

# **UWANA Convention and New Year's Eve Event**

## **Guidelines April 2018**

### **Section 1**

#### **NAME**

- 1.1 The name of this convention shall be United Wasatch Area Convention of Narcotics Anonymous (UWCANA)
- 1.2 The name of this event shall be New Year's Eve Event.
- 1.3 The UWACNA convention and New Year's Eve Event are subcommittees of the United Wasatch Area Service Committee.

### **Section 2**

#### **PURPOSE**

- 2.1 To celebrate recovery, keeping within the Twelve Traditions and the principles of Narcotics Anonymous at all times.
- 2.2 To encourage unity and fellowship among our area and all its members.
- 2.3 To hold meetings, workshops, and other activities in the interest of creating fellowship.

### **Section 3**

#### **COMMITTEE MEMBERSHIP**

3:1 The committees shall be made up of:

- a) Executive Committee
  1. Chairperson
  2. Vice Chairperson
  3. Treasurer
- b) Subcommittee Chair positions
  1. Registration and Information Chairperson
  2. Program and Fundraising Chairperson
  3. Hotels and Hospitality Chairperson
  4. Merchandise Chairperson

3.2 Membership on UWACNA/New Year's Eve is limited to residency within the boundaries of the Utah Region of NA area and acknowledged membership in Narcotics Anonymous.

3:3 Voting members of UWACNA/New Year's Eve for business shall consist of the subcommittee chairpersons and the Executive Committees, excluding the UWACNA/New Year Eve chairperson. The UWACNA/New Year's Eve chairperson votes only in the case of a tie.

3:4 Nominations and motions can be made by any committee member, excluding the UWACNA/New Year's Eve chairperson, but must be seconded by a voting member.

## Section 4

### ELECTIONS OF TRUSTED SERVANTS

4.1 Nominations and elections for next UWACNA/New Year's Eve chairperson shall be made at the UWANA Area Service meeting during the meeting in February.

4.2 Nominations and elections for the UWACNA/New Year's Eve committee (except the UWCNA/New Year Eve chairperson) shall be held at first committee meeting.

4.3 All nominees of trusted servant positions must be present at the time of voting and nomination.

4.4 UWACNA/New Year Eve trusted servant positions are a one (1) year term.

4.5 A trusted servant of UWACNA/New Year's Eve may serve a second year in that position if nominated and elected. No one person shall serve more than two consecutive years in any one committee position.

4.6 An election to fill a vacancy in any position will occur at the following UWACNA/New Year's Eve committee meeting. It will be the duty of the UWCNA/New Year's Eve chairperson to notify vacancy to the UWACNA Area Service committee-

#### 4.7 Resignation and Removal of Trusted Servants

a) Trusted servants may resign at any time during their term. It is suggested that a written letter of resignation be submitted to the UWACNA/New Year's Eve chair prior to, or at the time of resignation.

b) Loss of abstinence is an automatic removal from all trusted servant responsibility/duties. Any such member may continue to help the committee. ie. Only non-responsibility type duties.

c) UWACNA/New Year's Eve trusted servants may be removed from office for any of the following reasons:

1. Excessive absence without prior notice
2. Neglect of duties
3. Misuse of funds
4. Falsification of financial reports
5. Any act of theft or violence in the committee or towards NA Members.

A motion must be requested and seconded for a removal of any individual based on the above actions.

Following open debate a vote of 2/3 majority of voting members present is required.

d) In the event of resignation or removal of a subcommittee chairperson, the vice chairperson shall assume the duties and responsibilities of the chairperson until that position is filled through a proper election process, or the UWACNA/New Year's Eve chairperson appoints a temporary fill in.

#### 4.8 Attendance of Trusted Servants

a) All elected trusted servants have the responsibility to attend all service meetings required to fulfill their duties.

c) If committee member needs to miss a meeting, they should send a report, or cover the position with a fill-in.

## Section 5

### DUTIES AND REQUIREMENTS OF COMMITTEE MEMBERS

#### 5:1 Chairperson

##### a) Requirements:

1. Willingness, time and resources to serve.
2. One (1) year commitment.
3. Minimum four (4) years clean time.
4. Minimum one (1) year of convention voting experience.
5. An understanding of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA through application, and an understanding of the UWACNA/New Year's Eve guidelines.
6. Must resign all other elected positions at the area level of service.
7. Experience on and understanding of the subcommittee functions and guidelines.

##### b) Duties:

1. Must attend the UWANA Area Service meeting and report on all financial dealings, and subcommittee activity, progress, goals, needs, and provide a written report to the UWANA Area secretary.
2. Organizes subcommittees and delegates major tasks to specific subcommittees or ad hoc committees. Also, stays informed of the activities of each subcommittee and provides help when needed.
3. Will act as parliamentarian if needed.
5. Keeps activities within the principles of the Twelve Traditions and in accordance with the purpose of the convention/event.
6. Monitors the fund flow and overall convention costs and helps organize the subcommittee budgets.
8. Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
10. Prepares the agenda for the committee meeting and insures the agenda is adhered to.
11. Chairs the committee meetings as well as the convention.
12. Appoints all ad hoc committees when needed.
13. Always up holds the UWCNA/New Year's Eve and UWANA Area bylaws.
14. A written report must be completed for all committee meetings.

#### 5:2 Vice Chairperson

##### a) Requirements:

1. Willingness, time and resources to serve.
2. One (1) year commitment.
3. Minimum three (3) years clean time.
4. Minimum one (1) year of convention experience.
5. An understanding of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA through application, and an understanding of the UWCNA/New Year's Eve guidelines.
6. Experience on or understanding of UWANA/New Year's Eve functions and guidelines.

##### b) Duties:

1. Acts as UWCNA/New Year's Eve chair in the absence of the chairperson.
2. Coordinates subcommittees and attend subcommittee meetings when needed.
3. Works closely with the UWCNA/New Year's Eve chairperson to help delegate responsibilities to the subcommittee chairpersons and ad hoc committees.
4. Must attend all UWCNA/New Year's Eve meetings and submit a written report as needed.

#### 5:3 Treasurer

##### a) Requirements:

1. Willingness, time and resources to serve.
2. One (1) year commitment.
3. Minimum four (4) years clean time.
4. Minimum one (1) year of NA service as a Treasurer.
5. An understanding of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA through application, and an understanding of the UWCNA/New Year's Eve and UWANA Area policies.
6. Be financially secure and be good at managing his/her personal finances, as well as inspiring the trust of the UWCNA/New Year's Eve and UWANA committees.
8. Experience on, or understanding of the UWCNA/New Year's Eve functions and guidelines.

b) Duties:

1. Works with the chairperson and vice chairperson to prepare a UWCNA/New Year's Eve budget. The budget is based on the recommendation as to the sub-committees needs to carry out their tasks. The treasurer will present the budget to the UWCNA/New Year's Eve committee at second committee meeting after receiving the budget from subcommittees.
2. Responsible for all UWCNA/New Year's Eve money. The Treasurer pays bills and advises the committee on cash supply, income flow, and rate of expenditures.
3. Reviews subcommittee reports for departures from their original budgets, so an accurate budget can be maintained.
4. Must give a complete report of all financial records at each UWANA/New Year's Eve meeting.
5. Makes records available and maintained per the UWANA Area Service guidelines for audit to be conducted as financial management section outlines or at the request of the UWANA.
6. Serves as the UWCNA/New Year's Eve chairperson in the absence of the chairperson and vice chairperson.

## **SUB-COMMITTEE CHAIRS**

### 5:4 Registration Chairperson

a) Requirements:

1. Suggested minimum of one (1) years clean.
2. Prior convention experience.
3. Time and commitment to fulfill duties.
4. Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

b) Duties:

1. Hold regular subcommittee meetings. The meeting should be scheduled early to encourage participation from the fellowship.
2. Must present a budget to the treasurer of all estimated subcommittee costs at the second regular UWACNA/New Year's Eve NA meeting.
3. Provide all information, in a timely manner, to the Merchandise subcommittee for the design and set up of a Pre-Registration form.
4. Be responsible for preparing and distributing a complete registration package. A minimum of three (3) bids must be obtained for approval by the convention committee, for any items the subcommittee would like to provide to registrants in the registration package.
5. Must deliver all registration money collected to the UWACNA/New Year's Eve treasurer at the next regularly scheduled meeting and any receipts for money expenses.
6. Be responsible for setting up and maintaining a registration table at all Fundraising events once the pre-registration form is complete.
7. Be responsible for setting up and maintaining a registration table thru-out the convention.
8. Deliver all registration money collected at the registration table during the convention to the UWCNA/New Year's Eve treasurer periodically throughout the day and immediately after it closes.
9. A written report must be completed and handed in at all UWANA/New Year's Eve meetings, as needed.
10. Be in charge of informing N.A. Way and N.A. Times as well as any other related publications, of the upcoming convention and fundraising events.
11. Be responsible for supplying convention information to webmasters for the UWANA, Utah Region and World Service websites.
6. Be in charge of informing all area Hospitals and Institutions committees and any other recovery centers of the upcoming convention and fundraising events.

### 5:5 Merchandise Chairperson

a) Requirements:

1. Suggested minimum of two (2) years clean.
2. Prior Convention experience.
3. Time and commitment to fulfill duties.
4. Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

b) Duties:

1. Hold regular subcommittee meetings. The meeting should be scheduled to encourage participation from the fellowship.
2. Must present a budget to the treasurer of all estimated subcommittee costs at the second regular UWACNA/New Year's Eve meeting.
3. Be in charge of introducing a new convention theme and logo each year (facilitate logo contest).
4. Present all proposed merchandise to the committee for approval.
5. Be responsible for following all contracting policies set forth in Section 12 of Convention merchandise. A minimum of three (3) bids must be obtained for approval by the convention committee.
6. Be responsible to see that convention merchandise is purchased from the company contracted to produce said merchandise, , with the proper convention committee approval.
7. Make sure that all merchandise sold by the Merchandising subcommittee, is paid for in full, before it is handed over to the purchaser.
8. Must maintain monthly reports to the convention committee. Including up to date records of all merchandise purchased and sold.
9. Be in charge of the sales of all current year merchandise.
10. See that the sale of all commercial merchandise is prohibited.
11. Oversee the sales of all other fellowship merchandise.
12. Be responsible for the operation of a store at the convention, where merchandise can be sold.
13. Must deliver all money raised from pre-convention sales of merchandise to the UWCNA/New Year's Eve treasurer as needed, and daily during the convention, along with providing receipts for all money expenses.
14. Must give a report of all left over merchandise at the first regular UWACNA/New Year's Eve meeting following the convention.
15. A written report must be completed and handed in at all UWACNA meetings, as needed.

5:6 Program Chairperson

a) Requirements:

1. Suggested minimum of one (1) years clean.
2. Prior Convention experience.
3. Time and commitment to fulfill duties.
4. Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

b) Duties:

1. Hold regular subcommittee meetings. The meeting should be scheduled to encourage participation from the fellowship.
2. Must present a budget to the treasurer of all estimated subcommittee costs at the second regular UWACNA/New Year's Eve meeting.
3. Maintains the convention's collection of speaker tapes. An inventory of all tapes must be submitted within thirty (30) days of being elected and again thirty (30) days prior to the convention.
4. Inform the N.A. community of the opportunity to submit speaker tapes as well as the deadlines to be considered for the upcoming convention.
5. Be responsible for the scheduling of all convention events. Must submit an outline convention program to the committee within ninety (90) days prior to the convention for approval.
6. Provide in a timely manner all information to the Merchandise subcommittee for the design and set up of convention program.
7. Be in charge of setting up all speaker meetings, marathon meetings and workshops. All speakers must be members who base their recovery on sharing a clear message of Narcotics Anonymous, which includes powerlessness over addiction, identify themselves as addicts, and attend N.A. meetings to sustain their recovery. Speakers are suggested to have a minimum of five (5) years clean; workshop speakers are suggested to have a minimum of three (3) years clean.
8. Be responsible for the taping of all speaker meetings and workshops, if approved by the convention committee, always keeping within the Twelve Traditions of N.A. and following the UWANA/New Year's Eve contract policies.
9. A written report must be completed and handed in at all UWANA/New Year's Eve Meetings, as needed.

## 5:7 Hotels and Hospitality Chairperson

### a) Requirements:

1. Suggested minimum of two (2) years clean.
2. Prior Convention experience.
3. Time and commitment to fulfill duties.
4. Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

### b) Duties:

1. Hold regular subcommittee meetings. The meeting should be scheduled to encourage participation from the fellowship.
2. Must present a budget to the treasurer of all estimated subcommittee costs at the second regular UWACNA/New Year's Eve meeting.
3. Will be in charge of all negotiations of contracts with the hotel, including meals. All contracts must be in writing and signed by the hotel representative. Pre-approval must be given by the convention committee. A minimum of three (3) bids must be submitted for review and/or approval.
4. Using all information available, be responsible to project an estimated meal count for use by all other subcommittees, such figure should be available within thirty (30) days of the scheduled event or as determined by the contractual agreement with the facility.
5. Must present the convention committee a menu of all meals as well as propose cost of meals for registration package.
6. Be in charge of authorizing and signing for services (coffee, rooms, etc.) before and during the convention. A maximum of three (3) people will be allowed to sign.
7. Be in charge of the setup, cleaning and tear down of each convention meeting as needed.
7. Be in charge of presenting the UWACNA/New Year's Eve committee the completed contract for final approval and signing of contracts, including any separate agreements for the set up of a hospitality room and banquet facilities.
8. Provide receipts for all money expenditures to the UWACNA/New Year's Eve treasurer.
9. A written report must be completed and handed in at all UWACNA/New Year's Eve Meetings, as needed.

## Section 6

### **MEETINGS**

6:1 Regular meetings will be held monthly. The committee members can approve meeting as often as needed. The meeting should be held on the same day/days of each month, so there will be less confusion.

6:2 Special meetings may be called by of any voting member of the committee as needed.

6:3 Each subcommittee will hold subcommittee meetings on a regular basis. The meetings should be made available to the fellowship to encourage participation.

## Section 7

### **STANDING SUBCOMMITTEES**

7:1 All subcommittees of UWACNA/New Year's Eve shall work closely together at all times.

7:2 UWACNA/New Year's Eve may combine subcommittees if needed.

## Section 8

### **AD HOC COMMITTEES**

8:1 The UWANA/New Year's Eve chairperson shall have the authority to appoint ad hoc committees deemed necessary to fulfill a specific function. The chairperson shall specifically designate the purpose, membership, and duration of existence of any such ad hoc committee at the time of appointment.

## Section 9

### AMENDMENTS/SUSPENSION TO THE BYLAWS

10:1 Any member of the UWANA ASC or elected member of UWACNA/New Year's Eve may propose an amendment to the UWACNA/New Year's Eve bylaws. The proposal must be in writing and submitted to the UWACNA/New Year's Eve chairperson and include a "Letter of Reasoning" for making the amendment. The UWACNA/New Year's Eve committee will then review the proposal and submit the written copy in the exact wording along with their recommendations to the UWANA ASC for approval. A vote of two-thirds (2/3) is required to pass an amendment.

10:3 All amendments will take effect immediately following the vote of approval by the UWANA ASC, unless specified in the amendment.

10:4 Any suspension of these bylaws requires the following process:

- a) A written motion detailing what and why a change is necessary.
- b) Open discussion of the suspension followed by a recommendation formulated as a group conscience of the UWACNA/New Year's Eve committee.
- c) The recommendation shall be taken to the next UWANA ASC meeting for discussion then require a consensus or 2/3 majority vote of the UWANA ASC.

10:5 The Twelve Traditions and Twelve Concepts of Service in NA will always take precedence over all policy and will be upheld at all times.

## Section 10

### FINANCIAL MANAGEMENT

11:1 All money accumulated from fundraising, registrations, ticket sales, sales of merchandise, and any other source shall be maintained in the UWANA ASC reserve account.

11:2 All expenditures made by UWCNA/New Year's Eve shall be made by check or Bank Card.

11:3 In the event a check is made payable to one of the authorized signers of the bank account, the payee shall not be authorized to sign said check, and another signer is required.

11:4 No regular expenditures shall be made from the treasury without a majority vote of UWCNA/New Year's Eve.

11:5 A committee consisting of the UWANA ASC chairperson, UWANA ASC Treasurer, UWACNA/New Year's Eve chairperson and UWACNA/New Year's Eve treasurer shall audit the financial books after each event within thirty (30) days after the convention/event.

- a) The Convention Treasurers Books
- b) The Merchandise Books
- c) The Registration Books

11:6 After each convention a prudent reserve of **\$3,000.00** will be kept to finance the next year's convention and a prudent reserve of \$1,500.00 will be kept for the New Year's Eve event. All money including the prudent reserve will be turned into the UWANA ASC. The prudent reserve will automatically change if the UWANA guidelines are amended.

11:7 All leftover merchandise will be used by the next committee for fundraising purposes through the Merchandise committee.

11:8 All money received at the convention shall be deposited daily if possible or the next business day. Two (2) members of the Executive Committee must be present when money is counted.

11:9 It is the responsibility of all UWACNA/New Year's Eve members to ensure that all moneys are managed appropriately and used for the primary purpose of this event.

## Section 11

### **FINANCIAL CONTRACTING**

12.1 All identities that are hired, or contracted, or provide services to this committee, or the convention must be licensed; insured, permitted, or they cannot be used without UWANA ASC approval.

12.2 Three bids/proposals are required for all contracted activities (i.e. hotels, catering, merchandise, etc.).

12.3 Any business that has connections with any committee member:

a) Must disclose such conflict of interest.

b) If allowed to bid, sealed bid process must be closely followed.

c) Conflicted committee member cannot participate in selection discussions or the voting process.

If any such conflict of interest does not follow the above process the business contract is terminated and the offending committee member's removal is automatic.