularly scheduled meetings once a month and a flyer will be sent to the GSR's each month at ASC meeting to suggest representation from the home group.
7. Programming will have key and access to mailbox
8. A budget was set for this committee of \$3500.00

### **REGISTRATION:**

The registration subcommittee has two important pre-convention responsibilities: advertise the convention within the NA Fellowship and process pre-convention registrations. The primary vehicles for advertising the convention are distribution of the pre-registration flyers and the preregistration brochure. It is possible unsold merchandise from other year conventions be used as incentive for pre registrations. Any incentives or giveaways must approve by the convention committee.

1. Responsible for maintaining the PO Box and must check once a week. They must keep accurate record of registrations via excel spread-sheet.
2. All checks and money orders must be turned in immediately to Treasurer/Alt Treasurer and

must keep account of funds turned in.

3. Has key and access to mailbox.

4. Works closely with the Treasurer by keeping accurate detailed report of monies received and deposited from mail box and pay pal.

5. When at the convention, make sure the location Registration table is accessible. Should have sufficient tables, power, and security crowd control and be within site.

6. Must have regularly scheduled meetings once a month and a flyer will be sent to the GSR's each month at ASC meeting to suggest representation from the home group.

7. A budget was set for this subcommittee of \$3000.00.

### **ARTS AND GRAPHICS:**

The Arts and Graphics subcommittee is responsible for the development of the Logo and the Theme of the Convention which will be used for the flyers, banners merchandise, convention programs preregistration items, event tickets, etc. A variety of designs for each item are presented to the committee in order to provide a choice of selection. It is necessary for the Arts and Graphics chair to organize a team of people who are artistic and who can do the printing, designing, etc. Subcommittee must have regularly scheduled meetings once a month and a flyer will be sent to the GSR's each month at ASC meeting to suggest representation from the home group. The committee has set a budget of \$300.00.

### **FUNDRAISING/ENTERTAINMENT:**

1. Responsible for raising money by organizing and putting on fundraising events before and during the convention.

2. Must bring a flyer to each subcommittee meeting for any event scheduled and flyer must have NA logo on it.

3. Money request form must be submitted one month prior to event.

4. A written report along with receipts and itemization must be turned in after subcommittee meeting. Treasurer/Alt Treasurer will be at event to collect funds to deposit in bank within 24 hours.

5. Disbursements of any event tickets will only be given to convention committee members and

they shall sign a financial agreement.

6. Negotiate contracts for entertainment.

7. A budget was set for this subcommittee of \$300.00.

#### **MERCHANDISE:**

**THE MERCHANDISING SUBCOMMITTEE SHOULD BE FAIRLY BUSINESS MINDED AND HAVE AN UNDERSTANDING OF THE TWELVE TRADITIONS, ESPECIALLY REGARDING THE SALE OF NA RELATED ITEMS. THE PRACTICE OF ALLOWING COMMERCIAL VENDORS TO SELL THEIR PRODUCTS AT AN NA CONVENTION VIOLATES OUR SIXTH TRADITION AND WILL BE STRONGLY DISCOURAGED.**

1. Will use careful consideration in negotiating the purchase price of items selected for sale, at least three different bids are to be submitted to the Convention Committee for consideration.

All items selected by the Merchandising Subcommittee should be purchased outright by the Convention Committee. In cases where funds are not available to purchase the items, then the possibility of a consignment agreement should be investigated.

2. The subcommittee prepares a list of all items to be sold at the convention as well as their cost. This list is presented to the convention committee for approval.

3. The Merchandising Subcommittee Chairperson prepares a budget consisting of the items to be sold and expenses incurred. A budget was set for this subcommittee of \$3500.

4. The Merchandising Subcommittee is responsible for communicating with the Hotels and Hospitality Subcommittee for the provision of space for a merchandising store at the convention site. Store hours should be coordinated with the Program and the Hotels and Hospitality Subcommittees to assure proper scheduling with the facility management.

5. Responsible for the storage of ALL items, in a secure place, and the delivery of all receipts promptly to the Convention Committee Treasurer along with an accurate list of remaining items in the inventory.

6. Following the convention a final statement of remaining inventory is given to the Treasurer.

This should be provided no more than one (1) week from the closing date of the convention. (This information should be included in the Treasurer's formal convention report. In addition to the statement of remaining inventory a complete set of records showing all subcommittee orders for merchandise, expenditures, and sales should be given to the Treasurer to assure accountability for all merchandise and expenditures.)

#### **CONVENTION INFORMATION:**

**THIS COMMITTEE, AS THE NAME INDICATES, SERVES THE PURPOSE OF PROVIDING INFORMATION ABOUT THE CONVENTION BOTH TO N.A. MEMBERS AND CERTAIN NONMEMBERS AND BECAUSE OF THE RESULTING CONTACTS WITH NONMEMBERS. THOSE MEMBERS CHOSEN TO SERVE ON THIS COMMITTEE MUST HAVE A THOROUGH KNOWLEDGE OF THE TWELVE TRADITIONS, ESPECIALLY AS THEY APPLY TO PUBLIC RELATIONS AND PERSONAL ANONYMITY.**

This sub-committee will be responsible for obtaining and distributing any convention related information to be used for PI and H&I purposes and for the Fellowship as a whole.

1. Convention Information is to be the only member of Convention Committee to have access to the Convention's website.
2. Will maintain communication with sub-committees that need to distribute information to the fellowship, civic groups and public and private institutions.
3. Suggested means to distribute convention information:
  - a. Mailing flyers and registration forms electronically or by standard postal service to all service representatives in the Region for disbursement to Areas and Loner Groups throughout the Region.
  - b. By providing convention information to the NA Way, Regional and Area websites, etc.
  - c. Prepares Media information kits containing basic information about NA and the Conventions purpose, using approved NA literature, while maintaining the spiritual principle of Anonymity.

#### **SERENITY KEEPERS:**



The Security Subcommittee also known as “Serenity Keepers” provides the convention with a staff of security personnel. Their responsibilities include assisting the Convention Committee, as well as, members attending the convention. This committee is responsible to help maintain the atmosphere of recovery in the hotel or convention center during the convention.

1. Assist convention guests with directions to events, workshops and meetings.
2. Try to work with another Serenity Keeper and not alone.
3. Assist the Convention Committee with respectfully conveying to the
4. Convention guests that the Convention represents N.A. to the public and we should follow the Hotels rules because we are a guest of the Hotel or Convention center
5. Assistance to those attending the convention may include but is not limited to, locating lost children or parents and providing directions and information. It is hoped that the mere presence of a security staff will discourage inappropriate behavior. However, problems or disputes may occur. It is suggested that another Committee member be present before confronting such a situation. It is possible that urgency may not allow time for this in some cases. This is why those members chosen to serve on this subcommittee should be mature, even tempered and hopefully, have the ability to remain calm in a crisis. An alert and thoughtful “Serenity Keeper” could keep a small problem from becoming a large one.
6. The Security Subcommittee also assists the Convention Committee by providing crowd control when necessary. Monitoring large meetings, dances, Merchandising, Registration and the hotel in general is another duty of this committee. This is done in addition to the various Convention Committee members involved with each event. The need for more people during large events and someone during the night should be considered when scheduling security staff.
7. Escorts from the Security Subcommittee provide added safeguards during the Committee members transferring of funds.
8. Finally, every effort should be made to maintain harmony between the hotel and the

convention in order to prevent negative reflection on NA or future conventions.<sup>49</sup>

**BUDGET:**

**THE IMPORTANCE OF PREPARING A BUDGET FOR THE CONVENTION NEEDS TO BE EMPHASIZED. A BUDGET IS A FINANCIAL PLANNING AND ORGANIZATIONAL TOOL DESIGNED TO ASSIST MEMBERS IN DEFINING AND CARRYING OUT THEIR RESPONSIBILITIES.**

**BASIC GUIDELINES ARE:**

1. The budgets of previous three years.
2. The experiences of past and present committee members. The preliminary subcommittee budgets are returned to the subcommittees with additional information and recommendations.
3. If subcommittees wish to include new budget item for which past records are not available estimates then estimates should be obtained and submitted for the budget renewals. We must always protect the financial integrity of the convention.