

ADDENDUM C
Bylaws For Conference & Conventions Committee
of the Mid-Willamette Valley of NARCOTICS ANONYMOUS
Revised March 2024

This body shall be known as the Mid-Willamette Valley Conference/Convention Planning Committee of Narcotics Anonymous and operate as a Subcommittee of the Mid-Willamette Valley Area of Narcotics Anonymous (herein referred to as MWVA of NA)

PURPOSE:

To prepare bids, create, plan and hold events as directed by the members of MWVA including but not limited to:

1. Area Conventions *
2. Regional Conventions *
3. Service Conferences **
4. Regional Assemblies **
 - * Conventions are held by members of Narcotics Anonymous to bring membership together in celebration of recovery. Meetings, workshops and other activities are created to encourage unity and fellowship among our members.
 - ** Service Conferences and assemblies consist of the Regional Service Committee and subcommittees and are held to conduct Regional Business.

PLANNING COMMITTEE MEETINGS:

All Convention/Conference Planning Committee meetings should take place at a regularly scheduled time and place and follow the current edition of Robert's Rules of Order. These meetings should be held in a central location. Allowing all who may want to participate the opportunity to do so. Effort should be made to encourage and support participation from all members.

Special meetings may be called whenever the Planning Committee Chairperson deems necessary. Prior notice of at least two (2) days must be given to all committee members for all special meetings. The two (2) day notice may be waived if 51% of the voting participants agree to the meeting.

Planning Committee Meetings are held monthly, at two (2) months prior to the Convention/Conference, it will meet every other week, if necessary.

The Planning Committee will consist of:

- 1. Executive Committee**
 - a. Chairperson
 - b. Vice Chairperson
 - c. Treasurer
 - d. Alternate Treasurer
 - e. Secretary
- 2. Sub-Committees**
 - a. Arts & Graphics
 - b. Convention Information
 - c. Fundraising & Entertainment
 - d. Hotels & Hospitality
 - e. Merchandising
 - f. Programming
 - g. Registration

NOTE: Any officer, be they Executive committee or a Subcommittee Chair, who is absent at two (2) consecutive meetings will be considered as a resignation at Roll Call of the next regularly scheduled meeting (third).

VOTING:

1. Voting privileges are extended to the following members:
 - a. Any member that attends 2 consecutive meetings, shall be eligible to vote at the second consecutive meeting.

- b. Excused absence is defined as the member contacts the Chairperson or Vice Chairperson (only) prior to the start of the meeting. A member with an excused absence shall be eligible to vote at the next scheduled meeting.
 - c. Un-excused absence is defined as no contact is made with Chairperson or Vice Chairperson (only) prior to the start of the meeting. A member with an un-excused absence shall NOT be eligible to vote, until they attend their second consecutive meeting.
 - d. For the purpose of conducting business any member missing 2 consecutive meetings (even if excused) shall be considered inactive and must attend 2 consecutive meetings after being declared inactive to become eligible to vote.
 - e. The Chairperson shall only vote to alleviate a tie vote.
 - f. Any Officer or sub-committee chairperson shall be found in noncompliance for missing two consecutive meetings without an excused absence. An absence will be considered excused if the Chairperson or Vice-Chairperson is notified prior to that month's meeting and either a representative is present for the absent officer or subcommittee chairperson or the absent officer of sub-committee's monthly report is available at that month's meeting.
 - g. Any officer or sub-Committee Chairperson may be removed from office for noncompliance after due notification of a certified letter sent within one (1) week to subject, stating the allegation and giving the subject until the next scheduled C&C meeting to respond, at which time the issue will be voted on. A $\frac{2}{3}$ majority of the attending members, who are eligible to vote, is required for removal from office.
2. A quorum is defined as the number of voting members, executive members and subcommittee chairs with active status present at the meeting.
 3. In the event that there are abstentions, the quorum would automatically change to the YES and NO votes only.
 4. Voting is conducted by a show of hands; there are no fractions of votes.
 5. A simple majority is more than half of those voting. Thus, since 5 is half of 10, 6 would be more than half and the majority of 10. Since 5.5 is half of 11, 6 would be more than half and the majority of 11.
 6. A $\frac{2}{3}$ majority means at least $\frac{2}{3}$ of those voting. 7.33 is $\frac{2}{3}$ of 11, thus 8 would be at least $\frac{2}{3}$ of the vote. 6 is exactly $\frac{2}{3}$ of 9, thus 6 would be at least $\frac{2}{3}$ of 9.

PLANNING COMMITTEE AGENDA: An Agenda for Planning Committee Meeting will be as follows:

1. Opening:
 - Begin with a moment of silence asking for members to reflect on their involvement, thinking about who they serve and why, follow with the Serenity Prayer,
 - Reading of the Twelve Traditions,
 - Reading of Paragraph 3 of Basic Text,
 - Reading of the 12 Concepts.
2. Roll Call
3. Read and approve minutes of last meeting
4. Chair report from Area
5. Vice-Chair report
6. Treasurer's Report
7. Sub-committee Reports
 - Arts & Graphics
 - Convention Information
 - Fundraising & Entertainment
 - Hotels & Hospitality
 - Merchandising
 - Programming
 - Registration
8. Old Business
9. New Business (motions & bylaw suggestions to Area)
10. Closing Prayer

ELECTION OF EXECUTIVE COMMITTEE

The Chairperson shall be nominated and elected by the MWVA ASC. The Vice-chair, Treasurer, Alt. Treasurer and Secretary are nominated and elected of the participants at the MWVA of NA Conferences and Conventions Subcommittee. The qualifications and responsibilities are listed below:

1. CHAIRPERSON

- a. Clean time of minimum 4 years.
- b. To attend and submit a written report to the MWV ASC
- c. To schedule and preside over monthly meetings.
- d. To act as Chairperson for any Convention or Conference initiated during their term of office.
- e. Organizes subcommittees and delegates major tasks to specific subcommittees. Stays informed of the activities of each subcommittee and provides direction when deemed necessary.
- f. Keeps activities within the principles of the Twelve Traditions and in accordance with the purpose of the convention.
- g. Monitors the flow of funds and overall convention costs,
- h. Allows the subcommittees to do their jobs while providing guidance and support. Subcommittees should be given trust and encouragement to use their judgment.
- i. Prepares the agenda for the Planning Committee Meetings.
- j. Votes only to break a tie.
- k. Ensures that all Committee Members are informed of any changes in meeting times and places.
- l. Is a co-signer on the Committee's checking account; and must be second signature on all checks written by the Treasurer.
- m. Is the liaison between MWVA of NA and the Planning Committee.
- n. Is the signer of all contracts that involves any portion of this planning process.
- o. Working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous and familiarity with Spiritual Principles.
- p. Suggested attendance at PCRSC meetings.
- q. Records all C&C vote on motion forms (pros, cons, abstentions).
- r. Shall assume the duties of any Executive Committee Officer in their absence or upon the vacancy of the position, in case of vacancy it shall be until such time that proper procedure puts in place an interim or permanent for that officer.
- s. The Planning Committee Chairperson in conjunction with the Treasurer, should establish a good working system for handling cash registrations received.

2. VICE-CHAIR

- a. Minimum of three (3) year's continuous clean time, personable, and familiar with the functioning of a convention in order to coordinate the activities of the Subcommittees.
- b. Assumes the responsibilities of the Chairperson in the event of his/her absence. This would be an interim position until the MWVA ASC elects a new chair.
- c. Assists the Chairperson in the overall coordination.
- d. Oversees and coordinates subcommittee activities to ensure that deadlines are met.
- e. Attends as many subcommittee meetings as possible.
- f. Works closely with the Chairperson to delegate responsibilities to each subcommittee.
- g. Upon resignation of the Chairperson, this position *does not* assume the Chairperson duties. The Chairperson is elected by the MWVA ASC. The Vice-chair of MWVA ASC assumes this position.
- h. Assist the Treasurer and Alternate Treasurer in monitoring and accounting for all incoming funds at the Convention/Conference event.
- i. Working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous and familiarity with Spiritual Principles.

3. TREASURER

- a. Minimum of four (4) years continuous clean time.
- b. Working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous and familiarity with Spiritual Principles.
- c. Possess either past treasurer experience above the group level or accounting skills.
- d. Shall maintain bank account.
- e. Keeps accurate records of all income and expenses to be presented at each Committee Meeting.

- f. Prepares a detailed financial statement to be presented at each MWVA ASC meeting by the Planning Committee Chair. Included in this statement will be:
 - 1. list of all checks written and voided
 - 2. list of all income and deposits
 - 3. list of all expenditures including to whom the payment was made and for what service.
- g. Prepares a final statement within 60 days following the close of the Convention/Conference.
- h. Writes all checks and is responsible for collecting receipts from subcommittees for moneys paid out.
- i. Assists the chairperson in updating the checking account to reflect current signors.
- j. All requests for reimbursements must be accompanied by receipts, bill copies, purchase orders, etc. In such cases where pre-payment for deposits must be made, disbursement can be made directly to the requesting party, provided:
 - 1. Prior Administrative Subcommittee Approval is obtained and,
 - 2. A signed and dated voucher or promissory note is provided by the party indicating the purpose of the expenditure and the projected date when receipts can be provided and/or moneys returned to the Treasurer.
- k. Responsible for all monies, including revenues from Registration and fundraising activities, pays all bills, and advises the Chair on cash supply, income flow, and rate of expenditure.
- l. The Planning Committee Chairperson in conjunction with the Treasurer, should establish a good working system for handling cash registrations received.
- m. All C&C monies collected by the treasurer must be deposited into C&C's bank account within 5 working days.

4. ALTERNATE TREASURER:

- a. Assist the treasurer in maintaining the bank account.
- b. Shadow the Treasurer so as to be able to assume that position in case of his/her absence.
- c. Assists the Treasurer in the double-check of all incoming and outgoing funds
- d. Working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous and familiarity with Spiritual Principles.
- e. Assumes the responsibilities of the Treasurer in the event of his/her absence.
- f. Minimum of four (4) years continuous clean time.
- g. Is a co-signor on the committee's checking account.

5. SECRETARY:

- a. Working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous and familiarity with Spiritual Principles.
- b. Suggested one (1) year continuous clean time.
- c. Demonstrates good record keeping and typing skills.
- d. Keeps minutes of all Planning Committee, Executive Subcommittee Meetings, and
- e. Subcommittee Reports.
- f. Assists the Chairperson in the overall coordination.
- g. Maintains a list of names, e-mail addresses, and phone numbers of each committee member for the committee's use.
- h. Keeps extra sets of minutes and motions for members who request a complete set and following the Convention/Conference. A complete set must be turned over to the MWVA ASC Archivist and one to the C&C chairperson within 60 days of the event.
- i. Develop and maintain a C&C calendar of events to reflect a monthly charge of activities to ensure that all steps necessary to put on a successful convention is achieved in a timely manner and that no steps are missed.
- j. Maintain attendance records and a list of current voting members.

SUBCOMMITTEES

Nominated or appointed from the Planning Committee members, the Subcommittee Chairs should have general qualifications as outlined in the qualification section shown below. We need to keep in mind that length of clean time is not the primary qualification. Experience, dedication, enthusiasm, and willingness to complete the required tasks are the essential qualities to keep in mind when filling these and all positions. Specific service or vocational skills should be considered prior to election or appointment. It should be clearly understood that subcommittees have specific service responsibilities to perform.

Any subcommittee chairperson who misses two (2) consecutive Planning Committee Meetings will forfeit their position. This position will then be open for re-election at the third Planning Committee Meeting.

NOMINATIONS AND ELECTIONS OF SUBCOMMITTEE CHAIRS:

Before nominations can be formalized, persons nominated for MWV ASC positions must be present to accept the nomination, and answer the following questions to be asked by a member of the executive committee:

1. Have you read the job description?
2. Do you meet the suggested requirements of the job description?
3. How much clean time do you have?
4. Do you have a home group?
5. Do you have a sponsor?
6. Do you attend meetings regularly?
7. What other service positions have you had?
8. Are you willing and able to be at all C&C monthly business meetings for the years this position requires?

QUALIFICATIONS FOR SUBCOMMITTEE CHAIRS:

1. Working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous and familiarity with Spiritual Principles.
2. Minimum of two (2) years clean time for Fundraising & Entertainment, Merchandising, and Registration.
 - a. Minimum of 1 year clean time for Arts & Graphics, Convention Information, Hotels & Hospitality, and programming.
3. Willingness and ability to give the time, energy, and resources necessary to perform responsibilities.
4. For the purpose of continuity, subcommittees should elect a Vice-chair. This will be a two (2) year term with the first year serving as Vice-chair and the second as chair of the subcommittee.
5. Subcommittees are vital to the Conference/Convention and individuals should be replaced if they are unable to serve for any reason. Naturally, relapse necessitates replacement- this is because we are to be concerned for the well-being of the member who is serving. Each subcommittee has only one chairperson who then recruits committee members to serve.
6. Subcommittee meetings operate according to Robert's Rules of Order unless specified otherwise by these Convention/Conference Guidelines. This ensures that the meetings run smoothly, and that business is conducted in an orderly fashion.
7. Each Subcommittee Chair should be aware of what responsibility each member has assumed and makes sure that every task is carried out.
8. Each Subcommittee maintains accurate records of all activities of the committee as well as all correspondences. Financial reports, including needs, expenditures, and receipts are included with each Subcommittee Report.
9. Each subcommittee of the Planning Committee must work together. At the onset, each subcommittee should decide whether or not they will use the services of another subcommittee or address that particular area of business themselves. Although either way is effective, remember, cooperation is the key that will make it work.
10. Subcommittees in the service structure of Narcotics Anonymous are not autonomous. We are held accountable to the next level of service. Even though subcommittees should be given trust in performing their responsibilities, their actions are subject to approval by the Planning Committee as a whole.

SUB-COMMITTEES ARE AS FOLLOWS:

Arts & Graphics	Convention Information	Fundraising & Entertainment	
Hotels & Hospitality	Merchandising	Programming	Registration

ARTS AND GRAPHICS

1. This committee obtains the logo/design for the upcoming convention by:
2. Conducting a theme/logo contest throughout the fellowship.
3. Bring all entrants of Theme and Logo contest to Planning committee for approval.
4. Winning entrant is used to design the Convention logo, banner, programs, tickets, flyers.
5. Print approved program in the last month prior to the convention.
6. Secure banner and arrange all banners (archives) at event.
7. End of event, responsible for securing all banners and returning all banners to Archivist
8. Work closely with merchandising committee to order all merchandise.

9. Print all flyers, registration form and posters
10. Responsible for Directional signs and posters at the event.

CONVENTION/CONFERENCE INFORMATION

1. Responsible for providing the convention/conference information to surrounding areas.
2. Make announcements in meetings; send flyers to other conventions/conferences; make available the flyers at the RSC.
3. The finalized flyer, with registration forms, should be sent to the NAWS for distribution to all Areas at least five months prior to the Convention/Conference, and again at ninety days prior to the Convention/Conference. In this way, members can make plans to attend and those who have forgotten or delayed in registering are reminded.
4. The advance flyer can be distributed even though the Convention Registration forms or Convention/Conference Fees have not been set. The flyer can be sent to the NAWS to be included in the Newline and NA Way.
5. The Committee will do direct mailing to NA members from the previous convention and any other source that addresses may be obtained.
6. Copies of this flyer, and the registration forms, should be sent to the RSC, NAWS, as well as to all members on mailing lists and all of last year's registrants.
7. Taping of speakers and workshops allows members who are unable to attend all functions the opportunity of hearing them at home or to share with others. When contracting with someone to record meetings, it should be clearly understood that the copyrights to the tapes are held by the RSC.
8. Acts as "Point of contact" with the Convention Center where the event takes place.
9. Ensures that all equipment; rooms; beverages and food are provided as written in the contract.
10. Acts as liaison between the convention center personnel and committee chairpersons and members.

FUNDRAISERS/ENTERTAINMENT

- Responsibility specifically for entertainment is a part of this subcommittee. The Subcommittee members select the band or disc jockey for the dances and activities at fundraisers and the Convention/Conference. Big name bands are not appropriate because of the expense and the possibility of distracting us from our purpose.
 - The Chairperson of this Committee should know the Twelve Traditions well. He/she should be an energetic person who is willing to work hard and should be totally trustworthy with regards to money.
 - The Chairperson should also be able to get members involved with activities and deal effectively with people outside the Fellowship in setting up dances, etc. It is also important that receipts and proceeds be turned in promptly and that the Subcommittee works closely with the Planning Committee Treasurer.
 - When designing flyers, remember that they are released in Hospitals and Institutions as well as other facilities which relate to NA. Appropriate use of language and artwork is crucial because these flyers, in a sense, represent NA to the public.
1. Is responsible for communication with other officers of the committee to insure continuity of effort. Coordinates also with the Area Activities chairperson to cooperate between the two committees, designating appropriate activities as Convention Fundraisers, to be held by the Conferences and Conventions committee.
 2. Sets up and schedules regular monthly meetings and directs the focus of the meetings.
 3. Informs the chairperson of C & C of proposed activities scheduled.
 4. Suggested clean time of one year.
 5. Attends all C&C meetings and submits a written report.
 6. When an activity is held, there will be an itemized accounting of that activity to be presented to the area Treasurer and monies deposited within 5 working days of event.
 7. Suggested attendance at PCRSC meetings.
 8. Suggested attendance at the Area Activities Subcommittee meeting.

HOTELS AND HOSPITALITIES

Responsible for the staffing of the Hospitality Room at the Convention/Conference. Most Conferences/Conventions provide snacks and small assortment of drinks. This committee contacts prospective hotels in order to assemble information which is then used for the purpose of comparison. Beware of open-ended charges by hotels which can be made to the Planning Committee without the Committee's prior knowledge. Consistent and complete discussions about all aspects of the Convention/Conference, which could result in unanticipated charges, will prevent them from occurring. Informing the hotel that the Committee is unable to easily pay unexpected charges and that you are willing to exert yourself to make sure there aren't

unexpected charges, will result in the hotel staff double-checking the fees in order to make sure they don't extend services which may be left unpaid. In this way, Convention/Conference costs can be dramatically reduced, and our credit rating may be protected. For example, coffee is a big overcharge item. Settle on a fixed amount rather than allowing the hotel to continue refilling pots. Set up an arrangement wherein only one, or two, individuals can order and sign for the coffee and make it clear that the committee will only honor coffee bills that are signed by these individuals. Since negotiations can get a little technical, it is a good idea to use members who have experience working with food and beverages.

1. A good negotiator, who is willing to ask the hotel these difficult questions, is almost indispensable. Hotels will almost always give a substantial reduction on room rates if they can recoup the revenues on the banquet. If enough rooms are reserved by attending members, hotels will often provide large conference halls for free.
2. While negotiating prices with hotels, keep in mind that they are competing with other hotels for your business. Try to get as many services as possible for the lowest price. Never assume that the first, second, or third price is rock bottom. In early negotiations, make sure that the costs are approved at the committee level. Input from the Group Conscience is the best possible kind of input and provides a perspective we lack as individuals.
3. A good hotel will usually help with the scheduling because they know what is possible with their floor plan and staff. It is always wise to try to book a hotel for a weekend when there is no other Fellowship Convention or competing activity taking place.
4. Each hotel usually has a "complimentary" room given free of charge when a block of rooms is booked. These rooms should be reserved for the Hospitality Room and speakers/entertainers.
5. This committee should work closely with the Program committee and Travel agent to ensure the speakers and entertainers hotel information is consistent and that all know what that is.

MERCHANDISING

The Merchandising Subcommittee is responsible for purchasing merchandise and selling throughout the fellowship and at the convention/conference.

1. Coordinate with the Arts/Graphics committee to obtain logo for the merchandise.
2. Maintain a set of financial records with receipts. These statements and records should be submitted to and reviewed monthly with the Planning Committee. This is done to assure accountability for all merchandise and funds.
3. A beginning and final inventory statement is provided to the Treasurer within a week after the
4. This Subcommittee is responsible for the sale of merchandise at the Convention/Conference and Fund-raising Activities.
5. This Committee must communicate with the Hotels/ Hospitality and Program
6. Subcommittees when planning space and time requirements for a store or booth at the Convention/Conference site.
7. They should also keep in mind to include in the Convention/Conference Program their hours of operation.
8. This committee determines when and where outside vendors will set up their wares. This should be determined before the event and that information provided to the Conference/Convention Information chair.

PROGRAMMING

Without a good program, the trouble and expense of putting on a convention/conference isn't justified. The reports of the Program Committee should therefore be given appropriate attention. It is suggested that members of this committee have a minimum of three (3) year clean time with a working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous and familiarity with Spiritual Principles

The Program Subcommittee:

1. Develops plans for workshops and meetings at the Convention/conference.
2. Recommends speakers; workshop chairpersons; and others to help with the program.
3. Recommends a schedule of all events to take place during the Convention/conference
4. Prepares the written program to be distributed to attending members.
5. Keep in touch with speakers as the convention/conference draws near and assist them in any way possible to ensure their attendance.
6. Work closely with Travel agent and Treasurer to ensure all speakers and entertainment groups are aware of travel and hotel accommodations.
7. Submit all these recommendations to the Planning Committee for review, input, and approval.

- One of the main problems in scheduling is the event of no-shows. Due to this, a note should be made somewhere in the program or registration package that includes a specific location and times for readers, speakers, workshop chairpersons, or anyone involved in the convention/conference program to sign-in. In the event of a no-show, a pool of members should be available from which to select replacements.
- It is important to Workshops are held to satisfy the needs of our membership for information or discussion on specific topics and service related to NA. It may be important to schedule similar workshops consecutively rather than at the same time. This allows interested members to attend an entire series of related workshops rather than having to choose between two or more workshops they would like to attend.

REGISTRATION

The Registration Subcommittee is one of the busiest committees of every conference/convention. Although its most intensive work is completed in the weeks just prior to and during the Convention/Conference, its responsibilities begin with the advance planning.

- Create registration forms in order to allow for sufficient time for review by the full Planning Committee. The mailing schedule for flyers and pre-registration forms should also be established at this time.
- Create "Save the date" flyer announcing the Convention should be made as soon as the dates are established, and a contract or agreement is reached with the facility and the hotel. In this manner, participants will be given an opportunity to schedule vacations or other arrangements to attend the Convention/Conference.
- When pre-registration and arrival registration information is available, the Registration Committee prepares a finalized flyer.
- As each registration is received, by mail; On-line Payment vendor; or a direct sale, a record should be made indicating information about the registrant and all the money received. If free registrations are given out as part of promotional activities, the Committee must keep careful records of what is provided and to whom.
- The Planning Committee Chairperson in conjunction with the Treasurer, should establish a good working system for handling cash registrations received.
- Un-deposited cash received by the Registration Committee is not to be used for committee expenses, as it can result in confusion and possible misuse of funds.
- The record system developed by this committee should be simple and clearly understood by all members of the committee. The records of all registrations and meals sales should be updated at least once a month.
- The Registration Subcommittee is responsible for preparing a complete registration packet which includes:
 1. Convention/Conference Program
 2. Name Tag or Badge
 3. Ticket(s) for meals or other functions
 4. Any information that another subcommittee may want to include, i.e.
 5. Hospitality may want to include information regarding local eating establishments, etc.
 6. Activities/Fundraising/Entertainment may want to include information regarding their activities, etc.