

PURPOSE

The Carolina Regional Convention is held by members of Narcotics Anonymous to bring our membership together in the celebration of recovery. The reason for having conventions is to help addicts overcome their isolation, to correct misinformation, and to gain new information about recovery and service. Meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members. Because our convention is sponsored by a service committee of Narcotics Anonymous, it should always conform to the N.A. principles and reflect our primary purpose. To hold a convention in the name of Narcotics Anonymous means the Carolina Regional Convention Committee is responsible and accountable to the CRSC service committee as a part of the N. A. Service structure least it be considered an outside issue.

Everything that occurs in the course of N.A. Service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. We must always remember that as individual members, groups and service committees we are not and should never be in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned painfully, that internal strife cripples our Fellowship; it prevents us from providing the services necessary for growth.

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ATTENDANCE

1. The Carolina Region Convention Committee policy is for the Vice-Chairperson to call a committee member after an absence from one meeting. Following the next absence the committee member shall be up for committee review. This should be started at the second missed meeting.
2. Two consecutive absences are grounds for dismissal, following the committee review.
3. Written reports are required in the event of a committee member's absence.
4. QUORUM: A quorum is constituted when two thirds of all committee members are present.

OBTAINING THE FLOOR

Anyone may speak at a Committee meeting upon obtaining recognition by raising of a hand and acknowledgment by the chairperson.

VOTING

1. In keeping with our Sixth Concept (See Appendix B), a group conscience should be taken, when unanimity is not possible a two thirds majority vote is required for a passing vote. Abstentions count as a no vote.
2. A voting member is constituted as the elected Subcommittee Chairs and officers of the Convention Committee, which forms the Carolina Region Convention.
3. Motions shall be made and seconded by voting members only. Motions must be seconded before being discussed. All motions are to be made in writing. (See Appendix A).

CONVENTION COMMITTEE

capacity or as a Subcommittee Chairperson, the Carolina Region Convention Committee needs to adhere to the clean time requirements and qualifications. Always keeping in mind the representative's previous service experience. The Carolina Region Convention Committee requires and requests participating Area Service Committees to send fully qualified representatives.

1. EXECUTIVE COMMITTEE
 - Chairperson
 - Vice Chairperson
 - Secretary and Convention Information
 - Treasurer

2. SUBCOMMITTEE CHAIRPERSONS
 - Hotels, Hospitality and Security
 - Entertainment
 - Audio Visual, Arts and Graphics
 - Registration and Convention Information
 - Programs
 - Merchandising

Requirements and qualifications suggested for the Executive Committee and Subcommittee Chairpersons are as follows:

SUGGESTED REQUIREMENTS AND QUALIFICATIONS

1. Chairperson ---five years clean time
Vice chairperson ---- four years clean time
Secretary and Convention inform --- two years clean time
Treasurer ---- five years clean time (Should be Regional Alternate Treasurer)
Subcommittee Chairpersons --- two years clean time

2. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of service for N.A. (See Appendix B, C, D)

3. Willingness to give the time and resources necessary.

4. Ability to exercise patience and tolerance.

5. Active participation in Narcotics Anonymous.

THE EXECUTIVE COMMITTEE

As soon as possible, the Executive Committee drafts a schedule of meeting dates for the Convention Committee. This schedule is then approved by the Convention Committee and distributed to all members. It is advisable to choose a particular day on which meetings will be held and schedule all meetings on that day throughout the duration of the planning period.

The responsibilities and qualifications of the Executive Committee are as follows:

CHAIRPERSON: Five years clean time, demonstrated stability in local NA community and administrative abilities.

1. Organizes subcommittees and delegates major tasks to specific subcommittees. Stays informed of the activities of each subcommittee, and provides help when needed.
2. Helps resolve personality conflicts.
3. Keeps activities within the principles of the Twelve Traditions and in accord with the purpose of the convention.
4. Monitors the fund flow and overall convention costs, and helps organize the subcommittee budgets.
5. Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
6. Allows the subcommittees to do their jobs while providing guidance and support. Only major issues need be brought to the Convention Committee meeting. Subcommittees should be given trust and encouragement to use their own judgment, following the guidelines and adherence to the suggested Do's and Do Not's is vital to our success.
7. Prepares the agenda for the Convention Committee meetings and Executive Committee meetings.
8. Votes only to break a tie.
9. Chairs the Convention Committee meetings as well as the convention.

VICE CHAIRPERSON: Personable and familiar with all committee members in order to serve as a liaison between the subcommittees and the hosting community.

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

SECRETARY and Convention Information: Service experience and good typing skills, as well as service experience to ensure that accurate minutes are distributed to the committee members.

1. Keep minutes of all committee meetings and subcommittee reports.
2. Mails minutes to committee members after approval by the Executive Committee Chairperson. Minutes are to be mailed out ten days after the Convention Committee meeting. An agenda for the next meeting can be attached to the minutes if it will help the committee function.
3. Maintains a list of names, addresses, and phone numbers of the committee members for committee use.
4. Keep extra sets of minutes, updated after each committee meeting, for members who request a complete set.
5. Communicates to the local N.A. membership regarding the progress and planning of the convention. Assists all committees in mailing and correspondence.
6. Provide information about Carolina Region Convention to N.A. publications, all areas and other close regions.
7. Mail flyer to N.A. way by October 31st.
8. Mail flyer to Carolina Freedom Express. (CRSO)

9. Prepare Press Packets and Statements to the press. For further guidance please refer to the Convention Guidelines about Convention Information page 13 - 15.
10. Maintains archives, i.e. (Minutes, reports, contracts) to be forwarded to the CRSO within 30 days of the conventions completion.

TREASURER: (Regional Treasurer Alternate) Five years clean time, demonstrated stability in the local NA community, accounting skills, service experience with conventions or other large scale Fellowship activities, and accessibility to other committee members, especially the Registration subcommittee. In the event that the CRSC does not have a Treasurer Alternate, the CRCC shall find a suitable member meeting all requirements and receive CRSC approval.

1. Maintains the bank account for the Convention Committee. Usually the signatures required for the account are any two of the three signatories, which are the Convention Committee Chairperson, Regional Chairperson, and Treasurer. The cards and account information are filled out at the CRSC meeting.
2. Writes all checks and responsible for collecting receipts from subcommittees for money paid out.
3. Responsible for all monies, including revenues from registration, pays all bills, and advises the chairperson on cash supply, income flow and rate of expenditures.
4. Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained this information is included in the Treasurer's report to both the CRC meetings and CRSC meetings.
5. Each check should require two signatures. Additionally, a complete treasurer's report within one month of the conventions completion should be submitted to the CRSC along with fund distributions.
6. The CRSC should make a periodic review of all financial records. The records should be reviewed at the time of the actual funds distribution in accordance with the Treasurer's financial statement requirements.

HELPFUL HINTS FOR TREASURER

1. Have an accountant check your work. Share info with any interested addict.
2. Save all receipts in case the IRS audits you.
3. The Convention Committee Treasurer is the only one to handle checks.
4. Maintain a separate record of all monies received.
5. Utilize the WSC approved financial guidelines whenever possible.

SUBCOMMITTEES

Nominated or appointed from Convention Committee members, the subcommittee chairpersons should have general qualifications as outlined in the qualification section listed above. Specific service or vocational experience should be considered prior to election or appointment. It should be clearly understood that the subcommittees have specific service responsibilities to perform.

Subcommittees are vital to the convention, and individuals should expect to be replaced if they are unable to serve for any reason. Naturally, relapse necessitates replacement; this is because we are as concerned for the member as we are for the service responsibility. Each subcommittee has only one chairperson who then recruits committee members. Each subcommittee chairperson should be aware of what responsibility each member has assumed and makes sure that every task is carried out. Subcommittee chairpersons are selected at the June meeting or sooner. Subcommittees maintain accurate records of the activities of the

committee as well as all correspondence. Financial reports, including expenditures, and receipts are included with each subcommittee report. The subcommittees of the Convention Committees work together. At the onset, each subcommittee should decide whether or not it will need and use the services of another committee, or address that particular area of business itself. Although either way is effective, remember cooperation and consideration are the keys that will make it work.

HOTEL AND HOSPITALITY: Establish communication between the host hotel and the Carolina Region Convention Committee.

1. An confirmation letter from this subcommittee to the host hotel should be sent, no later than May 1st after being confirmed as host committee at the April CRSC. If confirmation takes place later, the Hotel should be contacted immediately.
2. A projected attendance figure is needed to help in determining the needs of the convention.
3. Follow all contracts established by the host hotel and/or establish acceptable compromises for both parties, whenever possible.
4. Reserve rooms for all persons deemed necessary by the Carolina Region Convention Committee Guidelines. The deadline should be according to the contract.
5. Maintain documentation of all transactions made by this subcommittee.
6. Meet with the host hotel regarding the set up of Speaker meetings, Workshops, Entertainment, and the Hospitality room. This should be done before the April meeting.
7. In the event of rain, flood, under projection of attendance, and any other circumstance, back up plans are suggested.
8. Establish the need or supplies and amount of supplies necessary to host the fellowship.
9. Obtain estimates for food and supplies, to be approved by the Carolina Region Convention Committee. Upon approval an order should be made.
10. A list of volunteers should be established to operate the hospitality room. There are no clean time requirements for this specific function, only willingness.
11. All documentation should be turned over to the Carolina Region Convention Committee Secretary.
12. All receipts should be turned over to the Carolina Region Convention Committee Treasurer.
13. A final report should be made., by the end of the convention, containing:
 - Costs of food and supplies.
 - Additional expenses, during the convention.
 - Problems and Solutions followed.
 - A list of food being donated to the Homeless Shelter.
 - A list of supplies being placed into storage. This report should be placed in the CRSC Files to be used for the following year. All non disposable property and supplies including (Banners, recorders, propane tanks or grills etc) shall be returned to the CRSC within 30 days and stored at the RSO for use on future Convention.
14. For further information refer to convention guidelines pages 9 - 11.

ENTERTAINMENT and FUND RAISING:

This subcommittee is responsible for addressing the CRCC with a suggested variety of events for entertainment i.e. (Band, D. J., Treasure Hunt, Poker Run, Talent Show and Golf Tournament).

1. This subcommittee will entertain any and all suggestion for entertainment of the convention and bring all information obtained to the CRCC for consideration.
2. The subcommittee will obtain as many bid/options for such entertainment/ artist as reasonable and present such option to the CRCC prior to the February CRCC meeting for a vote.
3. Information on above artist/entertainment should include (all materials, costs, liabilities, qualifications, references, and demos).
4. Upon selection of such events and specific artist this subcommittee shall arrange, contract and direct all events. The chairperson may assign a responsible person to each event assuring that all duties are carried out.
5. Maintain accurate records of activities as well as correspondence. Financial reports, including needs, expenditures, and receipts are included in reports.
6. Costs should be minimal, not high cost (as in Money property and prestige).

CONTRACTS

1. All contracts will be handled in a professional/ethical manner at all times, reflecting the fair interest of both parties and approved by the CRCC.
2. Will be entered in agreement by both parties as soon as possible and include provisions necessary to protect and/or insure the liabilities of Carolina Region Convention Committee.
3. Provisions will include, but not limited to the following:
 - A. Place and location of engagement(s)
 - B. Date and time of engagement(s)
 - C. Type of engagement and expectations of artist
 - D. Wages agreed on and payment of
 - E. Special provisions such as equipment provided references alcohol and other drugs, liabilities, obligations, indemnity and etc.
4. For a sample contract see (Appendix E).
5. For further information on this subcommittee refer to the Convention Guidelines pages 11 - 12.

AUDIO VISUAL: This subcommittee is responsible for the taping of Speaker Meetings Workshops and the visual simulcast of the Speaker Meetings.

1. This committee will obtain as many bid/ options as possible and present them to the Planning committee prior to the August Planning Committee meeting to be voted on.
2. Upon selection of the company to do the work, it is this committees responsibility to have a contract signed and in place. For a sample contract see (Appendix F).
3. All contracts will be handled in a professional /ethical manner at all times, reflecting the fair interest of both parties and approved by the CRCC.
4. All contracts will be entered in agreement by both parties as soon as possible and include provisions necessary to protect and/or insure the liabilities of Carolina Region Convention Committee Inc. i.e. (receiving of Master Tapes to be sent to RSO.)
5. Maintain accurate records and correspondence.

REGISTRATION: This subcommittee is one of the busiest committees of the convention. Although it's most intensive work is completed in the weeks just prior to and during the convention its responsibilities begin with the advance planning.

1. Prepare an advance flyer with a generic logo, mail to all areas in the Carolina Region,

announcing the convention dates; accompanied with a letter asking them to distribute the flyers.

2. Work with Arts and Graphics subcommittee to have registration flyers completed and printed before the September CRCC Meeting or sooner.
3. Registration flyers are to be mailed out before the January CRCC Meeting.
4. Pre-registration deadline date is two weeks before the convention.
5. This committee needs to work with the Merchandising subcommittee in preparing tokens for registration packets.
6. All original registration forms should be kept for reference if needed.
7. This committee needs to work with the Arts and Graphics committee to be sure and get the Programs prior to the convention.
8. This committee is responsible for the sign in sheet to include name, address and clean time. (See Appendix G)
9. This committee is responsible for getting name buttons for registration packets.
10. It is policy of the Carolina Region Convention to provide indigent packages.
11. For further information refer to Convention Guidelines pages 15 - 19.

ARTS AND GRAPHICS:

This subcommittee is responsible for designing and/or printing of banners, programs, flyers and directional posters. The N.A. logo, which will be in use on flyers, Tee shirts, mugs, etc., is the property of the Fellowship of Narcotics Anonymous. Our World Service Office holds the trademark on our logo and symbol. Special and serious care needs to be maintained in order to assure that the use of the N. A. logo is always in good taste and in keeping with our Twelve Traditions. Any N.A. service board or committee created through our Ninth Tradition may use the N.A. logo, as well as any Narcotics Anonymous group. Care should be exercised concerning the concept and design of flyers. This is especially critical because many of these flyers find their way into hospitals, institutions and other facilities, which relate to N.A. Appropriate use of language and graphics is crucial, these flyers may represent N.A. to the public.

1. This subcommittee conducts the logo contest.
2. The Logo Contest winner is to be chosen at the August Planning Committee Meeting. The winner is to be sent a formal letter immediately after being chosen. (This letter can be done by this subcommittee or by the Convention Committee Secretary).
3. A rough draft of the registration flyer is to be completed on or before the October CRCC Meeting; leaving space for the Logo. This flyer should be proofed and approved by the CRCC.
4. The program should be presented to the CRCC for approval before the March CRCC Meeting.
5. For the consistency of every convention, workshop banners listing the name of the workshop are suggested.
6. A sign in banner is also suggested.
7. Banners for the Registration and Hotel and Hospitality subcommittees have proven very effective in the previous conventions and are strongly suggested.
8. For further information refer to the Convention Guidelines page 19.

PROGRAM: Without a good program, the trouble and expense of putting on a convention isn't justified the reports to the CRCC should therefore be given appropriate attention. This subcommittee plans all the workshops and meetings at the convention, Potential speakers

and program participants are people, who base their recovery on powerlessness over addition, identify themselves as addicts and attend N.A. meetings to sustain their recovery, these qualifications assure a N.A. member gets a N.A. convention. The best speakers for Conventions are those who address recovery as if their lives, as well as the listeners, depend on it. It is important to keep in touch with the speakers as the convention draws near and assist them in any way possible to ensure their attendance.

1. Speakers must have a requirement of FIVE years clean.
2. Speakers must present speaker tape for approval by the CRCC.
3. The deadline set for receiving speaker tapes should be January.
4. Flyers for speaker should be out by the second meeting of this committee.
5. Prospective speakers are to be voted on at the January CRCC Meeting.
6. Notify chosen speakers before February 1st.
7. Develop a backup plan for unforeseen problems.
8. Speaker meetings are non-smoking, with provisions being arranged for a simulcast for overflow.
9. Set up specific workshop formats and follow that format.
10. Workshops are non-smoking.
11. Check with CRCC Secretary for programs from previous years to get a good variety of workshops.
12. Survivor meetings are to be listed as workshops and carry topics pertaining to recovery.
13. Chairpersons of workshops and speaker meetings must have a requirement of at least TWO years clean, working knowledge of the Twelve Steps and the Twelve Traditions and 12 Concepts.
14. Choose chairpersons no later than May.
15. Notify all chairpersons well in advance and receive an acknowledgment of their acceptance.
16. Workshop chairpersons should check in at the registration desk so we know they're there.
17. In case of a no show we must have a pool of volunteers available to cover workshops.
18. For further information refer to the World Convention Guidelines pages 19 - 21.

MERCHANDISING: The merchandising effort of the convention should be based strictly on the need to generate funds to ensure the success of the event. The merchandising subcommittee should be fairly business minded and has an understanding of the Twelve Traditions, especially regarding the sale of N.A. Related items. The practice of allowing commercial vendors to sell their products at a N.A. convention violates our Sixth Tradition and should be strongly discouraged. Only vendors supplying WSO approved licensed vendors should be considered.

1. This subcommittee is responsible for the sale of all merchandise.
2. Prepare a budget of the items to be sold and expenses incurred, to include information regarding the ordering, marketing and shipping of the items. This is to be approved by the CRCC at the August CRCC Meeting.
3. Maintain communication with the Hotels & Hospitality subcommittee for the provision of space during the convention.
4. Coordinate with the Program subcommittee for scheduling of hours to be open during the convention.
5. Be responsible for the secure storage of all items during the convention.
6. Deliver all receipts and a final report of all income and inventory to the Planning

Committee, to insure accountability for all merchandise and expenditures by the convention end.

7. Enlist the help of business minded members with a working knowledge of Twelve Traditions.
8. This subcommittee is responsible for the renting of two cash registers; one for merchandising and one for registration.
9. At the end of the convention it is the responsibility of this committee to insure the donation of any leftover merchandise to the Carolina Region Service Office takes place.
10. For further information refer to the Convention Guidelines pages 21 - 22.

ELECTIONS

EXECUTIVE COMMITTEE: The Chairperson, Vice Chairperson, Treasurer and Secretary shall be elected in February. We need always take into account the persons abilities, clean time and service experience; involving these and all positions.

SUBCOMMITTEE CHAIRPERSONS: These elections are to take place in May. We need always take into account the persons abilities, clean time and service experience; involving these and all positions.

Traditionally the Chairmanship of the Planning Committee rotates between the representatives elected by the participating Areas.

FINANCIAL POLICY

1. Seed money has been set at \$ ----- . Any money above that shall be sent to the Carolina Region, following all checks clearing the bank after the convention.
2. The Seed Money may only be changed by a two-thirds majority vote of all participating AREA SERVICE COMMITTEES. Anything regarding this matter must have Area approvals.
3. A cap of \$20,000.00 Maximum expenditure for all convention expenses.
4. At present the Carolina Region Convention Committee Planning Committee Provides:
 - a. Hotel rooms for Officers and subcommittee chairs who meet Regional Travel guidelines.
 - b. Main Speakers (Friday night, Saturday night, and Sunday morning) travel, registration and hotel room.
5. CRSC must approve any major money decisions.
6. Any activities for non addicts must be approved by the CRSC (child care, non addict dances, and elder care). The region should not fund these activities.

Do's:

- Encourage Regional members for workshops and speakers
- H&I workshops at prime time
- PI workshops at prime time, not concurrent with H&I
- Raffles/Auctions should provide NA related items.
- Remember that conventions are not about Money property and prestige
- Be Fiscally responsible with all funds
(ADD MORE DO'S)

DON'TS:

- Send entire subcommittee out of town over night for fund raising activities

- Pay for sub committee food PERIOD
- When taking out main speakers pay for your own meal
- Fund raising strictly within fellowship
- 50/50 raffles (no cash prizes etc, television, stereos)
- Spend funds because they are there, or because some other committee did
(ADD MORE DON'TS)

TIME LINE CALENDAR

1. November - Interested Areas/groups to form EXECUTIVE COMMITTEE: The Chairperson, Vice Chairperson, Treasurer and Secretary shall be elected in November to prepare the bid package
2. December - prepare bid
3. January - present bid to Region
4. February - wait
5. March - wait
6. April - attend RSC to observe vote on Convention choice area winner, start work!
7. May - confirm contract with hotel, set up sub committees etc, and participate with this year's convention committee. An confirmation letter from this subcommittee to the host hotel should be sent, no later than May 1st after being confirmed as host committee at the April CRSC. If confirmation takes place later, the Hotel should be contacted immediately.
8. June - participate with this year's convention committee to learn what is working for them.
9. July - participate with this years convention committee in finalizing financial reports
10. August - participate with this years convention committee in finalizing financial reports
11. September - participate with this year's convention committee in finalizing financial reports.
12. Arts and Graphics subcommittee to have pre-registration flyers completed and printed before the September CRCC Meeting or sooner. Pre-registration deadline date is two weeks before the convention.
13. October - Mail flyer to N.A. way by October 31st. Mail flyer to Carolina Freedom Express. (CRSO)
14. November - The subcommittee will obtain as many bid/options for such entertainment/ artist as reasonable and present such option to the CRCC prior to the

November CRCC meeting for a vote.

15. December
16. January - Registration flyers are to be mailed out before the January CRCC Meeting.
17. February - Notify chosen speakers before February 1st.

18. March
19. April
20. May
21. June
22. Convention Last week end June/1st weekend July Workshop chairpersons should check in at the registration desk so we know they're there Subcommittees, A final report should be made, by the end of the convention, containing:
 - A. Costs of food and supplies.
 - B. Additional expenses, during the convention.
 - C. Problems and Solutions followed.
 - D. A list of food being donated to the Homeless Shelter.
 - E. A list of supplies being placed into storage. This report should be placed in the CRSC Files to be used for the following year. All non disposable property and supplies including (Banners, recorders, propane tanks or grills etc) shall be returned to the CRSO within 30 days and stored at the RSO for use on future Convention.
23. July - Maintains archives, i.e. (Minutes, reports, contracts) to be forwarded to the CRSO within 30 days of the conventions completion.