

**GUIDELINES FOR THE
TREASURE COAST CONVENTION
OF NARCOTICS ANONYMOUS
TCCNA III
July 8, 2008**



Purpose:

The purpose of the TCCAN Committee is to plan and manage the Treasure Coast Area Convention.

1. TCCNA Committee will consist of nine officers and other interested NA members.
2. Officers are:
 - Chair/Hotel Liaison
 - Vice Chair
 - Secretary
 - Treasurer
 - Programming
 - Merchandising
 - Registration
 - Activities
 - Hospitality
3. Convention Chair will be elected by the ASC.
4. All other officers will be elected by the TCCNA Committee.
5. Only regular members will have a voice on the floor and vote at any TCCNA Committee meeting. A regular member is any member that has attended **currently** consecutive meetings. A voice on the floor and vote will be granted at the beginning of their second consecutive meeting (this means that in order to have a voice on the floor and a vote you must have attended the previous regular meeting of the TCCNA Committee. An **exception** to this policy **may** be made if you are a regular member and have given a written or verbal acceptable reason for an absence given before the start of the missed Committee meeting).
6. Only regular members can make and second motions.
7. Non regular members may speak only at the discretion of the TCCNA Chairperson.
8. Quorum consists of one more than half of the regular voting Members, and is required to hold a TCCNA Committee Meeting. Quorum is also required on all motions. A regular member that misses one TCCNA Committee meeting will be removed from the Quorum count and be denied a voice on the floor and vote until two consecutive TCCNA Committee meetings have been attended unless an excused absence has been granted.
9. All motions should be submitted in writing whenever possible. Motions dealing with an issue already on the Floor will be recognized by the Chair and require a verbal second. Following is the procedural sequence pertaining to motions:
 - ❖ The maker of the motion speaks to its intent.
 - ❖ Upon hearing the intent the Floor will be open for discussion. Consisting of two pros and two cons only.
 - ❖ A simple majority is required to pass a motion, except motions that change TCCNA Guidelines require a 2/3 majority.

- ❖ Abstentions are counted with the majority of voting members.
 - ❖ A Motion to Amend may be necessary and may be made only by the maker of the original motion.
 - ❖ A Motion to Table may be entertained after hearing the pros and cons.
 - ❖ Tabled motions will automatically be entered into old business at the next TCCNA Committee meeting.
10. Only the ASC can remove the TCCNA Committee Chair from office.
9. Removal of other Officers shall be dealt with as follows:
- ❖ Voluntary:
 - A letter of resignation to be given to the TCCNA Chair prior to next TCCNA meeting.
 - ❖ Involuntary:
 - Two consecutive meetings missed without reasonable explanation (reasonability to be determined by the TCCNA Committee) or prior notice given to any Administrative Committee Member.
 - Relapse designates immediate removal from office.
 - ❖ Impeachment (needed in case of Concept violation or failure to perform duties or responsibilities):
 - Notice of intent to pursue an Impeachment must be provided 7 days prior to next TCCNA meeting by TCCNA Chairperson.
 - Motion must be presented at the TCCNA Committee meeting, along with due cause (intent).
 - Respondent (person being Impeached) is given time to respond.
 - An Open ballot is taken and 2/3 majority is required for successful Impeachment.
 - Details of this action will be reported at the next ASC meeting by the TCCNA Chair.
10. All Members of the TCCNA Committee are responsible for acquainting themselves with the Area Service Policy & Guidelines of the TCCNA Committee, and the Parliamentary Procedure followed by the ASC and the TCCNA Committee.
11. TCCNA Committee and Support Committee reports should be neatly written or typed so the ASC Secretary can have accurate notes and should consist of the following:
- ❖ Day, Time and Place of Meeting.
 - ❖ Number attending.
 - ❖ Support Committee Activities, Accomplishments, and Specific Problems or Situations.
 - ❖ Plans for the upcoming month.
 - ❖ Motions for Group Conscience.
12. Budgets for the TCCNA Committee will be submitted to the ASC annually.

Election of Officers

1. Nominations for TCCNA Committee Officers other than Chair will be solicited from the active Committee members.
2. An explanation of the office is read from the "TCCNA Committee Guidelines" to establish each position's responsibilities.
3. The position is announced and nominations are taken.

4. Each nomination must be seconded.
5. After accepting nominations the Chair will ask the Floor if there are any other nominations.
7. A motion is made to close nominations and must be seconded.
8. At the time of nominations, each nominee should state in person, or on paper, their qualifications for serving the Fellowship through the position in question. At a minimum the following topics should be addressed:
 - ❖ Clean time of Nominee.
 - ❖ Past Fellowship experience.
 - ❖ Reasons Nominee has the desire to serve.
9. Nominations for TCCNA Officers are open in the first TCCNA Committee meeting after the convention and voted on the.
10. Voting is done by Paper Ballot.
11. All TCCNA Officers may succeed themselves in office, but it is recommended that no Officer serve more than two terms in the same office.
12. Nominees for TCCNA office must be present to be voted upon, but need not be present to be nominated. However, a written list of qualifications is required if the nominee is not present at the time of nomination.

Qualifications & Responsibilities of TCCNA Administrative Officers

CHAIRPERSON/ HOTEL LIAISON:

Responsibilities:

- ❖ Arranges and presides over the monthly TCCNA meeting.
- ❖ Responsible for correspondence with the host hotel.
- ❖ Signer on all contracts between the Corporation and any hotels.
- ❖ Reviews and signs all contracts for TCCNA.
- ❖ Responsible for correspondence coming from the ASC.
- ❖ Votes at the TCCNA Committee meeting only in case of a tie.
- ❖ Enforces rules of decorum and discipline during a TCCNA Meeting.
- ❖ Clarifies Policy questions.
- ❖ Attempts to be absolutely fair and impartial.
- ❖ Must be able to work for the common good.
- ❖ Prior to meetings, prepares the agenda.
- ❖ Follows Robert's Rules of Order to conduct Board Meetings.
- ❖ Point of accountability for receiving and responding to e-mail questions, conflict or discussion pertaining to TCCNA.
- ❖ Co-signer on TCCNA bank account.
- ❖ Reviews the financial accuracy of expenditures.

- ❖ Works with the Treasurer to prepare annual budgets for the TCCNA and its Support Committee's.
- ❖ Attendance required at Convention site the day prior to convention as the hotel liaison.
- ❖ Assist Treasurer during the Convention in the accounting of funds.
- ❖ Attendance required the day after the Convention to assist the Treasurer in closing out business with the hotel.
- ❖ Places principals above Personalities.

Qualifications:

- ❖ A willingness and desire to serve.
- ❖ Service Experience.
- ❖ Active for at least one year in the NA service structure at the Area level and prior convention committee experience.
- ❖ Willingness and desire to give the time and resources required by the position.
- ❖ Suggested three years abstinence from all drugs.
- ❖ Leadership ability.
- ❖ Ability to communicate.
- ❖ Ability to organize.

VICE CHAIRPERSON:

Responsibilities:

- ❖ Will assume the responsibilities of the President in the event of his/her absences.
- ❖ Cosigner on FRC checking account.
- ❖ Will become Chairperson by vote of acclimation in the event of resignation or impeachment of the Chairperson.
- ❖ In the event of the absence or incapacitation of any TCCNA Support Committee Chair, the Vice Chair will assume the duties and responsibilities of that office until an election is deemed necessary.

Qualifications:

- ❖ A willingness and desire to serve.
- ❖ Service Experience.
- ❖ Active for at least one year in the NA service structure at the Area level.
- ❖ Willingness and desire to give the time and resources required by the position.
- ❖ Suggested three year abstinence from all drugs.
- ❖ Leadership ability.
- ❖ Ability to communicate.
- ❖ Ability to organize.

SECRETARY:

Responsibilities:

- ❖ Keeps an accurate record of each TCCNA Meeting.
- ❖ Distributes Minutes at the next Committee meeting.
- ❖ Keeps the records of the TCCNA Committee.
- ❖ Compiles and maintains the TCCNA files and Archives.
- ❖ Does any other job that is assigned by the TCCNA Committee during the year.

- ❖ Shall ensure that all insurance policies pertaining to contracts and events are active annually.

Qualifications:

- ❖ A willingness and desire to serve.
- ❖ Service Experience.
- ❖ Willingness and desire to give the time and resources required by the position.
- ❖ Suggested two year abstinence from all drugs.
- ❖ Leadership ability.
- ❖ Ability to communicate.
- ❖ Ability to organize.

TREASURER:

Responsibilities:

- ❖ Reports contributions and expenses at every TCCNA Meeting.
- ❖ Makes monthly reports about TCCNA finances.
- ❖ Maintains a Prudent Reserve adequate to serve TCCNA Committee.
- ❖ Keeps records of all income and expenditures.
- ❖ All monies are channeled through the TCCNA Treasurer.
- ❖ Pays all bills, and Committee needs, by check.
- ❖ Treasurer is a co-signer on the TCCNA bank account.
- ❖ Prepares budgets for each Support Committee.
- ❖ Secure volunteers to work the cash registers in the Merchandise Room and Registration during the Convention. (Volunteers must have at least one (1) year clean).
- ❖ Treasurer is required onsite the day after the convention to conclude business with the hotel.
- ❖ Coordinates with all Support Committee Chairs for the collection of funds.

Qualifications:

- ❖ A willingness and desire to serve.
- ❖ Service Experience.
- ❖ Active for at least one year in the NA service structure at the Area level.
- ❖ Willingness and desire to give the time and resources required by the position.
- ❖ Suggested five year abstinence from all drugs.
- ❖ Leadership ability.
- ❖ Ability to communicate.
- ❖ Ability to organize.

**Responsibilities & Qualifications of
TCCNA Support Committee Chairs**

PROGRAMMING:

Responsibilities:

- ❖ The selection of topics, Chairperson & times of all meetings held at the convention except for Marathon.
- ❖ The Program Committee should have a pool of members available from which to select replacements.

- ❖ Will submit two (2) choices of speakers for each of the three main meetings, in the order of preference of the Program Committee. These choices will be submitted to the TCCNA Committee for approval at the March Board Meeting.
- ❖ The final program will be submitted to the TCCNA Committee at the May meeting for approval.

Speaker Guidelines:

- ❖ The main speakers shall be a member of Narcotics Anonymous with a minimum of five (5) years clean time, and should not be a member of the TCCNA Committee.
- ❖ The banquet and closing meeting speakers shall not be Treasure Coast Area residents.
- ❖ None of the main speakers shall have previously been a speaker at a TCCNA Convention within the last 5 years.
- ❖ A registration packet, lodging and banquet ticket will be given to the main night time speakers, (not the day time speakers.).
- ❖ A Three day Convention will have Two (2) main speakers.
- ❖ Tapes submitted for consideration, as speakers at TCCNA must be no older than three years from the TCCNA they are being considered.

Qualifications:

- ❖ A willingness and desire to serve.
- ❖ Service Experience.
- ❖ Willingness and desire to give the time and resources required by the position.
- ❖ Suggested three year abstinence from all drugs.
- ❖ Leadership ability.
- ❖ Ability to communicate.
- ❖ Ability to organize.

MERCHANDISING:

Responsibilities:

- ❖ Three (3) different bids are submitted for consideration.
- ❖ All items selected by the Support Committee must be presented to the TCCNA Committee for final approval.
- ❖ Sample merchandise items (photos acceptable) and proposed pricing are to be presented to TCCNA Committee for approval at the March TCCNA Committee meeting.
- ❖ This Support Committee also has the responsibility for seeking bids for the development and production of the Convention Banner or banners and any signs needed.
- ❖ The Merchandise Committee will submit a complete summary of information regarding the ordering, marketing, pricing and shipping of the items recommended for sale at the Convention, and the time frames for obtaining the items. The TCCNA Committee will ultimately decide the amount of merchandise ordered and the selling price for these items.
- ❖ Pre convention merchandise sales help promote the event across the region. A member of this committee will be at attendance at all fun-raisers and as many other NA events as possible, to sell pre-con merchandise.

- ❖ The chair will deliver all receipts and purchase orders along with a list of outstanding pre-con inventory items to the TCCNA Committee at the monthly Committee meeting.
- ❖ The Merchandise Committee will follow the store hours established in this policy package.
- ❖ During the Convention, volunteers will be needed to man the tables in the store. Members working the cash register during the convention are assigned by the TCCNA chair.
- ❖ Due to the handling of large amounts of money, it is required that anyone working with the cash drawer has at least one (1) year clean time.
- ❖ All money collected prior to the convention by this Support Committee will be turned over to the TCCNA Treasurer within 7 days of the next TCCNA Committee Meeting.
- ❖ Attendance is required at the convention site the day prior to the convention for organization and inventory.
- ❖ At the close of the Convention this committee will perform a close out inventory and packing.

Qualifications:

- ❖ A willingness and desire to serve.
- ❖ Service Experience.
- ❖ Willingness and desire to give the time and resources required by the position.
- ❖ Suggested five year abstinence from all drugs.
- ❖ Leadership ability.
- ❖ Ability to communicate.
- ❖ Ability to organize.

REGISTRATION:

Responsibilities:

- ❖ The first task is to design a registration flyer, which must be done well in advance (at least 8 months prior to the Convention) and approved by the TCCNA Committee.
- ❖ The registration form should be written with clarity, organization, and ease of understanding in mind. All information that could possibly be needed must be considered and included on the registration form. The cutoff date or pre-registration should appear on all registration forms.
- ❖ Once approved by the TCCNA Committee, it is the responsibility of the Registration Chair to ensure that the flyers are produced and distributed throughout the fellowship as soon as possible. (The ASC should be used for production and distribution unless more cost effective measures are found.) The ASC shall also be used as a resource for distribution of flyers to the GSR's at the ASC. Other recipients are to include: the RSC, all known fellowship Websites, WSO News Line, NA Way and other Regional Delegates and any other known interested groups or members.
- ❖ A minimum order of 1,000 flyers shall should be purchased for the first printing.
- ❖ The procedures for handling registration money can be found in the TCCNA Treasurer's guidelines.
- ❖ The Committee shall select contents for the packet based on the approved budget line item.
- ❖ The budget set for the registration packet shall include any and all items that are associated with the packet; including envelopes, badges, tickets, small

trinkets, ribbons and anything else the Committee wishes to put in the packets. After this is done, prices for items to be included in the packet should be obtained.

- ❖ Bids for prices should be solicited from at least three (3) different vendors; one of the 3 vendors must be the RSO. After this is done and the Support Committee and the TCCNA Committee approves the items, the times will then be ordered.
- ❖ Final preparation for the Convention includes buying all supplies for the Registration table, assembling packets, ordering banquet & Committee ribbons and having all records of pre-registrations up to date. A number of indigent packets must be made for NA members who cannot afford to register.
- ❖ No person should be turned away.
- ❖ Volunteers are required to sit at the registration table. A suggested shift for a team to work is two (2) hours.
- ❖ A member of the Registration Committee will attend all fun-raisers.
- ❖ Attendance is required at the convention site the day prior to the Convention for set-up. The following work is handled by the TCCNA for the Registration Committee.
- ❖ As each registration is received, a record shall be made indicating information about the registration and all money received. If free registrations are given out at fund raisers, the Committee must keep careful records of what is provided and to whom, and provide this information to the TCCNA Committee.
- ❖ A record system must be established to record all pre-registrants. A record of registrations, banquets, clean time and area or state must be kept. A record of registrations of those individuals who are non-addicts must be kept also.
- ❖ Once a month, and then weekly beginning six (6) weeks prior to the convention, the Registration Chair shall contact the TCCNA Chair to be apprised of the registration status.

Qualifications:

- ❖ A willingness and desire to serve.
- ❖ Service Experience.
- ❖ Willingness and desire to give the time and resources required by the position.
- ❖ Suggested two year abstinence from all drugs.
- ❖ Leadership ability.
- ❖ Ability to communicate.
- ❖ Ability to organize.

ENTERTAINMENT:

Responsibilities:

- ❖ The fun-raising Chairperson should stay in touch with Area Activities Chairpersons and provide any support that they feel they may need.
- ❖ Someone from this Support Committee will attend all fun-raisers for support and collect any funds generated and then immediately turn them over to the Treasurer within 7 days of receipt.
- ❖ Preview and recommend DJ's or a band for the fund raiser.
- ❖ This Support Committee is also responsible for recommending entertainment activities; DJ's or bands to be used at the Convention.
- ❖ Arrange for all other forms of entertainment, which are to be provided in conjunction with the convention. There are many activities that this Support Committee can put on besides dances. Some that have been done in the past are pool parties, comedy shows, a coffee shop with either professional or

fellowship entertainers, tug of war, volleyball and many other games and contests.

- ❖ It is also the responsibility of this Support Committee to set up the decoration at the convention dances and the banquet keeping within the budget.
- ❖ Purchasing and setting up decorations, securing volunteers to collect money and sell raffle tickets.
- ❖ Anyone handling money must have at least 1 year clean time.
- ❖ Prior to distribution of all posters and flyers must be approved by the TCCNA Committee.
- ❖ When designing flyers, remember that they are released into hospitals and institutions as well as other facilities, which relate to NA. Appropriate use of language and lithography is crucial because these flyers, in a sense, represent NA to the public. If a performer is performing, a promotional picture or logo should not appear on the flyer as this is promoting an outside enterprise; however, names of performers, hotels, golf courses are appropriate information on the flyer with a disclaimer. It should be noted on the flyer that NA is not affiliated with any outside enterprises listed on the flyer.
- ❖ Posters and flyers must be distributed two (2) months prior to the fund raiser. Research should be done in the surrounding areas to insure that there are no other NA functions going on at the same time.
- ❖ All actions of this Committee are subject to approval by the Board. All events should be planned, taking into consideration the Program and times for each event should be included in the Convention Program.

Qualifications:

- ❖ A willingness and desire to serve.
- ❖ Service Experience.
- ❖ Willingness and desire to give the time and resources required by the position.
- ❖ Suggested two year abstinence from all drugs.
- ❖ Leadership ability.
- ❖ Ability to communicate.
- ❖ Ability to organize.

HOSPITALITY:

Responsibilities:

The primary responsibility of this Committee is to provide a hospitality room that is preferably open 24 hours a day for the entire convention. For the hospitality suite, coffee, snacks, or fresh fruit should be provided, at least in the morning. The Committee shall get at least three (3) bids for the snacks, supplies, and fruit, taking the lowest price which is within their budgeted amount.

Some additional items to provide in the hospitality room would be:

1. Lost and Found Bulletin.
 2. Local Meeting Schedule.
 3. NA Literature.
 4. Map of the Area and any local restaurants.
 5. Information on transportation to and from the airport.
- Activities such as backgammon, cards, chess, checkers and other board games may be provided for conventioners.

Additional Hospitality Duties & Responsibilities:

Chair forms 3 teams:

1. Greeters.
2. Hospitality Suite Monitors.
3. Serenity Keepers.

Within each team, a team leader is appointed by the Chair.

The Greeters responsibility:

- ❖ Welcoming.
- ❖ Hugs.
- ❖ Providing information.
- ❖ Welcoming each member to workshops with hugs and dots. The Hospitality Suite Monitors responsibilities;
- ❖ Have poster boards with the Do's and Don'ts displayed in the hospitality room or rooms.
- ❖ Monitors the room for inappropriate behavior such as gambling, sex, storage or personal effects, smoking, fighting, rough housing, unsupervised children, etc. The Serenity Keepers responsibilities:
- ❖ Assist with crowd and line control
- ❖ Badge monitors – encourage those without badges to go to the registration area.
- ❖ They are also an information source for members at the convention.

Qualifications:

- ❖ A willingness and desire to serve.
- ❖ Service Experience.
- ❖ Willingness and desire to give the time and resources required by the position.
- ❖ Suggested one year abstinence from all drugs.
- ❖ Leadership ability.
- ❖ Ability to communicate.
- ❖ Ability to organize.