

# **UWANA Convention**

## **Guidelines revised April 2025**

### **Section 1**

#### **NAME**

- 1.1 The name of this convention shall be UWANA Unity Campout
- 1.2 The UWANA Unity Campout is a subcommittee 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. Camp Liaison Chairperson
  - 4. Merchandise Chairperson
  - 5. Secretary Chairperson

3.2 Membership on UWACNA Unity Campout committee 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 Unity Campout committee for business shall consist of the subcommittee chairpersons and the Executive Committees, excluding the UWACNA Unity Campout chairperson. The UWACNA Unity Campout chairperson votes only in the case of a tie.

3:4 Nominations and motions can be made by any committee member, excluding the UWACNA Unity Campout chairperson, but must be seconded by a voting member.

## Section 4

### ELECTIONS OF TRUSTED SERVANTS

4.1 Nominations and elections for next UWACNA Unity Campout chairperson shall be made at the UWANA Area Service meeting during the meeting followed by the Campout.

4.2 Nominations and elections for the UWACNA Unity Campout committee (except the UWCNA Unity Campout 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 Unity Campout trusted servant position is a one (1) year term.

4.5 A trusted servant of UWACNA Unity Campout 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 Unity Campout committee meeting. It will be the duty of the UWCNA Unity Campout 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 Unity Campout 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 Unity Campout 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 Unity Campout 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 Unity Campout 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 Unity Campout 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 Unity Campout guidelines.
6. Experience on or understanding of UWANA/ UWACNA Unity Campout functions and guidelines. b) Duties:

1. Acts as UWCNCA Unity Campout chair in the absence of the chairperson.
2. Coordinates subcommittees and attend subcommittee meetings when needed.
3. Works closely with the UWACNA Unity Campout chairperson to help delegate responsibilities to the subcommittee chairpersons and ad hoc committees.
4. Must attend all UWCNA Unity Campout 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 Unity Campout 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 Unity Campout and UWANA committees.
8. Experience on, or understanding of the UWCNA Unity Campout functions and guidelines. b)

Duties:

1. Works with the chairperson and vice chairperson to prepare a UWACNA Unity Campout 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 Unity Campout committee at second committee meeting after receiving the budget from subcommittees.
2. Responsible for all UWCNA Unity Campout 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 UWACNA Unity Campout 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 UWACNA 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 Unity Campout NA meeting.
3. Provide all information, in a timely manner, to the Merchandise subcommittee for the design and set up of a PreRegistration 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 Unity Campout 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 UWACNA Unity Campout treasurer periodically throughout the day and immediately after it closes.
9. A written report must be completed and handed in at all UWACNA Campout 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 Unity Campout 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 UWACNA Unity Campout 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 Unity Campout meeting following the convention.
15. A written report must be completed and handed in at all UWACNA Unity Campout 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 Unity Campout 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/ UWACNA UNITY Campout contract policies.
9. A written report must be completed and handed in at all UWACNA Unity Campout Meetings, as needed.

#### 5:7 Camp Liaison 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 Unity Campout meeting.
3. Will be in charge of all negotiations of contracts with the campground. Contract may be in writing signed by the campground representative. Or a copy (could be digital) of receipt (which in most cases is an acknowledgement of contract) 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 campground.
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 additional services (extra vehicle pass) 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.
8. Provide receipts for all money expenditures to the UWACNA Unity Campout treasurer.
9. A written report must be completed and handed in at all UWACNA Unity Campout Meetings, as needed.

#### 5:8 Secretary 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 Unity Campout meeting.
3. Will be in charge of taking and recording a meticulous written record of all minutes at all UWACNA Unity Campout Meetings.
4. Will be responsible for submitting minutes to the UWACNA Unity Campout Chairperson no less than 1 week prior to the next UWANA area service meeting. As to provide the UWACNA Unity Campout chairperson ample time to prepare a written report for submission.

5. Must be present at all UWACNA Unity Campout Meetings

## 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 Unity Campout shall work closely together at all times.

7:2 UWACNA Unity Campout subcommittees may combine subcommittees if needed.

## Section 8

### AD HOC COMMITTEES

8:1 The UWANA/ UWACNA Unity Campout 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 Unity Campout committee may propose an amendment to the UWACNA Unity Campout bylaws. The proposal must be in writing and submitted to the UWACNA Unity Campout chairperson and include a "Letter of Reasoning" for making the amendment. The UWACNA Unity Campout 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.

10:2 All amendments will take effect immediately following the vote of approval by the UWANA ASC, unless specified in the amendment.

10:3 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 Unity Campout 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.

10:4 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 UWACNA Unity Campout committee 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 UWACNA Unity Campout committee. 11:5 A committee consisting of the UWANA ASC chairperson, UWANA ASC Treasurer, UWACNA Unity Campout chairperson and UWACNA Unity Campout 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 **\$4,500 (if the cap is met by the UWACNA Unity Campout committee)** will be kept to finance the next year's convention. 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 Unity Campout committee 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., 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.