

Guidelines
Conventions and Events Subcommittee
Washington Northern Idaho Region
Approved October, 2008 RSC

Article I: Name

- Section 1: The name shall be Conventions and Events Committee of the Washington Northern Idaho Region of Narcotics Anonymous, hereinafter called Conventions and Events Committee, or C&E Committee.
- Section 2: The C&E Committee is a standing sub-committee of the WNIRSC.

Article II: Purpose

The purposes for which the subcommittee is organized are: to perpetuate recovery from the disease of addiction, to organize, promote and conduct celebrations of recovery and recovery events for Narcotics Anonymous within the Washington Northern Idaho Region; to establish and collect fees for attendance at the events and pay all expenses associated therewith; and to take all actions necessary or helpful toward that end.

Article III: Members

Section 1: General membership in the C&E Committee will be open to all individuals who share the stated purpose of the committee.

Section 2: Voting membership in the C&E Committee will be open only to qualified committee members designated by ASCs, Recovery Event Host Committees, C&E Titled/Elected Positions or interim position due to removal or resignation excluding Admin as follows:

- a) Qualifications:
 - 1) Member of Narcotics Anonymous.
 - 2) Willingness to serve.
 - 3) Suggested Clean time of five (5) or more continuous years.
 - 4) Working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Service.
 - 5) Convention or other qualifying experience.
- b) Area Representatives - Each area within the WNIR is requested to send an appointed or elected qualified individual from within their area to serve as a C&E Committee member for a two (2) year term of service. The name and contact information of that individual will be submitted in writing at any regularly scheduled RSC meeting. The individual will begin service to the committee at the next scheduled committee meeting.
- c) Event Host Committee Representatives - Recovery Event Committees will determine appointees to serve on the C&E Committee as follows:
 - 1) Each WNIRCNA Host Committee shall determine one committee members to accept one-year appointments who shall begin service at the next scheduled committee meeting following WNIRCNA.
 - 2) Each Clean & Free Host Committee shall determine one committee member to accept a one-year appointment who shall begin service at the next scheduled committee meeting following Clean & Free.
 - 3) Each PNWCNA Committee shall determine one committee member to accept a two-year appointment who shall begin service at the next scheduled committee meeting following PNWCNA.
 - 4) Each Mobile Convention Committee shall determine one committee member to accept a one-year appointment who shall begin service at the next scheduled committee meeting following Mobile Convention.
 - 5) Each H&I/PI Learning Days Committee shall determine one committee member to accept a one-year appointment who shall begin service at the next scheduled committee meeting following H&I/PI Learning Days.
- d) C&E Titled/Elected Positions – See Article IX: C&E Committee Member Positions.

Section 3: Any titled position vacancies shall be filled for one year terms of service by election by the C&E Committee at the Fall C&E Meeting (see Article VII: Elections, Sec. 7 in cases of removal or resignation). Area Rep's not filled

during the year can be elected by the C&E Committee on an interim basis at any C&E Meeting until elections are held at the Fall C&E Meeting.

Section 4: C&E committee members may serve no more than three (3) consecutive two (2) year terms.

Section 5: Loss of abstinence constitutes an immediate and automatic resignation by any member from the C&E Committee.

Following written notification, a committee member may be removed from their service position and/or the committee at the next C&E Committee meeting. A two thirds vote is required for removal. Non compliance includes but is not limited to:

- a) Absence from two (2) meetings in a one-year period
- b) Non-fulfillment of the duties of their position.
- c) Conviction of any crime while serving on the C&E Committee.

Section 6: Duties of C&E Committee members:

- a) To attend each Conventions and Events Committee meeting.
- b) To accept & complete tasks assigned at each C&E Committee meeting.
- c) Serve on subcommittees of the Conventions and Events Committee.
- d) To be willing to attend C&E hosted events and assist Host Committees where directed by the Liaison or Treasurer.
- e) To provide a written member's report at each Conventions and Events Committee meeting. **Members will e-mail their report drafts to the Committee list 48 hours prior to the meeting and a final report within 48 hours following the meeting.**
- f) To be thoroughly familiar with the contents C&E Committee guidelines.

Article IV: Meetings

- Section 1: Regular meetings of the C&E Committee shall be held quarterly. Committee meetings will be scheduled as follows:
- (summer) June/July/August: Ellensburg;
 - (fall) September/October/November: Ellensburg;
 - Fall meeting must take place after fall RSC
 - (winter) December/January/February: Ellensburg;
 - (spring) March/April: Ellensburg.
- Section 2: Under C&E Chair duties, the meeting schedule will be published in the C&E Committee Chair's report to the RSC and invitations to attend C&E Committee meetings will be sent to local ASCs.
- Section 3: If necessary, additional meetings and/or a working weekend will be scheduled at an agreed to location within WNIR.
- Section 4: The Chairperson may, when he or she deems necessary, or the Secretary shall, at the written request of two (2) voting members of the committee, issue a call for a special meeting of the Committee, and only five (5) days notice shall be required for such special meetings.
- Section 5: A quorum shall be necessary to conduct the business of the committee. A quorum will consist of 5 C&E committee members. Committee vacancies filled by appointment will be included on the quorum list.
- Section 6: The order of business at any business or special meeting of the C&E Committee shall include: (A) calling of the roll; (B) reading of the minutes of the last meeting; (C) receiving of communications; (D) reports of officers and area representatives; (E) reports of committees; (F) election of officers and new members; (G) unfinished business; and (H) new business as set in agenda by C&E Chair.

Article V: Voting

- Section 1: Each qualified voting member of the C&E Committee shall possess one vote in matters coming before the Committee. Any C&E members holding more than 1 position only possess 1 vote. All voting at meetings of the C&E Committee shall be by each member in person and voting by proxy shall not be allowed.
- Section 2: Motions may be amended or withdrawn at any time by the maker prior to voting. A motion amended in this manner must be re-seconded.
- Section 3: In case of a tie vote on any motion or election, All issues will be re-discussed and re-voted by the committee before voting occurs by the triumvirate, the triumvirate of the C&E Chairperson, Vice Chairperson, Secretary will cast one vote each to decide the issue. If any of these officers is absent, the Treasurer will replace the missing officer, retaining the triumvirate.
- Section 4: A two-thirds majority vote is defined as two-thirds of the voting members in attendance at roll call. The percentage of the vote will be figured using only Pro's and Con's. Abstentions have the effect of a non-vote. If 33% abstain from the vote, the issue will be reopened for discussion. Absentees have no effect on the vote.
- Section 5: A motion carries/passes with a simple majority vote except for motions that are guidelines changes or money motions which require 2/3 vote.

Article VI: Officers

The officers of the committee shall be a Chairperson, a Vice Chairperson, a Recording Secretary and a Treasurer.

Article VII: Elections

- Section 1: Any member of the committee may nominate a qualified individual for a Conventions & Events position. Nominees must be present at the committee meeting during which the election is held, or provide a letter of intent. Each titled or elected position is elected at the Fall C&E Meeting.
- Section 2: A simple majority is required to elect service positions.
- Section 3: A C&E admin member cannot hold more than one C&E position at one time.
- Section 4: C&E officers may not hold an RSC position concurrently.
- Section 5: A six-month moratorium will be required for any service member resigning or removed from their position prior to completion of their term. The only exception will be when their resignation is to fill a newly elected or appointed position.
- Section 6: No elected service member will be eligible to serve more than three consecutive one-year terms in the same position including officers.
- Section 7: In cases of mid-quarter removal or resignation, the C&E Chairperson will appoint an interim position until the next regular C&E meeting. In cases of removal or resignation of a service member, an interim service member will be elected to serve the remainder of the term, in accordance with the following: The C&E Committee will elect an interim service member during the next committee meeting.
- Section 8: The Chairperson & the C&E Treasurer are recommended for nomination at the C&E Committee meeting prior to the Fall RSC meeting where the elections for C&E Chairperson & Treasurer are held. The C&E Chair shall take office upon the close of that business meeting.
- Section 9: An audit of the C&E Committee's administrative account will be held at Winter C&E Meeting of the Treasurer's election. The Treasurer Elect will take possession of the all books, moneys and other property belonging to the C&E Committee at the close of that audit and assume the responsibilities of said position. All C&E Member Positions, Vice Chair and Secretary are elected at the Fall C&E Committee meeting following the Fall RSC meeting and shall begin the duties of their position immediately upon election.

Article VIII: Duties and Qualifications, Officers

Section 1: The C&E Chairperson and/or Vice Chair together with the C&E Treasurer will attend all C&E Committee Recovery Event audits and the semi-annual committee audits.

Section 2: **Conventions and Events Committee Chair**

Qualifications: Completion of previous C&E experience; required clean time of five (5) years.

Duties:

It is the duty of the Chair to preside over each Committee meeting, and when unable to do so shall direct the Vice-Chair to preside. Additionally, it is the duty of the Chair to attend and to report to the Regional Service Committee quarterly.

Responsibilities:

- Willing and able to sit on FSA board.
- Willing to serve a one (1) year term (not to exceed 3) with the C&E Committee.
- Prepare and distribute an agenda for each Committee meeting in advance of the meeting, (the agenda shall provide for the redress of grievances) and send to Secretary 48 hours prior to meeting.
- Assign the standing duties of the Conventions and Events Committee; appoint members to all Task Groups and Liaison positions.
- Preside over or direct the Vice Chair to preside over each C&E Committee meeting.
- Attend or direct the Vice Chair to attend each RSC meeting.
- Submit written report at each Committee meeting 48 hours prior and at each RSC meeting.
- Attend or direct the Vice Chair to attend each Recovery Event Audit.
- Verify that all Audits have been completed and FSA Auditor will report same to the RSC.
- Verify the accuracy and distribution of Committee minutes.
- Schedule and preside over the WNIRCNA start-up meeting each February.
- Schedule and preside over the Clean & Free start-up meeting each April.
- Schedule and preside over the PNWCNA start-up meeting each time it is scheduled to occur in Washington Northern Idaho Region in April (18 months prior).
- Prepare a proposed schedule of Committee meetings for upcoming year.
- It is strongly advised that the Chair not serve as an event Treasurer or as an event Liaison.
- Send attendance policy letter to all absent members and the appropriate ASC Chair for ASC Appointees within 1 week following the meeting they missed.
- When necessary, provide guideline amendments to RSC for approval. New manuals will be printed after RSC approval and distributed to C&E committee members at the next C&E meeting and to RCM's at next scheduled RSC meeting.
- Serve as a signer on C&E Committee managed bank accounts.

Section 3: **Conventions & Events Committee Vice-Chair**

Qualifications: Completion of previous C&E experience; required clean time of five (5) years.

Duties:

It is the duty of the Vice Chair to assist the Chair in business meetings and to ensure meetings are conducted in an orderly and efficient manner; to attend each Committee meeting, and when the Chair is unavailable to preside over the meeting, the Vice-Chair shall preside. Additionally, it is the duty of the Vice-Chair to attend and to report to the Regional Service Committee in the Chair's absence.

Responsibilities:

- Willing to serve a one (1) year term (not to exceed 3 terms) with the C&E Committee.
- Within thirty days after the first meeting of the new year, set a special meeting for orientation of newly appointed Committee members to review the duties of the Conventions and Events Committee.
- Conduct and preside over the New Member Orientation each year; review the New Member Information Sheet, the Policy and Procedures Manual with new Committee members.
- Maintain a current accurate copy of the C&E Guidelines and have a sufficient number of copies of the manual available for new Committee members at the first meeting of the New Year.
- Ensure that the mail is distributed by the Office Manager from the PO Box at least two times per month.
- Learn the responsibilities of the Chair and be prepared to take over in the event the Chair is unable to complete his or her term of office.
- Each year collect, tag, and coordinate all approved changes to the C&E Committee Guidelines and/or the Recovery Event Host Committee Guide. Committee Guidelines and/or Event Host Guide updates must be provided to the Committee Chair prior to the October RSC meeting for approval by RSC.
- Serve as a signer on all C&E Committee managed bank accounts

Section 4: **Conventions & Events Committee Secretary**

Qualifications: Completion of previous C&E experience; required clean time of five (5) years.

Duties:

It is the duty of the Secretary to ensure that accurate minutes of the business meetings are maintained and distributed to all committee members.

Responsibilities:

- Willing to serve a one (1) year term (not to exceed 3 terms) with the C&E Committee.
- Prepare and mail miscellaneous correspondence as directed.
- Distribute C&E Committee minutes to the RSC P.O. Box or the RSC Secretary via email.
- The Secretary is expected to attend all Conventions and Events Committee meetings and to maintain accurate minutes of the business meetings and distribute the minutes to all committee members.
- Assemble and distribute meeting minutes as follows:
 1. All members will e-mail their report drafts to the Committee list 48 hours prior to the business meeting and a final report within 48 hours following the meeting.
 2. The Secretary will e-mail a complete set of minutes, including reports to all members in accordance with existing guidelines, within two weeks of C&E Meeting
 3. The Secretary will print and mail minutes to all members that do not have access to e-mail within two weeks of C&E Meeting.
- Maintain a log consisting of the non-money and results of those votes the committee has passed regarding the activities of administrative officers and subcommittees.
- Serve as a signer on all C&E Committee managed bank accounts.

Section 5: **Conventions & Events Committee Treasurer**

Qualifications: Completion of previous C&E experience; required clean time of five (5) years.

Duties:

It is the duty of the Treasurer to maintain an accurate accounting of the C&E Committee administrative account and to make the records available at any time upon request. The funds, and books in the Treasurer's hands shall at all times be under the supervision of the C&E Committee, and subject to its inspection and control. At the expiration of his or her term of office, the treasurer shall deliver over to his or her successor all books, moneys and other property, or in the absence of a Treasurer elect, to the Chairperson. In the case of the absence of the Treasurer, the C&E Chair may appoint a Treasurer Pro Tem. The Treasurer or any Treasurer shall serve without bond.

Serve as a signer on all C&E Committee managed bank accounts.

Responsibilities:

- Willing to serve a one (1) year term (not to exceed 3 terms) with the C&E Committee.
- Manage and provide reporting for Conventions and Events Committee administrative account, as well as all inactive event accounts including current check register, reconciliation report and corresponding bank statement.
- Provide quarterly financial statements for presentation at RSC meetings.
- Attend all regularly scheduled C&E Committee & RSC meetings.
- Attend start up meetings and/or coordinate this duty with Conventions and Events Committee Chair to provide new event treasurers with checkbook, software CD, manual, etc. and training to proceed with their duties.
- Attend all Conventions and Events Committee events and assist event treasurer in their duties. Process all credit card transactions received for recovery events.
- Take possession of and maintain checkbooks and software CDs, manuals, etc. for inactive accounts.
- Maintain close contact with FSA Auditor to learn the accounting procedures.
- Prepare and provide C&E Committee operating budget for approval at the last Committee meeting prior to the Fall RSC meeting (October). Provide the C&E Committee approved budget at the Fall RSC meeting.
- Ensure that annual expenses including insurance policy, PO Box Rental, and storage unit rent are paid.
- Receive all checks written to C&E Committee & subcommittees that were not processed i.e.: NSF, account closed, etc. & attempt to process.
- Maintain & update Bad Debt list (NSF & disallowed credit card transactions) and provide it to event treasurers when they take office.
- Prepare and present treasurer training during new committee member orientation annually for the C&E Committee.

Section 6: **Convention & Events Treasurer Trainee**

Qualifications: Completion of previous C&E experience; required clean time of 5 years

Responsibilities:

- Willing to serve a one (1) year term (not to exceed 3 terms) with the C&E Committee.
- Attend entire C&E meeting quarterly and assist treasurer.
- Conduct an audit with the treasurer in January after the new treasurer has been elected.
- Attend conventions and assist the Treasurer in their duties
- Attend RSC or C&E Committee meetings if the Treasurer is unavailable.
- Attend conventions

Section 7: **Convention & Events Liaison**

Qualifications: Completion of previous C&E experience; required clean time of five (5) years.

Duties of C&E Committee members:

- To attend each Conventions and Events Committee meeting.
- To accept & complete tasks assigned at each C&E Committee meeting.
- To attend each Host Committee.
- Serve on subcommittees of the Conventions and Events Committee.
- To be willing to attend C&E hosted events and assist Host Committees where directed.
- Duties to include; Registration, merchandise, cash register/ATM
- To provide a written member's report at each Conventions and Events Committee meeting. Members will e-mail their report drafts to the Committee list 48 hours prior to the meeting and a final report within 48 hours following the meeting.
- To be thoroughly familiar with the contents:
- C&E Committee guidelines and Host Committee Guidelines
- Provide concise written reports at every C&E meeting.

Section 8: **Convention & Events Assistant Liaison**

Qualifications: Completion of previous C&E experience; required clean time of five (5) years.

Duties of C&E Committee members:

- To attend each Conventions and Events Committee meeting.
- To accept & complete tasks assigned at each C&E Committee meeting.
- To attend each Host Committee with Liaison.
- Serve on subcommittees of the Conventions and Events Committee.
- To be willing to attend C&E hosted events and assist Host Committees where directed.
- Duties to include; Registration, merchandise, cash register/ATM
- To provide a written member's report at each Conventions and Events Committee meeting. Members will e-mail their report drafts to the Committee list 48 hours prior to the meeting and a final report within 48 hours following the meeting.
- To be thoroughly familiar with the contents:
- C&E Committee guidelines and Host Committee Guidelines
- Provide concise written reports at every C&E meeting.

Article IX: C&E Titled Member

Section 1: **Button Machine Coordinator**

Qualifications: Completion of previous C&E experience; required clean time of five (5) years.

- Willing to serve one (1) year term (not to exceed 3 terms) with the C&E Committee
- Inventory the button machine and parts.
- Maintain a minimum necessary to make 500 buttons.
- Order any missing parts or replacement parts for the machine.
- When the machine is requested by an event make sure that the exchange happens and follow through with getting the machine returned to you.
- Assist each event with any technical difficulties they might have with the machine.
- Assist each event with how to order any additional parts that they may need.
- Report the whereabouts and condition of the machine at each Committee meeting.

Section 2: **Excess Merchandise Coordinator**

Qualifications: Completion of previous C&E experience; required clean time of five (5) years.

Duties:

Coordinate storage and transportation of excess merchandise following Conventions and Events hosted recovery events, coordinate the sale of Excess Merchandise at C & E hosted events when necessary (based on amount of excess merchandise in inventory).

Responsibilities:

- Willing to serve one (1) year term (not to exceed 3 terms) with the C&E Committee
- Create & maintain one or two boxes of fundraising items for upcoming events:
 - WNIRCNA: five years out
 - PNWCNA: three events out
 - Clean & Free: three years out
- Maintain the banners for Clean & Free and WNIRCNA.
- Maintain the Cash Registers & keys in a safe manner.
- Make arrangements to have all banners, supplies, and merchandise be returned to the office and inventoried for recording purposes.
- Secure all past minutes from each event in the file cabinets for archive purposes.
- Maintain all additional supplies left over from each event (pens, tickets, marking pens, tape, scissors, etc).
- Routinely keep Office/Storage Unit clean.
- Purchase Office/Storage Unit supplies (tote boxes, etc).
- Make sure all shelves are in good working order.
- Make any motions to the Committee for any additional needs for the Office/Storage Unit (new totes, new shelving, etc).

- As each event ends, makes sure that the left over merchandise gets returned to the Office/Storage Unit and is inventoried, distributed among the existing fundraising boxes and that excess merchandise (with written inventory) is organized & stored.
- Make sure that each event Liaison has access to the office to pick up any supplies that are needed for that event.
- Report at each Conventions and Events Committee meeting the current inventory.

Excess Merchandise:

- Plan and implement an “excess merchandise sale” table in each merchandising room at each of our events. This should include the purchase of any small necessary items to operate this table.
- Arrange to sell at each upcoming event by contacting the event and requesting a table for the C&E Committee to sell these items.
- Research the inventory or create a “blend” of items to be sold at those events. Also create grab bags of doo-dad items for sale at each event.
- Rotate volunteers to man those tables from the C&E Committee to work this table at each event.
- Record sales by the dollar figure only. The unsold items will be returned to the inventory and then redistributed at the next event.
- At the time of initial inventory some items may be thrown away based on their condition, won't sell, and/or age.
- All funds generated from sales at the event must be kept in a locking cash box and a C&E Committee member should only handle those funds.
- Turn over generated funds to corporate treasurer as soon as possible.

Section 3: **Hotel Bid Coordinator**

Qualifications: Completion of previous C&E experience; required clean time of five (5) years.

Duties: Site Selection Process for WNIRCNA, PNW (When in WNIR), Clean & Free, and other RSC Events as necessary.

- Willing to serve one (1) year term (not to exceed 3 terms) with the C&E Committee.
- Contact appropriate sites for the event. (bid requests)
- Present to the C&E Committee at least 3 viable bids to select from. For WNIRCNA Event, at least 2 Hotel Properties, in each quadrant. These need to include dates of the event, name of property, city of property, meeting and guest room prices and any additional costs.
- After verification of the selection by the C&E Committee negotiate final contract with the property. The C&E Chair or designee will be an agent of the FSA having the authority to enter into contracts on the C&E Committee's behalf, after committee approval of those contracts.
- Be available to Host Committee Liaison for interpretations of contract during Host Committee planning.
- Report to the C&E Committee.

WNIRCNA BID REQUIREMENTS

The event is a three day, two night event beginning Friday afternoon and ending Sunday afternoon. The preferred dates for the spring event are the first weekend and the third weekend in May.

Obviously we want to get the lowest room rates we can. They will be non-commissioned rooms. We require 10 rooms Thursday preceding the event, 100 rooms Friday, and 125 rooms Saturday reserved with 7 days release.

We request the following contract terms in our Bid Requests:

- Meeting rooms will be no charge.
- One complimentary suite plus one complimentary guest room for every 40-guestrooms used.
- Menu prices to be guaranteed fifteen months prior to the event.
- All bills are intended to be paid in full at the conclusion of the event or as specified. Guestroom bills are the responsibility of the individuals using the room.

Space requirements:

WNIRCNA

Friday, 2 p.m. through Sunday 2 p.m.

1. One secure room for event souvenirs and memorabilia. Space for six to eight 8' tables setup in "U").
2. Registration area in or off lobby space for three 8' tables, and flow of hundreds of day guests.
3. Marathon Meeting (100 theater seating).
4. One Large Hospitality suite, to accommodate 20 guests.

Friday

5:00 p.m. - 9:00 p.m. (500 theater seating for speaker's meeting)

9:30 p.m. - 11:00 p.m. (150+ theater seating for stage show).

9:30 p.m. - 2:00 a.m. (600 cabaret, for dance).

Saturday

8:00 a.m. - 4:30 p.m. (four rooms 150-200 theater each, workshops & meetings). (water stations in each room)

2:30 p.m. - 4:30 p.m. (one room for business meeting 30+ conference seating with chairs for 30+ seated around the perimeter).

5:30 p.m. - 9:00 p.m. (100 - 150 dinner, plus 1000 theater for speakers meeting after dinner).

9:30 p.m. to 11:00 p.m. (200 theater seating for stage show).

9:30 p.m. - 2:00 a.m. (1000+ cabaret, for dance).

Sunday

8:00 a.m. - noon (250 breakfast, plus 500 theater for speakers meeting).

1:00 p.m. - 3:00 p.m. (one room for business meeting 30+ conference seating).

Catering for meals should be included if not provided by directly with the Hotel.

Note these are minimum space requirements, extra space is always used. Our conventions are growing and we are adding entertainment and alternative speaker meetings that might be simultaneous with the dances.

Additional requirements:

- Late check out on Sunday for Host committee guest rooms and hospitality suites. (approximately 25 rooms).
- Cash espresso bar Friday 4:00 p.m. to 2:00 a.m. and Saturday 8:00 a.m. to 2:00 a.m., and Sunday 8:00 a.m. to noon. When the hotel cannot provide this service, we bring in an outside espresso vendor with 25% net going to the hotel. This contract is actually between the vendor and the hotel, but we coordinate if needed, as the service is key for a successful event. We also need to know if hotel provides coffee pots in the rooms and how much coffee is provided daily.

PNW BID REQUIREMENTS: Same as above.

CLEAN & FREE: To be determined

Time line:

WNIRCNA bids must be presented by July, 3 years before the event.

PNWCNA bids must be presented by April, 4 years before the event.

Negotiations with Ocean Shores for Clean & Free must be presented by September, 2 years before the event.

Section 4: **Insurance Coordinator**

Qualifications: Completion of previous C&E experience; required clean time of five (5) years.

Duties: Ensure that C&E events have insurance coverage. Maintain policy for areas to use insurance coverage upon RSC approval.

Responsibilities:

- Willing to serve one (1) year term (not to exceed 3 terms) with the C&E Committee.
- Contact the approved insurance company. Review approved event list with agent to obtain insurance quote not later than August for the following year. Quote must be received before October to be included in the annual budget submitted at Fall RSC.
- Coordinate with Host Committee liaisons to establish binders for appropriate facilities for C&E events.
- Ensure that premiums are paid in full for coverage each year.
- Scope of coverage to include Clean & Free, WNIRCNA, PNW (when in WNIR), RSC business & service meetings, RSC Learning Days and approved area events.
- Areas may avail themselves of insurance coverage by submitting in writing to C&E Committee no later than Spring RSC (April meeting) any events they desire coverage for within the upcoming calendar year. The following information is required to be listed: location of event, # of attendees expected nature of event & anticipated format/activities.
- Any additional Area event listed as insured will be subject to RSC approval annually.

Section 5: **PO Box Coordinator**

Qualifications: Completion of previous C&E experience; required clean time of five (5) years.

- Willing to serve one (1) year term (not to exceed 3 terms) with the C&E Committee
- It's very important that the Coordinator check the P.O. Box regularly and frequently. PO Box is located at the following post office: 17233 NE 15th Ave, Seattle, WA 98155. Take I-5, 175th St exit. Turn right. Go to NE 15th and turn right. Post office is on your right.
- Record and distribute mail to appropriate members within two days of receiving it or as soon as appropriate.
- All bank statements get mailed to the FSA Auditor.
- Keep accurate records of all incoming and outgoing mail. (Junk mail not included)
- Note: The closer you get to an event the more you will need to pick up mail at the post office. Box. We have many members who pre-register for the current event and may, by mistake, send these pre-registrations to the PO Box.

Section 6: **Website Coordinator: To Be Written**

Article X: Funds

- Section 1: The C&E Committee operating expenses shall be reviewed annually.
- Section 2: The Conventions and Events Committee Operational Budget:
- a) The Conventions and Events Administrative Committee shall propose, for Committee recommendation, the dollar amount for the next year's operating expenses. The proposal shall be made and an annual budget approved for recommendation at the Committee meeting prior to the Fall RSC meeting (October). The budget recommendation will be presented by the Committee Chair or the C&E Treasurer to the RSC for approval at the October RSC meeting.
 - b) The budget is determined by reviewing the two previous year's expenses analyzing changes and trends; ie., Committee composition, distance of travel, frequency of meetings etc.
 - c) Payment of operating expenses when due is approved to include but not be limited to: clerical and secretarial expenses, meeting rent, member travel and lodging expenses. Not to exceed the approved annual budget.
- Section 3: Recovery Event seed money:
Clean & Free by the Sea & WNIRCNA seed money shall be determined by the C&E Committee. The proposal shall be made by the Committee members conducting the final audits. The proposal shall be made following the Event Treasury audit and prior to the next regularly scheduled Committee meeting. Seed money is determined and adjusted as needed to meet contractual obligations.
- Section 4: Reserve Account:
- a) The C&E administrative committee shall propose, for Committee approval, the dollar amount. The proposal shall be made following the WNIRCNA final audit and prior to the next regularly scheduled Committee meeting. The Reserve Account is determined by reviewing the two previous years expenses -- analyzing changes and trends; ie., unexpected expenses of the Host Committee and/or loss of funds of an unsuccessful event.
 - b) After determining the budgets, all unencumbered funds above operational budgets shall be forwarded to the RSC at the October RSC meeting following approval of the C&E Committee Operational Budget.
 - c) Current encumbered funds include but are not limited to, C&E Committee Operational Budget, current Conventions & Events hosted event operational budgets including Clean & Free & WNIRCNA, Reserve Account, unpaid bills, and start-up funds for future Clean & Free, WNIRCNA or other events as may be designated by the C&E Committee and/or the RSC.
- Section 5: Fund Flow & Proceeds
- a) Proceeds.
Proceeds consist of gross receipts (all monies) generated by the recovery events less expenses necessary to conduct the event.

Expenses shall include payments made by the Conventions & Events Committee in connection with the event.

The Host Committee turns the proceeds over to the Conventions & Events Committee immediately following the conclusion of the event (**For details see, Recovery Event Money Handling Procedures**).

- b) Other expenses.
The Conventions & Events Committee will settle any outstanding obligations against the event.
- c) Net proceeds.
Distribution of net proceeds shall be made for the following:
 - 1) Administrative expenses of the C&E Committee which consist of but not be limited to: office expenses, meeting space rental, travel, and professional services outside of the fellowship, as needed to carry on the recovery events.
 - 2) Seed monies to be set aside for future recovery events. Seed money per event will be determined by the C&E Committee. Such seed money is distributed to Host Committees by the Conventions & Events Committee in order to provide them with cash flow before the beginning of fund raising and as needed to meet contractual obligations. Continued flow of seed money is based on appropriate and timely planning, budgeting, and accounting for the use of funds.
 - 3) Contingency fund for loss on convention or event. A reserve for when there are outstanding obligations that cannot be covered by proceeds from a recovery event. This amount will be set annually by the Conventions & Events Committee, taking into consideration the number of events that are being held during the upcoming year and the possible losses that could be incurred.
 - 4) All donations will be distributed to WNIR at the Fall RSC meeting.

Section 6: **Credit Cards**

In recent years, we have found it productive to use credit cards to facilitate the service responsibilities of specific individuals in convention services. NA Convention & Events Committee maintains a policy on the use of credit cards for member responsibilities and has since their initial use. It seems responsible to apply those parameters to credit card use for C&E responsibilities. These policies ensure that credit card use conforms to a standard set of guidelines.

Distribution of Cards

A. The issuance of credit cards *for C&E responsibilities* is subject to the approval of the Executive Committee of the Convention and Events Committee. Each person approved for credit card issuance shall be provided a Conditions of Authorized Use form, which must be completed, signed, and on file prior to issuance of a credit card.

B. Board or committee members who reside outside the continental United States may be issued credit cards to facilitate the fulfillment of their service responsibilities, at the discretion of the Executive Committee.

C. Committee members may be issued credit cards on a temporary basis to make purchases for plane tickets, hotels, etc. All cards issued under this criterion must be returned to the C&E Treasurer by registered mail within two weeks of completion of purchases. All invoices or other accompanying documentation should be returned at the time of card surrender.

D. All cards must be returned within thirty days of the closure of the term of office of the cardholder. All invoices or other accompanying documentation should be returned at the time of card surrender.

E. C&E executive committee has the authority to cancel all cards on the closure of a term of office based upon the surrender criteria outlined above.

Credit Card Expenditures

All expenditures on the credit card must be substantiated by the receipts issued at the time of card use. Individuals utilizing the credit cards should submit an expense statement accompanied by the invoice(s) resulting in card use—not the credit card slip, but the actual hotel bill, car rental agreement, etc. All receipts should be attached to the permanent record of the trip or function. C&E credit cards should not be used to cover personal expenses not directly related to the trip or function, even though the individual may intend to repay the conference for the expenditures. The Executive Committee of the C&E conducts quarterly audits and/or reviews of C&E credit card activity by all trusted servants and reports such findings to the fellowship.

Credit Card Misuse

Any alleged inappropriate and/or unauthorized credit card use, or persistent failure to submit appropriate documentation of credit card use, requires a thorough investigation by the committee. The committee will review all necessary documentation and request written statements of explanation from the individual involved and anyone else who may have knowledge of the situation. A determination will be made by the committee and reported to the fellowship. The determination of the committee can result in one or more of the following actions:

- Reinstatement of credit card privileges, if previously removed.
- Revocation of credit card privileges.
- Request for repayment for all unauthorized expenditures.
- Rejection of reimbursement for submitted expenses.
- Suspension of trusted servants from office.

Article XI: E-Mail

- Section 1: No forward of email addresses outside of the Conventions and Events Committee.
- Section 2: No junk mail.
- Section 3: When responding to e-mail, mail involving the entire Committee shall go to all members and shall be clearly labeled with a topic and/or task. Members and/or Task teams may send e-mail to individuals if appropriate.
- Section 4: When emergency business is conducted via email:
1. Chair will submit motion via email and count votes;
 2. Secretary will archive emails;
 3. Secretary will mail relevant emails out to members who do not have email on a weekly basis;
 4. Secretary will keep a tally of votes for check and balance of Chair's time sensitive issues;
 5. A published deadline will be included in email, related to response time/vote, otherwise a minimum of a week response time and a two-day confirmation of received email. If no response occurs, Chair will call members who have not responded.
- Section 5: Basic etiquette for emails:
1. Keep paragraphs and messages short and to the point;
 2. When responding to email, edit out whatever isn't directly applicable to your reply;
 3. Focus on one subject per message;
 4. Capitalize words only to highlight a point;
 5. Asterisks surrounding a word can be used to make a strong point;
 6. Be professional and careful about what you say to others;
 7. Be careful when using sarcasm and humor without face to face communications, your joke may be viewed as criticism.
- Section 6: Stick to Committee business.

Article XII: Travel

- Section 1: The C&E Committee will reimburse for travel expenses upon committee approval. Travel must be for the purpose of conducting or participating in committee business.
- 1) Travel will be reimbursed by doubling one-way receipt, for gas, upon presentation. Airfare is not reimbursed without prior approval.
 - 2) Reimbursements may be submitted for travel at \$.14 a mile in lieu of gas receipts when necessary. Any travel expense reimbursements or funding without receipt may be approved by motion.
 - 3) Liaison's are reimbursed for their mileage to and from host committee meetings.
- Section 2: Any monies requested for reimbursement (for incurred business expenses) by any and all members shall be considered on a case by case basis and may be authorized based on the Conventions and Events Committee's availability of funds. No request for reimbursement shall be considered for any expenditure incurred more than (180) days prior to the request.
- Section 3: Upon request Conventions and Events Committee members will be reimbursed 50% of their hotel bill per member/per event with a maximum of two nights stay except for Clean N Free, which is three (3) nights stay and with the exception of C&E Treasurer's room and Event Treasurer's room (Host Committee pays for) at events which will be reimbursed at 100%.
- Section 4: Receipts should accompany all requests for reimbursement.
- Section 5: Shift requirements for reimbursement: Treasurer will ensure who qualifies for reimbursement. Shifts may vary depending on convention. CNF will be 8 hours and other conventions will be between 6 and 8 hours. If a single member is a host committee member and C&E member, as long as they meet the requirements of travel and workload, will be reimbursed.

Article XIII: Subcommittees

- Section 1: The C&E Committee may establish subcommittees from time to time to carry on the work of the Committee referred to as Event Host Committees. These subcommittees will perform the duties as stated the Recovery Event Host Committee Guide as well as in Article IX, Section 2 (Spiritual Guidance).
- Section 2: The voting members will form standing subcommittees upon approval. The standing subcommittees will include, but are not limited to, Clean & Free by the Sea Event Host Committee, WNIRCNA Host Committee, PNWCNA Host Committee when hosted within the geographical boundaries of the WNIR.
- Section 3: Bidding for events outside the WNIR such as Western States Learning Days, Zonal Forums, etc. will be conducted in accordance with C&E Committee and/or RSC Guidelines. If approved, the C&E Committee will notify RSC and form a host committee and/or work group for such an event.
- Section 4: Each sub-committee created by the Conventions and Events Committee shall consist of two or more committee members. The committee "liaison" positions provide a link between the Conventions & Events Committee and the recovery event's committees. The Host Committee "treasurer" provides financial accountability to the recovery event's committee as well as the C&E Committee.
- Section 5: C&E Committee will maintain the Recovery Event Host Committee Guide and update same as necessary.
- Section 6: Special subcommittees may be appointed by the Chairperson or they may be formed by motion upon approval by the voting members.
- Section 7: Special subcommittee Chairpersons will be appointed by the C&E Chairperson unless otherwise specified in the motion to commit.

Article XIV: Amendments of Guidelines

- Section 1: Any voting member may propose an amendment to these guidelines at a regular meeting of the C&E Committee, and then referred to the RSC for approval. The proposal must be seconded and submitted in writing as a motion. A two-thirds majority of the voting members present is necessary to make proposed amendments.
- Section 2: The amendment will go into effect upon its approval by the WNIRSC, unless the motion to adopt specifies a time otherwise.

Article XV: Spiritual Guidance

- Section 1: The C&E Committee will not make any motion or take any action that conflict with the Twelve Traditions of Narcotics Anonymous.
- Section 2: The C&E Committee will comply in all its actions with the following documents in succession:
The Twelve Traditions & Concepts of Narcotics Anonymous.
A Guide to Local Services in Narcotics Anonymous.
Current C&E Committee Guidelines.
Current RSC Guidelines.
Past C&E Committee and/or RCA motions.

Article XVI: Special Rules

C&E Committee titled positions are but not limited to: Button Machine Coordinator, Excess Merchandise Coordinator, Hotel bid Coordinator, Insurance Coordinator, PO Box Coordinator, and Website Coordinator.

Article XVII: Timeline

This is a guide and does not attempt to include all requirements; it is intended to assist planning to avoid problems.

JANUARY

Fiscal year begins January 1st;
Every third/*fourth year, bring PNWCNA logo/theme contest flyers to RSC (2007, 2011*);
Schedule WNIRCNA Start-up meeting for February;
Appoint WNIRCNA Liaison;
Adopt proposed meeting schedule;

FEBRUARY

Hold WNIRCNA start-up meeting;
Renew Clean & Free Post Office rental P.O. Box 1903, Aberdeen, WA 98520.
Schedule Clean & Free start up meeting & make flyer for distribution at convention;

MARCH

Send correspondence to NAWay with upcoming events for the next calendar year;
Attend Clean & Free;
Schedule final audit of Clean & Free books;
Schedule Clean & Free Start-up meeting for April, after the RSC meeting.
Appoint Clean & Free Liaison;
During the year that we prepare for PNWCNA the Conventions & Events Committee shall establish lines of communication:
 Contact area where event will be held and request support;
 Schedule start up meeting & coordinate with local ASC for April, after RSC.

APRIL

Hold Clean & Free Start up meeting;
Appoint PNW Liaison;
C&E chairs the PNWCNA start up meeting, every third year until rotation moves to four years after 2010. (2007, 2011).

MAY

Schedule final Audit of WNIRCNA books;

SEPTEMBER

Decide on the committee's nomination for chair to be submitted at Fall RSC.
Submit budget for committee approval prior to Fall RSC.
Every third (*fourth) year Schedule Final Audit of PNWCNA books (2005, 2008, 2012*).

OCTOBER

Attend PNWCNA.
Every third/*fourth year provide an intent to host the event flyer at PNWCNA event - two years out (2006, 2010*);
Schedule New Member Orientation;
Propose next year's meeting schedule;
Elect remaining admin & appoint standing tasks at the next meeting following Fall RSC.