

ADDENDUM C
Bylaws For Conference & Conventions
Committee
of the Mid-Willamette Valley ASC of
NARCOTICS ANONYMOUS
Revised May 2026

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

PURPOSE:

To prepare bid, create, plan, and hold events as directed by the members of MWV ASC 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.

C&C COMMITTEE MEETINGS:

All C&C Committee meetings should take place at a regularly scheduled time and place and follow the current Addendum A of the MWV ASC. 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 C&C 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.

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

The C&C 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
- h. Serenity Keepers

NOTE: Any officer, be they Executive committee or a Subcommittee Chairperson, 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. Any member that attends 2 consecutive meetings, shall be eligible to vote at the second consecutive meeting.
2. A quorum is defined as the number of voting members, executive members, and subcommittee chairpersons with active status present at the meeting.
3. In the event 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.
6. A 2/3 majority means at least 2/3 of those voting. 6 is exactly 2/3 of 9, thus 6 would be at least 2/3 of 9.
7. The C&C Chairperson shall only vote to alleviate a tie vote.
8. For 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.
9. Excused absence is defined as the member contacts the Chairperson or Vice Chairperson prior to the start of the meeting. Un-excused absence is defined as no contact is made with Chairperson or Vice Chairperson prior to the start of the meeting.

ELECTION OF EXECUTIVE COMMITTEE

The Chairperson shall be nominated and elected by the MWVASC. The Vice-chair, Treasurer, Alt. Treasurer and Secretary are nominated and elected from the participants of the C&C Subcommittee. The qualifications and responsibilities are listed below:

1. CHAIRPERSON

- a. Clean time requirement of 4 years.
- b. Attend and submit a written report to the MWV ASC
- c. Schedule and preside over monthly meetings.
- d. Act as Chairperson for any Convention or Conference initiated during their term of office.
- e. Allows the subcommittees to do their jobs while providing guidance and support. Subcommittees should be given trust and encouragement to use their judgment.
- f. Coordinates with Secretary in preparing the agenda for the C&C Committee Meetings.
- g. Votes only to break a tie.
- h. Ensures that all Committee Members are informed of any changes in meeting times and places.

- i. Is a co-signer on the C&C Committee's checking account and ensures that the checking account reflects current signors.
- j. Is the liaison between MWV ASC of NA and the ~~Planning~~ C&C Committee.
- k. Coordinates with subcommittee chairs in signing of all contracts that involves any portion of this planning process.
- l. Suggested attendance at PCRSC meetings.
- m. Records all C&C votes on motion forms (pros, cons, abstentions).
- n. 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.
- o. The C&C Committee Chairperson in conjunction with the Treasurer, should establish a good working system for handling cash registrations received.
- p. Coordinates with the secretary to maintain an up-to-date "calendar".

2. VICE-CHAIRPERSON

- a. Clean time requirement of three (3) year's.
- b. Assumes the responsibilities of the Chairperson in the event of his/her absence (not resignation)-
- c. Assists the Chairperson in the overall coordination of the planning of conferences and conventions.
- d. Oversees and coordinates subcommittee activities to ensure that deadlines are met.
- e. Attends as many subcommittee meetings as possible.
- f. Upon resignation of the Chairperson, this position *does not* assume the Chairperson duties. The Chairperson is elected by the MWV ASC. The Vice-chair of MWV ASC assumes this position.
- g. Assist the Treasurer and Alternate Treasurer in monitoring and accounting for all incoming funds at the Convention/Conference event.
- h. Attends all C&C meetings and submits a written report.
- i. Assumes the duties of any chairperson of subcommittees upon their resignation until a new chair can be elected.

3. TREASURER

- a. Clean time requirement of four (4) years
- b. Possess either past treasurer experience above the group level or accounting skills.
- c. Shall maintain the bank account.
- e. Keeps accurate records of all income and expenses to be presented at each C&C Committee Meeting.
- f. Prepares a detailed financial statement to be presented at each MWV-ASC meeting by the C&C Committee Chairperson. 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 monies 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: prior C&C committee approval is obtained.

- k. Responsible for all monies, including revenues from Registration and fundraising activities, pays all bills, and advises the Chairperson on cash supply, income flow, and rate of expenditure.
- l. The C&C 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 within 5 working days.
- n. Attends all C&C meetings and submits a written report

4. ALTERNATE TREASURER

- a. Clean time requirement of four (4) years.
- b. Shadow the Treasurer 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. Assumes the responsibilities of the Treasurer in the event of his/her absence.
- e. Is a co-signor on the committee's checking account.
- f. Attends all C&C meetings and submits a written report

5. SECRETARY

- a. Clean time requirement of one (1) year
- b. Possess working knowledge and skills of computer and email applications and have access to a computer..
- c. Keeps minutes of all C&C Committee meetings, Executive Subcommittee Meetings, and Subcommittee Reports.
- f. Assists the Chairperson in the development of monthly agendas
- g. Maintains a list of names, e-mail addresses, and phone numbers of each committee member for the committee's use.
- h. Maintains a complete set of minutes, including motions, to be turned over to the MWV-ASC Archivist within 60 days of the event.
- i. Coordinates with Chairperson to maintain a C&C calendar of events to reflect monthly 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.
- k. Attends all C&C meetings and submits a written report.

SUBCOMMITTEES

Nominated and elected from the C&C Committee members, the Subcommittee Chairpersons should have qualifications as outlined in the qualification section shown below. 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. It should be clearly understood that subcommittees have specific service responsibilities to perform.

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

NOMINATIONS AND ELECTIONS OF SUBCOMMITTEE CHAIRSPERSONS

Before nominations can be formalized, persons nominated for MWV ASC C&C 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 requirements of the job description?
3. How much clean time do you have?
4. What other service positions have you had or currently have?
5. 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. Each subcommittee has only one chairperson who then recruits committee members to serve.
2. Each Subcommittee Chairperson should be aware of what responsibility each member has assumed and makes sure that every task is carried out.
3. Each Subcommittee maintains accurate records of all activities of that committee as well as all correspondences. Financial reports, including needs, expenditures, and receipts are included with each Subcommittee Report.

SUB-COMMITTEES ARE AS FOLLOWS:

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

ARTS & GRAPHICS

1. Clean time requirement of one (1) year.
2. This committee obtains the logo/design for the upcoming convention by:
 - a. Conducting a theme/logo contest throughout the fellowship.
 - b. Bring all entrants of Theme and Logo contest to C&C committee for approval.
 - c. Winning entrant is used to design the Convention logo, banner, programs, tickets, flyers.
3. Print approved program in the last month prior to the convention.
4. Secure banner and arrange all banners (archives) at event.
5. At the end of event, responsible for securing all banners and returning all banners to Archivist storage unit
6. Work closely with merchandising committee to order all merchandise.
7. Print all flyers, registration form, and posters
8. Responsible for Directional signs and posters at the event.
9. Attends all C&C meetings and submits a written report.

CONVENTION INFORMATION

1. Clean time requirement 1(one) year.
2. Responsible for providing the convention/conference information to surrounding areas and the RSC.
3. This Committee will email NA members from the previous conventions.
4. Acts as "Point of contact" with the Convention Center where the event takes place. Ensuring that all equipment, rooms, beverages, and food are provided as written in the contract.

5. Acts as liaison between the Convention Center personnel and committee chairpersons and its members.
6. Attends all C&C meetings and submits a written report.

FUNDRAISING & ENTERTAINMENT

1. Clean time requirement 2 (two) years.
2. Responsible for creating, and providing the entertainment for each convention/conference.
3. Coordinates with the Area Activities chairperson to cooperate between the two committees, designating appropriate activities as Convention Fundraisers held by the C&C committee.
4. Is responsible for communication with other members of the C&C committee to insure continuity of effort.
5. Sets up and schedules regular monthly meetings and directs the focus of the meetings.
6. Presents motions to C&C committee for approval of any proposed activities prior to and at convention/conferences.
7. Attends all C&C meetings and submits a written report.
8. 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.
9. Suggested attendance at the Area Activities Subcommittee meeting.

HOTELS & HOSPITALITIES

1. Clean time requirement of 1(one) year
2. Responsible for the development and staffing of the Hospitality Room at each Convention/Conference. Prospective hotel contracts are presented to C&C Committee for approval.
3. Coordinate with the host hotel to provide room for our Hospitality, special hotel rates for conference/conventions participants as well as securing complimentary rooms for speakers and entertainers.
4. 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.
5. Attends all C&C meetings and submits a written report.

MERCHANDISING

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

1. Clean time requirement of 2 years.
2. Coordinate with the Arts & Graphics committee to obtain logo and theme for the merchandise and event.
3. Maintain a set of financial records with receipts. These statements and records should be submitted to and reviewed monthly with the C&C Committee.
4. This Subcommittee is responsible for procuring vendor and ordering of merchandise as well as the sale of merchandise at all Conventions/Conferences and Fundraising Activities. All vendors and merchandise ordering must receive approval from the C&C committee prior.
5. This Committee must communicate with the Hotels/ Hospitality and Programming subcommittees
6. This committee should coordinate the times and space needed at the conferences/conventions.
7. 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.
8. Attends all C&C meetings and submits a written report.

PROGRAMMING

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 Treasurer and Hotel & Hospitality Chair to ensure all speakers, ASL Interpreter, and entertainment groups are aware of travel and hotel accommodations.
7. Submit all these recommendations to the-C&C Committee for review, input, and approval.
8. Attends all C&C meetings and submits a written report.
9. Responsible for obtaining ASL Interpreter for event with the approval of the C&C Committee before securing the ASL Interpreter.

REGISTRATION

1. Clean time requirement of three (3) years.
2. Create registration forms to allow for sufficient time for review by the full C&C Committee. The mailing schedule for flyers and pre-registration forms should also be established at this time.
3. Create "Save the date" flyer announcing the Convention.
4. 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.
5. Undeposited 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.
6. The records of all registrations and meals sales should be updated at least once a month.

7. The Registration Subcommittee is responsible for preparing a complete registration packet which includes:

- a. Convention/Conference Program
- b. Name Tag or Badge and/or swag
- c. Ticket(s) for meals or other functions
- d. Any information that another subcommittee may want to include, i.e.
- e. Area Activities and the /Fundraising & /Entertainment may want to include information regarding their activities, etc.

8. Provide caterer with the final count for meals. This count should include a cushion of 8% for extra meals sold at convention.

9. Attends all C&C meetings and submits a written report.

SERENITY KEEPERS

1. Clean time requirement of one (1) year.
2. Create a "Gone But Not Forgotten" display to be used at bi-annual convention
3. Translate the names from the "Gone But Not Forgotten" board to video to be shown at the bi-annual convention
4. Responsible for providing volunteers who will be available at bi-annual convention for directing registrants and providing information as needed.
5. Coordinate with Merchandising Committee to create "Serenity Keepers" t-shirts after approval from the C&C committee.
6. Provide training of the volunteers and provide scheduled hours for each.
7. Attends all C&C meetings and submits a written report.