

UWANA New Year's Eve Event

Guidelines August 2025

ARTICLE I

1. The name of this event shall be UWANA New Year's Eve (NYE) Event.
2. The NYE Event is a subcommittee of the United Wasatch Area Service Committee.

ARTICLE II

PURPOSES

1. To promote unity & fellowship for the whole UWANA area.
2. To carry out our primary purpose while keeping with all Twelve Traditions & Concepts of NA service.
3. Celebrate recovery throughout the UWANA area and throughout Narcotics Anonymous as a whole.

ARTICLE III

COMMITTEE MEMBERSHIP

Section 1. The NYE committee shall be comprised of:

A. Executive Committee

- I. Chairperson
- II. Vice Chairperson
- III. Treasurer

B. Subcommittee Chair positions

- I. Registration & Information Chairperson
- II. Program & Raffle Chairperson
- III. Hospitality Chairperson
- IV. Fundraising Chairperson
- V. Secretary

Section 2. Membership on the UWANA NYE committee is limited to those who reside within the boundaries of the Utah Region of NA area and acknowledged members of Narcotics Anonymous.

Section 3. Voting members of UWACNA Unity Campout committee for business shall consist of all Subcommittee Chairpersons, the Vice Chairperson, and the Treasurer. The NYE chairperson shall vote only in the case of a tie vote.

ARTICLE IV

ELECTIONS OF TRUSTED SERVANTS

Section 1. Nominations & Elections

- A. Nominations and election of the next NYE Event chairperson shall be made at the UWANA Area Service Committee meeting following the NYE Event.
- B. Nominations and elections for the NYE Event committee (except the NYE Chairperson) shall be held at the first committee meeting.
- C. All nominees for trusted servant positions must be present at the time of voting and nomination.

- D. NYE Committee trusted servant positions are a one (1) year term.
- E. Any trusted servant of the NYE Event may serve a second year in that position if nominated and elected. No one member shall serve more than two consecutive years in any one committee chair position.
- F. An election to fill a vacancy in any position will occur at the following NYE Event committee meeting. It will be the duty of the NYE Event chairperson to notify vacancy to the UWANA Area Service committee.
- G. 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 NYE Event chair prior to, or at the time of resignation.
 - b. A relapse is an automatic removal from all trusted servant responsibility/duties. Any such member may continue to help the committee only in non-responsibility type duties.
 - c. 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 the proper election process, or the NYE Event chairperson appoints a temporary fill in.
 - d. NYE Event trusted servants may be removed from their positions only after a motion has been requested and seconded, followed by an open debate and vote requiring 2/3 majority of present voting committee members. Trusted servants may be removed for any of the following reasons:
 - 1. Excessive absence without prior notice
 - 2. Neglect of duties
 - 3. Misuse of funds 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.
 - 4. Falsification of financial reports.
 - 5. Any act of theft or violence in the committee or towards NA Members.

ARTICLE V

DUTIES AND REQUIREMENTS OF EXECUTIVE COMMITTEE MEMBERS

Section 1. Chairperson:

- A. Requirements:
 - a. Willingness, time and resources to serve.
 - b. One (1) year commitment.
 - c. Minimum four (3) years clean time.
 - d. Minimum one (1) year of convention voting experience.
 - e. An understanding of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA through application, and an understanding of the NYE Event guidelines.
 - f. Must resign all other elected positions at the area level of service.
 - g. Experience on and understanding of the subcommittee functions and guidelines.
- B. Duties:
 - a. 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.
 - b. 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.
 - c. Will act as parliamentarian if needed.
 - d. 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.
 - e. Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
 - f. Prepares the agenda for the committee meeting and ensures the agenda is adhered to.
 - g. Chairs the committee meetings as well as the convention.
 - h. Appoints all ad hoc committees when needed.
 - i. Always up holds the NYE Event and UWANA Area bylaws.
 - j. A written report must be completed for all committee meetings.

Section 2. **Vice Chairperson:**

- A. Requirements:
 - a. Willingness, time and resources to serve.
 - b. One (1) year commitment.
 - c. Minimum three (2) years clean time.
 - d. Minimum one (1) year of convention experience.
 - e. An understanding of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA through application, and an understanding of the UWCNA Unity Campout guidelines.
 - f. Experience on or an understanding of UWANA/ NYE Event functions and guidelines.
- B. Duties:
 - a. Acts as NYE Event chair in the absence of the chairperson.
 - b. Coordinates subcommittees and attends subcommittee meetings when needed.
 - c. Works closely with the NYE Event chairperson to help delegate responsibilities to the subcommittee chairpersons and ad hoc committees.
 - d. Must attend all NYE Event Unity Campout meetings and submit a written report as needed.
 - e. Fills in for any vacant subcommittee chairperson position as needed.

Section 3. **Treasurer:**

- A. Requirements:
 - a. Willingness, time and resources to serve.
 - b. One (1) year commitment.
 - c. Minimum four (3) years clean time.
 - d. Suggested one (1) year of NA service as a Treasurer.
 - e. An understanding of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA through application, and an understanding of the NYE Event and UWANA Area policies.
 - f. Be financially secure and be good at managing his/her personal finances, as well as inspiring the trust of the NYE Event and UWANA committees.
 - g. Experience on, or an understanding of the NYE Event functions and guidelines.
- B. Duties:
 - a. Works with the chairperson and vice chairperson to prepare a NYE Event 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 NYE Event committee at the second committee meeting after receiving the budget from subcommittees.
 - b. Responsible for all NYE Event money. The Treasurer pays bills and advises the committee on cash supply, income flow, and rate of expenditures.
 - c. Reviews subcommittee reports for departures from their original budgets, so an accurate budget can be maintained. Must give a complete report of all financial records at each NYE Event meeting.
 - d. 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.
 - e. Serves as the NYE Event chairperson in the absence of the chairperson and vice chairperson.

DUTIES AND REQUIREMENTS OF SUB-COMMITTEE CHAIRS

Section 4. **Registration & Information Chairperson**

- A. Requirements:
 - a. Suggested minimum of one (1) years clean.

- b. Prior convention experience.
 - c. Time and commitment to fulfill duties.
 - d. Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.
- B. Duties:
- a. Hold regular subcommittee meetings (when applicable). The meeting should be scheduled early to encourage participation from the fellowship.
 - b. Must present a budget to the treasurer for all estimated subcommittee costs at the soonest possible NYE Event meeting.
 - c. Be responsible for preparing and distributing a complete registration package. A bid must be submitted for approval to the convention committee, for any items the subcommittee would like to provide to registrants in the registration package.
 - d. Deliver all registration money collected during any fundraiser at the next regularly scheduled meeting and any receipts for expenses.
 - e. Be responsible for setting up and maintaining a registration table at all Fundraising events.
 - f. Be responsible for setting up and maintaining a registration table during the NYE event.
 - g. Deliver all registration money collected at the registration table during the convention to the NYE Event treasurer immediately after registration closes.
 - h. A written report must be completed and handed in at all NYE Event meetings, as needed.
 - i. Be in charge of informing any related publications of the upcoming convention and fundraising events.
 - j. Be responsible for supplying convention information to webmasters for the UWANA, Utah Region and World Service websites.
 - k. Be in charge of informing all area Hospitals and Institutions committees and any other recovery centers of the upcoming convention and fundraising events.

Section 5. **Program & Raffle Chairperson**

- A. Requirements:
- a. Suggested minimum of 1 year clean.
 - b. Prior Convention experience.
 - c. Time and commitment to fulfill duties.
 - d. Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.
- B. Duties
- a. (When applicable) Hold regular subcommittee meetings. The meeting should be scheduled to encourage participation from the fellowship.
 - b. Must present a budget to the treasurer of all estimated subcommittee costs at the soonest possible NYE Event meeting.
 - c. Responsible for finding & purchasing all items to be used for fundraising at the event after submitting a budget proposal that is approved. (It is suggested that most items be Narcotics Anonymous related)
 - d. Be in charge of announcing raffle information as well as auctioning items.
 - e. Inform the N.A. community of the opportunity to submit speaker tapes as well as the deadlines to be considered for the upcoming convention.
 - f. Be responsible for the scheduling of all NYE events. Must submit an outline Event program to the committee within 60 days prior to the event for approval.
 - g. Be in charge of setting up all speakers, workshops, and activities planned. All speakers must be members who base their recovery on sharing a clear message of Narcotics Anonymous, identify themselves as addicts, and attend N.A. meetings regularly 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.
 - h. Be responsible for the taping of all speaker meetings and workshops, if approved by the convention committee, always keeping with the Twelve Traditions of N.A. and following the UWANA/NYE Event contract policies.
 - i. A written report must be completed and handed in at all NYE Event Meetings, as needed.

Section 6. **Hospitality Chairperson:**

A. Requirements:

- a. Suggested minimum of two (2) years clean.
- b. Prior Convention experience.
- c. Time and commitment to fulfill duties.
- d. Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

B. Duties:

- a. Hold regular subcommittee meetings. The meeting should be scheduled to encourage participation from the fellowship.
- b. Must present a budget to the treasurer of all estimated subcommittee costs at the soonest NYE Event meeting.
- c. Is responsible for finding and obtaining pricing for the event space / location for the NYE Event. Must submit a bid for location for approval by the NYE Committee. (Suggested to find more than 1 location to submit a bid for committee approval)
- d. Will be in charge of all negotiations of contracts/payment with the event location (Church, hotel, event space.). Or a copy of receipt/payment sent (which in most cases is an acknowledgement of contract). Pre-approval must be given by the NYE Event committee. A bid must be submitted for review and/or approval. (More than 1 location bid is suggested)
- e. Using all information available (including current budget and past years attendance), create and submit a bid for committee approval for food/refreshments for the NYE Event. (ie. catering, charcuterie board, potluck, committee cooking.)
- f. Provide receipts for all money expenditures to the NYE Event treasurer.
- g. A written report must be completed and handed in at all NYE Event meetings, as needed.

Section 6. **Secretary Chairperson:**

A. Requirements:

- a. Suggested minimum of two (2) years clean.
- b. Prior Convention experience.
- c. Time and commitment to fulfill duties.
- d. Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

B. Duties:

- a. (When applicable) Hold regular subcommittee meetings. The meeting should be scheduled to encourage participation from the fellowship.
- b. Must present a budget to the treasurer of all estimated subcommittee costs at the second regular UWACNA Unity Campout meeting.
- c. Will be in charge of taking and recording a meticulous written record of all minutes at all NYE Event Committee Meetings.
- d. Responsible for submitting all minutes to the NYE Event chairperson no less than 1 week before the next UWANA ASC meeting.
- e. Must be present at all NYE Event Committee Meetings

Section 7. **Fundraising Chairperson:**

A. Requirements:

- a. Suggested minimum of 1 year clean.
- b. Prior Convention experience.
- c. Time and commitment to fulfill duties.
- d. Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

B. Duties

- a. (When applicable) Hold regular subcommittee meetings. The meeting should be scheduled to encourage participation from the fellowship.
- b. Must present a budget to the treasurer of all estimated subcommittee costs for each upcoming fundraising event at the soonest possible NYE Event meeting.
- c. Responsible for presenting plans/costs for the next fundraising event at each NYE Event committee meeting.
- d. Turn over all money collected at each fundraising event to the NYE Event Treasurer. (If treasurer is not at the fundraising event, then money should be turned over to UWANA ASC treasurer at the next ASC meeting.

- e. Work alongside all other committee members to determine a full budget amount and a fundraising goal for the year.
- f. Attend all NYE Event committee meetings.
- g. Submit a report for each fundraising event to the NYE Event Chairperson no less than 1 week before the next UWANA ASC meeting.

ARTICLE VI

MEETINGS

- A. Regular meetings will be held monthly. The meetings should be held on the same day of the same week each month.
- B. Special meetings may be called by any voting member of the committee as needed.
- C. If a subcommittee has more than 1 member, that subcommittee should hold meetings on a regular basis. The meetings should be made available to the area fellowship to encourage participation.

ARTICLE VII

STANDING SUBCOMMITTEES

- A. All subcommittees of the NYE Event shall work closely together at all times.
- B. NYE Event subcommittees may combine subcommittees if needed to fulfill duties.

ARTICLE VIII

AD-HOC COMMITTEES

- A. The UWANA/ NYE Event 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.

ARTICLE IX

AMENDMENTS/SUSPENSION TO THE BYLAWS

- A. Any member of the UWANA ASC or elected member of NYE Event committee may propose an amendment to the NYE Event bylaws. The proposal must be in writing and submitted to the NYE Event chairperson and include a "Letter of Reasoning" for making the amendment. The NYE Event 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 any amendment.
- B. All amendments will take effect immediately following the vote of approval by the UWANA ASC, unless specified in the amendment.
- C. Any suspension of these bylaws requires the following process:
 - a. A written motion detailing what change and why the change is necessary.
 - b. Open discussion of the suspension followed by a recommendation formulated as a group conscience of the NYE Event 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.
- D. The Twelve Traditions and Twelve Concepts of Service of NA will always take precedence over all policy and

will be upheld at all times.

ARTICLE X

FINANCIAL MANAGEMENT

- A. All money accumulated from fundraising, registrations, sales of merchandise, and any other income source shall be maintained in the UWANA ASC reserve account.
- B. All expenditures made by the NYE Event committee shall be made by check or Bank Card.
- C. In the event a check is made payable to one authorized signer of the bank account, the payee shall not be authorized to sign said check, and another signer is required.
- D. No regular expenditures shall be made from the treasury without a majority vote of NYE Event committee.
- E. A committee consisting of the UWANA ASC chairperson, UWANA ASC Treasurer, NYE Event chairperson and NYE Event treasurer shall audit the financial books after each event within thirty (30) days after the NYE Event.
- F. After each NYE Event a financial reserve of **\$2,250 (if the cap is met by the previous NYE Event committee)** will be kept to finance the next year's convention. All money including the financial reserve will be turned into the UWANA ASC Treasurer. The financial reserve will automatically change if the UWANA guidelines are amended to reflect such a change.
- G. All money received at the NYE Event shall be given to the ASC Treasurer at the next UWANA ASC. Two (2) members of the Executive Committee must be present when any money is counted.
- H. It is the responsibility of all NYE Event committee members to ensure that all money is managed appropriately and spent with discretion to further the primary purpose of this event and NA as a whole.

ARTICLE XI

FINANCIAL CONTRACTING

- A. All entities that are hired, contracted, or provide services to this committee, or the NYE Event must be licensed, insured, & have all necessary permits, or they cannot be used without UWANA ASC approval.
- B. Multiple bids/proposals are suggested for all contracted activities (i.e., catering, merchandise, location).
- C. Any business or entity that has connections with any committee member:
 - a. Must disclose such conflict of interest.
 - b. If allowed to bid, a sealed bid process must be closely followed.
 - c. Conflicted committee members 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.