(Explanation of colors: Remove from Policy, Add to Policy, and Unsure)

Texas Unity Convention of Narcotics Anonymous
Policies and Procedures

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Purpose

To bring Unity to Narcotics Anonymous in Texas by holding a convention four times each year. The third full weekend in February, May, August, and November. We gather together displaying our love and concern for one another, in an atmosphere of learning and spiritual growth. This can only unify, strengthen, and protect what we need in Narcotics Anonymous in Texas.

Foreword

This policy guides us in our effort to improve and enrich the Texas Unity Convention of Narcotics Anonymous (TUCNA). We have written down what appears to work for us, and we hope that it continues to work for you in the future. We need to be vigilant servants of the program, always carrying the 12 Steps, 12 Traditions, and 12 Concepts with us. The primary purpose of this convention is to make the Narcotics Anonymous program of recovery available to anyone who has a desire to stop using. At TUCNA, our central goals are to celebrate recovery and to promote unity. We have endeavored to define this policy in three parts:

Part I – CONVENTION OPERATION

This part lists the relevant policies and procedures pertaining to the operation of the convention at large.

Part II – CONVENTION COMMITTEE OPERATION

This part lists the relevant policies and procedures pertaining to the operation of the Convention Committee. TUCNA entrusts the Convention Committee with the oversight and operation of the convention at large.

Part III – DEFINITION OF DUTIES

This part lists the relevant duties of the various trusted servants on the TUCNA Convention Committee.

SERVICE PRAYER

"GOD, grant us knowledge that we may write according to Your Divine 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."

The 12 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 NA 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 NA as a whole.
5. Each group has but one primary purpose – to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA 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. NA, 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 NA 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 films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

The 9th Tradition Statement

This tradition states that we ought never be organized, but we may create service boards and committees. This seems to be fine, at first glance, almost a contradiction in terms, but somehow, we must untangle this mess. We ought never be organized; however, disorganization is killing us. What can we do without violating this tradition? The purpose of laying out these committees in an orderly fashion, showing what they can do, and how they relate to each other is not organizational in nature, but informational. What we are presenting is not an organization, but a method by which the services necessary to NA can be provided and performed with the very minimum of confusion. These guidelines are in keeping with our 9th Tradition.

The 12 Concepts for NA Service

These concepts have been crafted from our experience. They are not intended to be taken as the "law" for NA service, but simply as guiding principles. We find that our services are stabilized when we conscientiously apply these concepts, much as our steps have stabilized our lives and our traditions have stabilized and unified our groups. The Twelve Concepts guide our services and help ensure that the message of Narcotics Anonymous is available to all addicts who have a desire to stop using and begin practicing our way of life.

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 rest 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 the 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.

Part I – CONVENTION OPERATION

Convention Participants

1. Any person with a desire to stop using drugs.
2. Anyone who has used, is high, or is in possession of drugs or paraphernalia will be asked to dispose of their drugs and/or paraphernalia. If the potential participant refuses, action will be taken to remove the individual from the convention venue and/or prevent them from participating at the convention.

Convention Meeting Schedule and Topics

Friday	
5 P.M. -7:30 P.M.	Registration & Merchandise
8 P.M. - 9:30 P.M.	Why Are We Here Meeting
10 P.M. - 11:30 P.M.	Ask It Basket Meeting
Midnight - ???	Open Discussion Meeting
Saturday	
6:30 A.M. - 8 A.M	Gratitude Meeting
9 A.M. - 3:30 P.M	Registration & Merchandise
9 A.M. – 10:30 A.M	How It Works Meeting
10:40 A.M.-11:25 A.M.	Spirit of Service
11:35 A.M.-12:20 P.M.	"Old Timers" & NA History
12:30 P.M. - 2 P.M.	Sponsorship Meeting
2:30 P.M. - 4 P.M.	Relationship Meeting
4 P.M. - 5 P.M. 5 P.M. - 6PM	Auction In May and Nov **ONLY** Business Meeting & Open Forum
6PM - 8PM	Clean time Countdown & Birthday Celebration
8 P.M. - 9:30 P.M.	Main Speaker
Sunday	
9 A.M. - 10:30 A.M.	Just For Today Meeting
11 A.M. - ???	Speaker / "God As You Understand Him" Meeting

(Meetings and/or topics may be added or deleted by submitting a request in written form to the Convention Committee. The Convention Committee will determine the eligibility of the suggested meetings and/or topics. The suggestions will be judged based on their suitability for recovery and compliance with the 12 Traditions of NA.)

No pets are allowed in the convention areas. The **only** animals allowed in the convention area are service animals (i.e., eye seeing dogs or others) Use of electronic cigarettes is **not** allowed in the meeting

venue during meeting times and during the buffet service times. All convention participants must observe all the rules and regulations of the convention venue.

Convention Meeting Format

1. Open with a moment of silence followed by the Serenity Prayer
2. Reading of Who, What, Why, How, and the 12 Traditions
3. Announcements
4. Meeting topic
5. Suggest closing with the 3rd Step Prayer

Meeting chairpersons are selected by the Convention Co-Chairs. All chairpersons will be selected on-site at the convention venue. Convention Co-Chairs will inform meeting chairpersons about the responsibilities involved in leading such meetings, including: meeting format, time of meeting, when to arrive, etc. Inform the body of Program Changes and ask for votes concerning money matters.

Convention Business Meeting Format

1. Introduce the Convention Committee
2. Inform the Convention Body of newly elected Chair and Vice-Chair
3. Elect next Convention Co-Chairs
4. Bring any motions before the convention body for review and/or vote
5. Treasurer's Report
6. Election of new Convention Committee members

The convention business meeting convenes at **5 P.M. on Saturday**. The Convention Committee Chairperson chairs this meeting. The announcement for this meeting will be made in advance, to ensure maximum attendance from convention attendees.

For the purposes of the convention business meeting, a Quorum is defined as: The group that will assemble when the business meeting is called.

All convention participants may vote at this meeting. The Convention Committee may hold closed meetings, consisting of voting members only. A motion to close the business meeting must pass by a **two-thirds majority vote**.

Election of Convention Co-Chairpersons

1. Convention Co-Chairs are to serve only **ONCE** in a five-year period.
2. Recommend election of one male and one female.
3. Once a Convention Co-Chair has represented a city, that city is ineligible to be represented for the **next two** conventions.
4. Nominations shall come from the floor and nominees **MUST** be present to be nominated.
5. Nominees will qualify themselves to the Convention Body.
6. Election is to be a majority vote on written ballots.
7. Recommend participation from **all** Texas cities and towns.
    a. Members that reside outside of Texas can submit a resume to be considered for service. As long as the following guidelines are met/followed:
        i. Members have to have attended **4 TUCNA's <u>prior</u>** to submitting their resume.
        ii. Two members from the same state, outside of Texas, can't serve simultaneously. (1 member per state)
8. Convention Co-Chairs **must** be given copies of "Notes for Convention Chairpersons"

Qualifications for Convention Co-Chairpersons

1. One year or more clean time from all drugs
2. Willingness to serve
3. Six months of active NA involvement
4. Working knowledge of the 12 Steps and 12 Traditions
5. Time and resources necessary to perform duties of Convention Co-Chairperson
6. Have not served as Convention Co-Chair of TUCNA within the last five years

Co-Chairperson Absenteeism Policy

In the event that one or more of the co-chairpersons elected by the body, at the previous convention, does not show up to fulfill their duties, the following action(s) will be taken:

1. The committee will consult the minutes from the previous convention and determine the individual(s) with the next highest vote total. The individual with the third highest vote total will be considered as the first potential candidate to fill the vacant co-chair position. They will be listed first on the potential candidate list and the list will continue in descending order following them.
2. The committee will attempt to search the convention venue to determine if the individual with the next highest number of votes is on site.
3. The committee will ask the individual in question, if they have the willingness to serve as the Convention Co-Chairperson for the current convention.
4. If no individuals listed in the previous convention's minutes can be found on site, or if none have the willingness to serve, the Convention Committee is responsible for the duration of the convention to fulfill these duties.
5. If one or more of the Convention Co-Chairpersons has to leave once the convention has started on Friday, **NO** new candidates will be considered and it will be the responsibility of the Convention Committee to fulfill the duties of Co-Chairperson.

Notes For Convention Co-Chairpersons

****** CONVENTION CO-CHAIRS SHOULD ANNOUNCE THAT NO PICTURES SHOULD BE TAKEN DURING MEETINGS. PEOPLE TAKING PICTURES, AT OTHER TIMES, SHOULD ASK PERMISSION BEFORE DOING SO.******

1. Select meeting Chairpersons with **at least** one year of clean time. There should be as much participation in all meetings as possible.
    a. The speakers for both the Saturday Night Speaker Meeting and the Sunday Morning "God As You Understand Him" Meeting will be selected by the Convention Committee members and the Convention Co-Chairpersons at the 10 A.M. Saturday Convention Committee meeting from current convention participants.
2. Make sure the candle in the main convention room is lit at **all** meetings, for the addicts who still suffer.
3. Convention Co-Chairs are responsible for announcing the scheduled meeting times and their locations.
4. **If possible**, select convention participants with 30 days or less of clean time to read Who, What, Why, How, and 12 Traditions.
5. Friday 8 P.M. The "Why Are We Here" meeting is a "warm-up" meeting. Select amongst those participants in attendance to speak, sharing on the topic "Why are they here."
    a. The best way to encourage participation from all convention participants is for the Convention Co-Chairs to toss a soft object, such as a plush toy, to all areas of the room. The person catching, or closest, to the object will be the next speaker. The object is returned to one of the Co-Chairs after each speaker.
6. Friday 10 P.M. The "Ask It Basket" meeting should end at approximately 11:45 P.M. If you choose not to chair this meeting, ensure to choose a convention participant that has a working knowledge of the NA Basic Text and It Works: How and Why, to chair the meeting. Don't spend too much time on any one question.
7. Saturday 6 P.M. Clean time Countdown and Birthday Celebration should be conducted as follows:
    a. Start with celebrants who have clean time since the beginning of Narcotics Anonymous (1953) and continue in descending order. Birthdays will be sorted in chronological order and will be announced along with the appropriate year. (Name, Clean Date, and Home Group)
    b. In the spirit of cooperation, please remember that the speaker meeting is scheduled to immediately follow the countdown and birthday celebration. The longer the countdown and birthday celebration lasts, the later the speaker meeting will start. **Encourage celebrants to be brief**.
8. After the countdown and birthday celebration is the Saturday Night Main Speaker meeting. (Sometime before the meeting, spend time getting to know the speaker and explain to them that they will be speaking at a one-hour and a half hour meeting.
9. Pass the 7th Tradition basket at the following meetings: "Why Are We Here?", Countdown & Birthday Celebration, Saturday Night Main Speaker, and Sunday Morning Speaker.

10. Co-Chair(s) **must** ensure that volunteers are chairing their respective meetings, if not, it is the responsibility of the Co-Chair(s).

Recording of Speakers

1. The only person(s) to be taped at TUCNA are as follows:
    a. Old Timer Meeting
    b. Saturday Night Speaker
    c. Music
    d. Sunday Morning Speaker
2. Tapes of TUCNA speakers may be sold at a reasonable profit. The individual(s) responsible for recording shall turn over a master set of recordings to the TUCNA committee at the end of every convention.
3. Copies of those tapes may be reproduced, and sold, only with the speaker(s) permission and a signed copyright release form.
4. Tapes from other conventions may be sold if the speakers meet all requirements.

Sale of Merchandise

The Texas Unity Convention of Narcotics Anonymous does not sell merchandise and receive monies from such. Groups, Areas, Regions, etc., who sell merchandise are entirely responsible for the collection, and payment, of any and all taxes which may be applicable by law. Copies of this portion of the policy and guidelines, entitled "Sale of Merchandise", shall be kept at the registration table. Anyone applying to sell merchandise is required to read and sign a copy **prior** to application.

1. In keeping with the Sixth Tradition which states "An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose." Sale of items and/or services by either direct sales or raffles, by individuals or groups, is not a recognized part of the NA Service Structure and is **prohibited** at the Texas Unity Convention of Narcotics Anonymous. Recognized parts of the NA service structure should submit an application to the TUCNA Committee in writing prior to the sale of such items.
2. Alternative merchandise will be sold from 2:30 P.M. to 6:30 P.M. on **Saturday only**. Merchandise will not be brought into the convention area and/or adjoining rooms prior to 2:30 P.M. Setup will begin at 2:00 P.M. TUCNA merchandise sales are Friday, Saturday.
3. No person, group, area, or region shall be allowed sales of promotional or retail items at or near the Convention Registration or meeting area.
4. No Convention Committee member will participate in the sale of merchandise other than Texas Unity Convention of Narcotics Anonymous marketing approved merchandise at the convention.

Part II – CONVENTION COMMITTEE OPERATION

Convention Committee Structure

1. Convention Committee shall consist of twelve elected members, plus eight alternates and four at-large, for a total of twenty-six members.
2. Committee members shall be from all cities/towns in all States in America that participate at TUCNA

Qualifications for Committee Service

(Commitment begins at the following TUCNA)

1. Minimum of one-year clean time.
2. One-year of prior NA involvement
3. Time and resources necessary to perform committee duties.
4. Willingness to practice patience and tolerance.
5. Convention Committee members are **ineligible** to be speakers or Convention Co-chairs.
6. Nominees for the Convention Committee come from Texas. Members that reside outside of Texas can submit a resume to be considered for service. As long as the following guidelines are met/followed:
    i. Members have to have attended **4 TUCNA's <u>prior</u>** to submitting their resume.
    ii. Two members from the same state, outside of Texas, can't serve simultaneously. (1 member per state)
7. Willingness to commit to, at least, a two-year term of service to the Texas Unity Convention, or eight additional conventions after being elected.
8. **ALL** Convention Committee members are responsible for reading and knowing TUCNA Policy. Any questions can be directed to the Policy Chairperson.

Election to Convention Committee

1. Persons interested in election to the Convention Committee will submit a service resume listing their qualifications.
    a. Service resume forms will be made available at the Registration table.
    b. Service resumes must be submitted to the Convention Committee prior to Saturday 5 P.M. Business Meeting in order to be considered.
2. Nominees for the Convention Committee **MUST** be present at the Saturday 5 P.M. Business Meeting.
3. Nominees must qualify themselves to the convention body.
4. The election is to be by a majority vote from the Body
5. Convention Committee members are allowed to serve more than one term, subject to the following conditions:
    a. One year interim between the current term they are interested in and their previous term of service.
    b. No two people from the same city/town shall serve **unless** no other qualified person is available.
    c. Resumes from qualified Convention Committee participants who **have not** served on the TUCNA Convention Committee must be given first consideration.
6. All resumes will be filed and/or used to fill vacancies as needed. Resumes will be held on file for one year from the date of submission.

Convention Committee Removal Policy

The following are grounds that represent the prerequisites for removal. They are **NOT** meant to imply that removal is necessary in every case in which these grounds are present. They are simply intended as a guide when removal proceedings are initiated.

1. INVOLUNTARY
    a. Failure to perform responsibilities and duties.
    b. A breach of The Traditions
    c. Malicious misuse of terms and conditions.
    d. Unethical conduct inconsistent with the role of a Convention Trusted Servant.
    e. Two absences from TUCNA, with a valid reason.
    f. One absence **without** reason (no call/no show) results in automatic removal from the convention committee.
    g. Relapse

2. VOLUNTARY
    a. Must be in writing.
    b. Must be handed in on Friday night of the last convention for which responsibilities are held. (eg. Stepping down, **not** end of commitment, for the February convention, written notice needs to be turned in on Friday night at the November convention)

Convention Committee Meeting Schedule

Friday (5 P.M.)

1. Vice-Chair to open Unity Cabin for bed sales.
    a. Beds are sold on a "First come, first served" basis. $40 Fri or $20 Sat
    b. Co-Chairs are OFFERED a room in the Unity Cabin. IF the room is not occupied BY THE CO-CHAIR, it defaults back to the committee to be rented as if it were a bed in the Unity Cabin.
2. Committee members get badges and walkie-talkies.

3. Registration and Merchandise should be open for accepting members and purchases.

4. Parking, Maintenance, Serenity Keepers and At-Large to complete setup of Convention.

Friday Night (9 P.M.)

Saturday Morning (10 A.M.)

Convention Business Meeting (5 P.M.) – Body and Convention Committee, in the Meeting Hall

Sunday Morning (10 A.M.)

A 5 min smoking break will occur every 90 mins during committee meeting

9 P.M. Friday Night Convention Committee Meeting Format

1. Open with a moment of silence followed by the Serenity Prayer
2. Read Service Prayer
3. Read The Twelve Traditions
4. Read the Ninth Tradition Statement
5. Read the Twelve Concepts of NA Service
6. Roll Call
7. Reports:
    a. **ONLY** money handling positions are required to have written reports. All others are verbal
    b. All written reports are to be turned in to the Secretary, **NO LATER THAN** 4 PM on Saturday. If there is no written report, you will be passed over.
    c. Reports are limited to five (5) minutes.
    d. Only written reports are to be included in the minutes.
8. Committee Reports:
    a. Chairperson
    b. Vice Chairperson
    c. Treasurer
    d. Treasurer Alternate
    e. Secretary
    f. Secretary Alternate
    g. Policy
    h. Marketing/Merchandise
    i. Registration
    j. Beverages
    k. Buffet
    l. Birthdays
    m. Cleanup
    n. Parking
    o. Serenity Keepers
    p. Maintenance
    q. Fliers/Website
    r. At-Large
9. Unfinished Business
10. New Business Topics only consist of 2 pro's and 2 con's, with a 3 minute limit per person
11. Review business of the day
12. Close with 3rd Step Prayer

10 A.M. Saturday Morning Convention Committee Meeting Format

1. Open with a moment of silence followed by the Serenity Prayer
2. Read Service Prayer
3. Read The Twelve Traditions
4. Read the Ninth Tradition Statement
5. Read the Twelve Concepts of NA Service
6. Roll Call
7. Nominations for Speakers
8. Convention Co-Chairs dismissed
9. Approval of minutes
10. Reports:
    a. **ONLY** money handling positions are required to have written reports. All others are verbal
    b. All written reports are to be turned into the Secretary, **NO LATER THAN** 4 P.M. on Saturday. If there is no written report, you will be passed over.
    c. All money reports must be turned into the Treasure, **NO LATER THAN** 3:30 P.M.
    d. Reports are limited to (5) mins
    e. Only written reports are to be included in the mins
11. Committee Reports:
    a. Chairperson
    b. Vice Chairperson
    c. Treasurer
    d. Treasurer Alternate
    e. Secretary
    f. Secretary Alternate
    g. Policy
    h. Marketing/Merchandise
    i. Registration
    j. Beverages
    k. Buffet
    l. Birthdays
    m. Cleanup
    n. Parking
    o. Serenity Keepers
    p. Maintenance
    q. Fliers/Website
    r. At-Large
12. Unfinished Business (must be finished before closing of Sat 10 A.M. meeting)
13. New Business
14. Review business of the day

15. Close with 3rd Step Prayer

10 A.M. Sunday Morning Convention Committee Meeting Format

1. Open with a moment of silence followed by the Serenity Prayer
2. Read Service Prayer
3. Read The Twelve Traditions
4. Read the Ninth Tradition Statement
5. Read the Twelve Concepts of NA Service
6. Roll Call
7. Reports:
    a. **ONLY** money handling positions are required to have written reports. All others are verbal
    b. All written reports are to be turned into the Secretary, **NO LATER THAN** 9 AM on Sunday. If there is no written report, you will be passed over.
    c. Reports are limited to five (5) minutes.
    d. Only written reports are to be included in the minutes.
8. Committee Reports:
    a. Chairperson
    b. Vice Chairperson
    c. Treasurer
    d. Treasurer Alternate
    e. Secretary
    f. Secretary Alternate
    g. Policy
    h. Marketing/Merchandise
    i. Registration
    j. Beverages
    k. Buffet
    l. Birthdays
    m. Cleanup
    n. Parking
    o. Serenity Keepers
    p. Maintenance
    q. Fliers/Website
    r. At-Large
9. Unfinished Business
10. New Business
11. Lateral transfer of Officers: elections/filling new positions/volunteers
12. Election of new officers
13. Review business of the day
14. Close with 3rd Step Prayer

Agenda

1. The Chairperson will formulate an agenda for the Convention Committee Business Meeting and provide it to the corresponding Secretary.
2. All input should be in writing (if possible) before the 5 P.M. Saturday Business Meeting.

Discussion Limits

1. Convention Committee members and Convention Co-Chairs have a voice in the meeting.
2. Committee members can make, or second, motions that are made during the meeting.
3. Debate on motions:
    a. Main motions – 2 pro's & 2 con's 3 minutes per point
    b. Amendments – 2 pro's & 2 con's 3 minutes per point
    c. Reconsider – 2 con's To remove from Policy

Quorum

1. Quorum must be present to do business.
2. Quorum is defined as half of the current filled committee positions plus one.
3. No proxies, (defined by Merriam-Webster Dictionary as: one person authorized to act for another), for Convention Committee members.

Voting

1. Convention Committee members are eligible to vote. (Co-Chairs **are** included, refer to Page 7, #1 letter a)
2. Convention Chairperson votes **ONLY** to break a tie.

Qualifications for Convention Meeting Speakers

1. Three years clean from all drugs.
2. Cannot have spoken within the last five (5) years (unless over 20 years "Oldtimers")
3. Nominees **cannot** be on the Convention Committee.
4. Carry a **clear** Narcotics Anonymous message
5. Knowledge of the Twelve Steps and the Twelve Traditions

Elections & Appointments

Convention Committee members either volunteer to fill an open position, they are elected or are appointed to their position.

The Chairperson and Vice Chairperson are elected to their position. All other posts are filled by:

1. Volunteering to an open post:
    a. "Open" due to another Committee Member's lateral move to a new post.
    b. End of the term of service by an outgoing member of the Convention Committee.
2. Appointment by the Chairperson to an "open" post
    a. Each appointment is a motion open to debate.
    b. Reversal of motion by majority vote of Committee members.
        i. Items (a) and (b) are only necessary if the post is vacant by resignation, excessive absence, or end of service.

Ideally, Convention Committee members serve without feeling forced into an unwanted post.

One-year clean time is **required** for Serenity Keepers. Convention Committee Officers may choose to make a lateral move into another position, with **NO** lateral moves to money handling positions unless they have two-years clean. The Chairperson and Vice Chairperson are to be nominated from Convention Committee members and elected by majority vote.

Nearly all Convention Committee members serve a two-year term of service. A total of eight conventions beginning with the convention **after** their election. **No one** may serve on the Committee for more than 12 consecutive conventions, excluding Treasurer (see pages 19-20) and Marketing/Merchandise (see page 22). All trusted servants must rotate off the Convention Committee after their 12th consecutive convention serving on the committee, WITHOUT EXCEPTION.

Ideally, Treasurer and Merchandise and their alternates serve a three-year commitment, this allows for training and rotation of the position. These trusted servants spend one year as an alternate and then rotate into the Treasurer or Merchandise position for two-years. Trusted servants are to roll off for a minimum of one-year.

The Chairperson of the Texas Unity Convention of Narcotics Anonymous, will serve as the Chairperson for one-year. Beginning with the convention after being elected, for a total of four conventions. No one may serve as Chairperson more than once.

The Chairperson and the Vice Chairperson should be elected at the same time and affirmed by the Convention body at the 5 P.M. Saturday Business Meeting. Chairpersons and their alternates **should not** be from the same city/town.

If one of the five persons on the TUCNA bank account, you have 30 days after the election to have your name added to said account.

Part III – Definition of Duties

The following are the duties of the Convention Committee, which are filled by the Convention Committee Trusted Servants. Any, and all additional help, when needed, is the responsibility of all members serving on the committee.

Chairperson
Money Handling Position
2 yrs clean

1. Preside over committee meetings and convention business meetings.
2. Prepare the agenda for the Convention Committee Business Meetings.
3. Coordinate committee duties.
4. To act as the **ONLY liaison to the Convention Facility Management**, music, and speaker recorder, and to secure the convention site (3rd weekend in February, May, August, and November) for the upcoming year.
5. Realign committee responsibilities in the event of absenteeism.
6. Respect the Twelve Concepts of NA Service, Majority Rules, and existing convention policy in **ALL** business meetings.
7. To stay at residence at the convention location during the convention (reside on the premises).
8. One of five (5) names on the checking account
    a. Has 30 days to have their name added to the bank account once the treasurer makes an appointment..
9. The mailing list will be discussed with the Vice Chairperson to discuss who receives it.
10. Responsible for facilitating the start-up of each convention.
11. Assist in all needed operations of the convention.
12. Delegate the auction, in May and November
13. of NA items donated by NA members.
14. Every May and November, an auction will be held at 4 P.M. on the Saturday of that convention.
15. Open “Why Are We Here” meeting
16. Check in on meetings and around the pool area.

Vice Chairperson
Money Handling Position
2 yrs clean

1. Assume Chairperson's duties in their absence.
2.
3. SOLE point of accountability for sale of bed in the Unity Cabin. If the Vice Chair is absent, responsibility reverts to the Treasurer.
4. Coordinates purchases for convention supplies and supervises distribution of walkie-talkies. (Use current TUCNA Committee list to distribute badges and walkie-talkies)
5. To stay in residence at the convention site during the convention, when the Chairperson is unable to attend TUCNA.
6. Orient new Convention Co-Chairpersons to their duties on Sunday, after their election, for the next convention.
    a. Provide "Notes for Convention Co-Chairpersons" (Page 8).
7. One of five (5) names on the checking account.
    a. Has 30 days to have their name added to the checking account once the treasurer has made an appointment.
8. Shall be responsible for finding chair(s) for:
    a. "God As You Understand Him" Meeting
    b. Taking a 20–30-minute time period to inform the chairs/leaders of their responsibilities in accepting said positions. To feel secure that the appointed person(s) are willing to follow the guidelines set forth. In the event that willingness is not present, to explain to the Convention Co-Chairpersons so they may secure other personnel to chair and/or lead the "God As You Understand Him" Meeting.
    c. Responsibilities to be explained to the Chairperson/Leader of the "God As You Understand Him" Meeting:
        i. To maintain a presence during the entire meeting and to ensure that the meeting remains within the Twelve Traditions of NA.
        ii. That there is a smooth, orderly flow of sharing.
        iii. To avoid religious diatribe and/or preaching/lecturing.
        iv. To absolutely forbid the forcing of any addict to "share their pain", yet to ensure that any addict who wants to share will have the opportunity to do so.
9. Maintain an accurate and updated mailing list.
10. Responsible for facilitating the completion of each convention. (After the "God As You Understand Him" meeting and final walk-through with Facility Management).
11. Assist in all needed operations of the convention.
12. Check in on meetings and around the pool area.

Treasurer
Money Handling Position
3 yrs clean

1. This position is a three (3) year term with one (1) year of training (included).
2. Keep financial records for ALL TUCNA conventions.
    a. Is the SOLE point of accountability for sale of beds in the Unity Cabin, in the absence of the Vice Chair.
3. Maintain a convention checking account with five (5) names on the account:
    a. Treasurer
    b. Treasurer Alternate
    c. Chairperson
    d. Vice Chairperson
    e. Secretary
4. Two people sign each check, even if the bank doesn't require two
5. Texas Unity Convention of Narcotics Anonymous prudent reserve is to be fixed at $6,000, with $2,000 allocated as **restricted funds** for emergency use only. Majority vote of the Convention Committee members is needed to spend the restricted monies. $4,000 allocated for the expenses of the Texas Unity Convention of Narcotics Anonymous with the surplus funds to be divided as such:
    a. 30% to the WSC
    b. 60% to the RSC
    c. 10% to the ASC that are active in the State of Texas
6. Prepare financial reports for, and provide to, the corresponding secretary within ten (10) days of the close of the previous convention. Financial report(s) will be included with the minutes of the committee meetings, when distributed.
7. Only Convention Committee members will handle funds.
8. See that a petty cash account of up to $100.00 per convention is established, to cover the cost of stamps, phone calls, and other incidental expenses incurred while conducting convention business. Application for these funds is to be made at the next convention by the individual requesting funds, complete with receipts.
9. Treasurer is to read the Treasurer's Report to the Convention Body at the 5 P.M. Saturday Business Meeting.
10. Assist in all needed operations of the convention.
11. Check in on meetings and around the pool area.

Treasurer Alternate
Money Handling Position
2 yrs clean

1. Position to be filled by the Convention Committee body to ensure that distribution of all generated convention funds are mailed and that a final bank deposit is made **immediately** after the closing of the convention on Sunday afternoon.
2. To be in training and assuming the Treasurer's position after the term is completed.
3. Will perform all duties listed under Treasurer.
4. One of the five (5) names on the checking account.
    a. Has 30 days to have their name added to the checking account once the treasurer has made an appointment.
5. Assist in all needed operations of the convention.
6. Check in on meetings and around the pool area.

Secretary
Money Handling Position
2 yrs clean

1. Keep minutes of all meetings
2. Reconcile minutes after the last meeting with the Chairperson.
3. Type reconciled sheets.
4. Type the Chairperson's agenda.
5. Type the Treasurer's financial report.
6. One of the five (5) names on the checking account.
    a. Has 30 days to have their name added to the checking account once the treasurer has made an appointment.
7. Upload minutes within two (2) weeks of the last convention to the digital host site.
8. Maintain updated Committee members contact information and distribute the reports listed above.
9. Provide Officer Report forms to the Chairperson.
10. Assist in all needed operations of the convention.
11. Check in on meetings and around the pool area.

Secretary Alternate
1 yr clean

1. To keep an accurate record of speakers and co-chairs, with dates, names, and areas to ensure eligibility and to confirm chair records.
2. Assume Secretary's duties in their absence.
3. The printing of all recurring forms and cards.
    a. Recurring forms and cards such as:
        i. Birthday Cards - help write names and dates on the celebrants card before the Clean Time Countdown and Birthday Celebration if birthday is absent
        ii. Sales of Merchandise
        iii. Registration
        iv. Service Resumes, etc.
4. Assist in all needed operations of the convention
5. Check in on meetings and around the pool area.

Policy
1 yr clean

1. Suggest new Policy, or modifications to existing Policy, for Convention Committee **and** Convention Body to consider.
2. To implement and expedite, revisions and updates to current Policy.
3. Research proposals for policy changes and report recommendations.
4. To assist the Convention Committee in Majority Rules and Narcotics Anonymous Service Structure.
5. Assist in all needed operations of the convention.
6. Check in on meetings and around the pool area.

Website/Flyers
1 yr clean

1. Prepare convention flyers.
2. Update convention information with new dates, ten (10) weeks prior to the next TUCNA (i.e. date/convention location/directions as needed, convention chair and vice chair)
3. Maintain a website contract.
    a. Maintain an email/mailing list for flier distribution and mail copies of flyers as requested
4. Assist in all needed operations of the convention.
5. Check in on meetings and around the pool area.

Registration
Money handling position
2 yrs clean

1. This is a two-person committee.
2. Use a color card system for registration:
    a. **Red** for NA convention participants having celebrated a **recovery birthday** since the last TUCNA
    b. **Gold/Yellow** for **newcomers**
    c. **Blue** for **non-celebrating** members of NA
3. Turn in money to the Treasurer at regular intervals. Registration committee members are responsible for Registration funds.
4. Hours for Registration are as follows:
    a. Friday – open at 5 P.M. and close at 7:30 P.M.
    b. Saturday – open at 9AM and closes at 3:30 P.M.
5. Must fill out and turn-in Registration Reports to the Treasurer, **daily**.
6. Report at Sunday morning Convention Committee Meeting (turned in before 9 A.M.):
    a. Total number of registrants
    b. NA convention participants
    c. NA convention participants celebrating birthdays
    d. Others
    e. Total number of paid registrants
    f. Total number of non-paid registrants
7. Mailing list will be provided at the Registration table
8. Assist in all needed operations of the Convention.
9. Check in on meetings and around the pool area.

Marketing and Merchandise Chair
Money handling position
2 yrs clean

1. This is a two-person committee,consisting of the Chair and an Alternate responsible for obtaining and selling TUCNA approved merchandise (coffee cups, t-shirts, etc.) during the convention.
2. All merchandise should reflect the uniform theme of the convention and utilize the approved convention logo
3. This committee should obtain three (3) separate bids on any merchandise it considers purchasing.
4. This committee should present a list of possible items to sell, for final approval. The list should include a statement of actual and marketing costs, within the timeframe for obtaining these items.
5. Must fill out and turn-in all reports to the Treasurer, **daily** During convention.
6. Service term for this committee is three (3) years, 18 months of training before assuming the chair for the following 18 months.
7. This committee will keep an accurate inventory of merchandising items, **at all times**. The chair shall maintain accurate records to ensure accountability for all merchandise as well as expenditure of funds.
8. Will deliver all receipts promptly to the Treasurer, along with a list of outstanding inventory items. A final statement of income and inventory shall be provided to the Treasurer before 9 A.M. on Sunday morning.
9. TUCNA merchandise will be sold during the convention, as well as at other NA events.
10. Any excess merchandise will be the responsibility of the Merchandise Chair to store.
11. Merchandise Chairperson shall maintain $100.00 seed money for sales at all conventions and other NA events. Proceeds will be sent certified mail (check or money order), within (72) seventy-two hours of completion of convention.
12. Only prior convention merchandise to be sold at conventions in order to insure that new merchandise is available at the following TUCNA.
13. Assist in all needed operations of the convention.
14. Check in on meetings and around the pool area.

Marketing and Merchandise Alternant
1Year Clean

1. Assist the Marketing Chair with obtaining TUCNA approved merchandise (coffee cups, t-shirts, etc.) during the convention.
2. To assist in assuring that all merchandise should reflect the uniform theme of the convention and utilize the approved convention logo
3. To assist the Chair with presenting a list of possible items to sell, for final approval. The list should include a statement of actual and marketing costs, within the timeframe for obtaining these items.
4. To assist Chair with filling out and turn-inning in all reports to the Treasurer, **daily** During convention.
5. Service term for this committee is three (3) years, 18 months for training before assuming the chair.
6. To assist Chair with keeping an accurate inventory of merchandising items, **at all times**.
7. Will assist in delivering all receipts promptly to the Treasurer, along with a list of outstanding inventory items. A final statement of income and inventory shall be provided to the Treasurer before 9 A.M. on Sunday morning.
8. Assist in all needed operations of the convention.
9. Check in on meetings and around the pool area.

Beverage and Buffet
1 yr clean

1. This is a two-person committee
2. Ask for volunteers to assist with keeping coffee and hot water available. Cold water is also important, especially in the warmer months (May and August).
3. Keep an inventory:
    a. Coffee
    b. Decaffeinated coffee
    c. Tea and other beverages
    d. Sugar, creamer, and other sweeteners
    e. Cups and stirrers
4. Provide the Vice Chairperson with a purchase order of needed supplies, or replacement equipment, at the closing of each convention.
5. If TUCNA funds are used/generated, will provide written reports to the Treasurer.
6. Assist in all needed operations of the convention.
7. Check in on meetings and around the pool area.

Birthdays
1 yr clean

1. Coordinate the purchase of birthday cake(s) with the bakery, Vice Chairperson, and Treasurer on Friday afternoon of the convention to order the cake(s).
2. Pick-up cake(s) before the bakery closes on Saturday afternoon.
3. Place cake(s) on the table prior to the Clean Time Countdown and Birthday Celebration
4. The Birthday Chairperson totals the years of clean time birthdays.
5. Clean time recognition includes one (1) year, eighteen (18) months, and multiple years.
6. If TUCNA funds are used/generated, will provide a written report to the Treasurer.
7. Assist in all needed operations of the convention
8. Check in on meetings and around the pool area.

Clean-up
All Committee Members

1. Solicit volunteers to clean the meeting room after the close of each meeting.
2. Empty trash cans as needed.
3. Oversee clean-up of the meeting room.
4. Conduct random checks of the convention grounds for cleanliness.
5. Assist in all needed operations of the convention.
6. Check in on meetings and around the pool area.

Parking
1 yr clean

1. Parking signs and barriers should be put in the proper places to direct cars to overflow parking areas. **(See pictures provided)**
2. Cars should be kept from blocking roadways, private drives, and other private property. (Parking can be a problem, especially during a large convention.)
3. Assist in all needed operations of the convention.
4. Check in on meetings and around pool are

Serenity Keepers
1 yr clean & 2 yrs clean to handle money

1. This is a two-person committee that will be easily identifiable by their "SK" reflective vests.
2. SK's will give information and directions to convention attendees who have questions.
3. Will keep in close contact with all Convention Committee members.
4. Will work closely with those responsible for management of the convention facilities.
5. Assist in all needed operations of the convention.
6. Check in on meetings and around the pool area.

Facility Maintenance
1 yr clean

1. Be available for minor maintenance repairs such as breakage, lighting, or any repairable damage left by convention attendees.
2. Assist Clean-up Chairperson in soliciting volunteers at the end of each meeting.
3. Ensure proper lighting at night for the convention attendees.
4. Maintain light at Serenity Point.
5. Store the Steps, Traditions, podium, trashcans, fans, and banners at the beginning and end of each convention.
6. Assist in all needed operations of the convention.
7. Check in on meetings and around the pool area.

At-Large
1 yr clean & 2 yrs clean to handle money

1. This is a four-person committee Be available to assist convention attendees and Convention Committee members in the performance of their duties.
2. Assist in the general operation of the convention.
3. Check in on meetings and around the pool area.

AMENDMENTS TO POLICY

This Policy shall be amended by a two-thirds (2/3) vote of the Convention Committee filled positions. This vote may be taken by mail and **only** two-thirds (2/3) vote of the filled positions may change this Policy. ALL Policy changes MUST go before the body for final approval by two-thirds (⅔) vote of members present.