

# Metro-Detroit Regional Convention Guidelines



*Revised: January 2007*

**Metro Detroit Region Convention Committee Guidelines**  
**APPROVED GUIDELINES JANUARY 2007**

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**ARTICLE 1**  
*Purpose*

The purpose of this committee is to coordinate and conduct the Metro Detroit Regional Convention. This Convention is held by members of Narcotics Anonymous to bring our membership together in the celebration of recovery. Meetings, workshops and other activities are scheduled to encourage unity, fellowship, and fun amongst our members.

**ARTICLE 2**  
**Meetings and Conduct**

*Section 1*

The convention committee meeting is a place to gather and share information regarding the planning and implementation of the convention. All subcommittees hold separate subcommittee meetings one to two hours immediately prior to the full convention planning committee meetings. Meetings are scheduled to take place at a regularly scheduled time and place monthly. Effort should be made to encourage support and participation from all members. The Convention Committee is directly responsible to the Metro Detroit Region of NA

**Note:** It is advisable to schedule 3 to 4 hours to conduct convention committee business.

*Section 2*

The Annual Meeting will be held in December. The purpose of this meeting is for the existing Convention Committee to conduct business and give final reports. Nominations and elections for the next year's Convention Committee will also take place during this meeting.

*Section 3*

**Zero Tolerance Policy for Violent Behavior at  
Metro-Detroit Region Convention Planning Committee and Subcommittees Meetings**

Although we will allow some angry debate, occasional loud voices and some profanity, we must insist on Service meetings being free from threats, belittling, name-calling, intimidation and other behavior meant to control others. We must recognize these behaviors and protect ourselves from members that use that kind of behaviors towards others. This would also include behavior that is meant to disrupt the meeting so as business could not be conducted.

**With that understanding the following policy rule will be used at our meetings:**

1. Any person committing an act of violence at the Metro-Detroit Region Convention Planning Committee and Subcommittees meeting will be required to leave the meeting immediately upon the request of any two Administrative members. If the person refuses to follow the request to leave meeting, the Convention Planning Committee/ Subcommittee meeting will be adjourned until the person leaves or until the following month, if necessary.

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- a) The eligible voting members present may override the request of the two administrative members by passing a simple “motion to override” by a majority of the eligible voting members present. (See Article 4)
  - b) Any person who commits two such acts of Violence will not be allowed at the Convention Planning Committee/Subcommittee for the duration of that planning year, unless a motion is made and 2/3 of the voting members wish to allow them back.
2. If the person(s) fails to comply then the local police may be called to remove the person or persons from the facility.

**ARTICLE 3**  
***Members***

The Convention Committee consists of eligible voting members of the Convention Committee that have met the requirements of Article 4. All NA members are welcome to attend Convention Planning Committee meetings. Care should also be exercised during the planning process to involve as many members as possible

**ARTICLE 4**  
***Voting***

Voting members will be any member who has attended two of three **consecutive** Convention Planning Committee meetings. The Chairperson cannot vote unless there is a tie then the chairperson will vote to break the tie. Voting privileges begin at the start of the second meeting. *(Example if they attend last month and today they can vote, or if they attend two months ago missed last months meeting and attend today they can vote).* Attendance / Roll Call will be taken at the start of old business. If a member is not present during roll call two months in a row they need to reestablish the voting requirements to vote. Attendance at Sub-Committee meetings **does not qualify** as attendance at Convention Planning Committee meetings. Each subcommittee determines subcommittees voting privileges at its meetings within that committee

**ARTICLE 5**  
***Quorum***

Convention Chair will establish quorum of the Convention Planning Committee meeting. Quorum is 51% of eligible voting members present at the previous months Convention Planning Committee meeting roll call. Simple show of hands of eligible voting members in the room is all that is needed.

**ARTICLE 6**  
***Terms of Office***

The terms of Convention Chair, Secretary, Treasurer and Subcommittee Chairs terms are for one year and not eligible for consecutive term, one year between terms is needed to be eligible for same position. This policy is in place to encourage as many members as possible to get involved and to share in the convention experience. Convention Vice Chairs, Assistant Secretary and Assistant Treasurer are expected to become Convention Chair, Secretary and Treasurer. Vice Chairs of Subcommittees are expected to become Chairs of the committee they served on. If there is no Vice Chair of a subcommittee and no willingness of an eligible nominee then the previous years subcommittee chair can be voted in with two-thirds vote of the eligible voting members present. You cannot be chair of a sub-committee for more than two consecutive years.

**ARTICLE 7**  
***Elections Process and Procedures***

***Section 1***

Two months prior to elections at the Annual Meeting, the Convention Committee will announce to the Metro Detroit Region and its member Areas the time, location and date of elections. Elections will be by written ballot and by simple majority vote of eligible voting members present. Convention Subcommittees can make a nomination for Chairperson of their Committee. Nominees for Chairpersons from Subcommittees will be accepted provided that the nominee meets the qualifications of that position.

**ARTICLE 8**  
***Removal of Officers***

***Section 1***

Removal of Convention Committee Officers including **Vice Chairs and Treasurer of Subcommittees** from their positions for non-compliance will be by written ballot and by 2/3 vote of eligible voting members present.

Non-Compliance includes, but is not limited to the following:

1. Loss of clean time
2. Non-Fulfillment of their duties
3. Two consecutive absences of regular convention planning committee meeting.
4. Misuse and/or misappropriation of NA funds.
5. Committing an act of violence as described in Article2 / Section 3

Prior to removal from office, the Administrative Committee will send written notice to the individual officer with intent to remove, indicating the exact nature of the non-compliance and the proposed action, ten days prior to the next Convention Planning Committee meeting. There will be an opportunity for the member to address the Convention Committee to the alleged non-compliance charge.

After written notice and an opportunity to address the Convention Committee, the final vote to the removal of the Convention Committee Officer will be taken.

**ARTICLE 9**  
***Handling of NA funds***

One of the biggest problems NA has faced has been the misuse of NA funds, thousand of dollars that could be used for our primary purpose has disappeared which has led us to stricter guidelines: The Convention Committee will use the following requirements and procedures when handling NA funds.

- 1 At the start of each Planning year a list of volunteers who are willing to assist with collection of funds at Fundraisers and other events held or attended by the Convention Committee will be compiled. As the Convention nears a 2-nd list volunteers may need to be taken as members join the Committee. All volunteers must have **five years clean** and **sign the theft policy** of Metro-Detroit Regional Committee the list will be submitted to the Administration Committee for approval in the following process.

<b>Name</b>	<b>Clean time</b>	<b>Committee</b>	<b>Theft policy signed</b>	<b>Approved</b>
Joe Addict	10	Registrations	Yes	Yes
Jane Addict	9	Merchandise	Yes	Yes

The Administration Committee will then review a list (like above) and check each member that they approve of. The vote will be compiled (majority vote) by the Regional Administration Committee and announced to the Convention Committee with just the results not the vote count.

- 2 Funds Collected at Dances and other events will be done so by two members and a cash register at each entrance. Merchandise and Registration will share a cash register with 3 members present. Both Merchandise and Registration will write receipts for each registration or merchandise item sold, the cash register should balance to receipts written. Funds will be turned over to the Convention Treasurer or Assistant Treasurer at the end of Dance or event (after receiving a receipt for funds turned in).
  - A. When Merchandise and Registration Committee attends Area Dances they will use the same procedure as above and turn funds over to Convention Treasurer or Assistant Treasurer as soon as possible but no later than the next Convention Planning Committee meeting (after receiving a receipt for funds turned in).
  - B. If the Merchandise Committee has volunteers who are willing to travel to other conventions to sell Metro-Detroit Regional Convention merchandise the procedure will be as follows.
    - 1 Merchandise Committee needs to approve the volunteer. All volunteers must have **five years clean** and **sign theft policy** of Metro-Detroit Regional Committee. The Merchandise Chair and the volunteer will check inventory together. The volunteer will sign the inventory sheet stating they received the amount of inventory. Upon returning from the convention all inventory or funds from sales will be returned with to Merchandise Chair to balance what was taken to what was returned. In the event it is the Merchandise Chair attending the event the inventory will be done by the Convention Treasurer or Assistant Treasurer.

<b>ARTICLE 10</b> <i>Qualifications of Officers</i>
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**Requirements and qualification for the administrative committee:**

Administration members **can not hold** office in two classifications on the Convention Committee or serve as an Administrative Officer on the Metro Detroit Region Service Committee/Subcommittee. Administration Officers of the Convention Committee **can not** serve on any other Narcotics Anonymous Administrative Committee within the Metro Detroit Regional boundaries. No Officer of the Convention Committee shall serve as an Officer of any other Convention Committee in the State of Michigan.

*Section 1*

**Requirements and qualification**

1. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
2. Ability to exercise patience and tolerance.
3. Willingness to give the time and resources needed to be part of the planning process and to attend the entire convention.
4. Through being of service to NA have knowledge and understanding of handling NA Funds responsibly.
5. Will be expected to sign theft policy of Metro-Detroit Regional Committee.

**Chairperson----Five years clean:** Commitment one year

**Vice Chairperson----Five years clean:** Commitment two years

One year as Vice-Chairperson and one year as Chairperson, if they accept a nomination.

**Secretary----Four years clean:** Commitment one year.

**Assistant Secretary----Three years clean:** Commitment two years one year as Assistant Secretary and one year as Secretary if they accept nomination.

**Treasurer----Five years clean:** Commitment one year

**Assistant Treasurer----Five years clean:** Commitment two year one year as Assistant Treasurer and one year as Treasurer, if they accept nomination.

**Sub-Committee Chairperson: ---Three years clean:** Commitment one year  
Hospitality, Arts & Graphics, Hotel, and Programming:

**Sub-Committee Chairperson: ---Five years clean:** Commitment one year  
Entertainment and Fundraising, Merchandise, Convention Information, and Registration:

*Section 2*

**Requirements and qualification for the Sub-Committee:**

1. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
2. Ability to exercise patience and tolerance.
3. Willingness to give the time and resources needed be part of the planning process and to attend the entire convention.
4. Through being of service to NA have knowledge and understanding of handling NA Funds responsibly.
5. Will be expected to sign theft policy of Metro-Detroit Regional Committee.

**Vice Chairs: ---five years clean:** Commitment two years

Entertainment & Fundraising, Merchandise, Convention Information and Registration:  
One year as Vice-Chairperson and one year as Chairperson, if they accept nomination.

**Treasurers: ---five years clean:**

Entertainment & Fundraising, Merchandise, Tickets & Registration:  
Commitment one year, Gainfully employed

Although the elections of the above positions will take place within their respected subcommittees the Convention Committee will confirm Vice Chairs and Treasurers by written ballot. The purpose will be that Entertainment & Fundraising, Merchandise, Convention Information and Registration handles money and therefore the vice chair and treasurers need same clean time as the Chair in order to do tasks assigned to them. Will also be expected to sign theft policy of Metro-Detroit Regional Committee

<b>ARTICLE 11</b> <i>Duties of Officers</i>
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*Section 1*

**Chairperson:**

**Duties:**

Attend all regularly scheduled Convention Committee meetings.

Organize Convention Sub-Committees and delegate major tasks to each specific Sub-Committee. Stay informed of the activities of each Sub-Committee and provides help when needed.

1. Allow the Convention Sub-Committees to do their jobs while providing guidance and support. Sub-Committees should be given trust and encouragement to use their own judgment.
2. Attends all Metro Detroit Regional Service Committee meetings and give oral and written report on the progress of the convention with Treasurer's Report and current financial statement included.

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3. Turns into Metro Detroit Regional Service Committee complete year-end report with final Treasurer no later than two months after the convention.
4. Help organize the Convention Sub-committees budgets. Prepares, in cooperation with the Administrative Committee, a budget for the Administrative Committee.
5. Prepare the agenda and establishes quorum for the Convention Committee meetings and the Administrative Committee meetings.
6. Chairs the Convention Planning Committee meeting, Administrative Committee meetings as well as the Saturday Banquet Meeting.
7. Review the minutes prior to the delivery of the minutes.
8. Work closely with the Treasurer in the disbursement of convention funds.
9. Presents to the Metro Detroit Region Service Committee an overall view of the Host Hotel prior to the official signing.
10. Convention Chair and / or Convention Vice-Chair will be the signer on all contracts. Convention Chair, Regional Chair and the Hotels Chair will sign the hotel contract.
11. Will be a signer on Bank accounts held by the Convention Committee.
12. Special circumstance will speak on behalf of convention members to the region and when possible keep the members anonymity. (See Article 16)
13. Train the Vice-Chair in the performance of the Chairperson's duties.

***Section 2***

**Vice-Chairperson:**

**Duties:**

1. Attend all regularly scheduled Convention Committee meetings.
2. Assist the Chairperson in the performance of their duties.
3. Advise Chair on rules of order and Parliamentary Procedures.
4. Assume the position of Chairperson in their absence.
5. Chair the Sunday Closing Meeting of the convention.
6. Is a member of the Administrative Committee.
7. Coordinators of all Sub-Committees activities, insuring deadlines are met.
8. Convention Vice-Chair and/or Convention Chair will be the signer on all contracts
9. Will be a signer on Bank accounts held by the Convention Committee.

***Section 3***

**Secretary:**

**Duties:**

- 1 Attend all regularly scheduled Administrative Committee meetings and Convention Committee meetings.
- 2 Keep minutes of all Administrative Committee meetings and Convention Committee meetings along with Sub-Committee reports.
- 3 Make minutes available to Convention Committee Administrative members no later than ten (10) days after the Convention Planning Committee meetings. (Provide the Convention Chair has reviewed the minutes prior to the delivery)
- 4 Minutes shall be mailed / emailed only to:

- (a) Administrative Committee members and Convention Subcommittee Vice-Chairpersons.

(b) One additional copy shall be mailed to the Metro Detroit Region Secretary with request that minutes be included in minutes of next Regional meeting.(which would then be archived with Regional minutes)

(c) There will also be a limited amount of copies available for members at Convention Planning Committee meetings.

- 5 Maintain an updated list of names, addresses, and telephone numbers of all Convention Committee members.
- 6 Maintains an updated eligible voting log of Convention Committee members.
- 7 Prepares ballots for elections, disburses and collects ballots during voting of election process. Can ask for volunteers to assist them in performing this task.
- 8 Keeps track of the number of pro and cons as need during discussion of motions also maintains a motion log of approved and failed motions.
- 9 Train the Assistant Secretary in the performance of the Secretary duties.

***Section 4***

**Assistant Secretary:**

**Duties:**

1. Attend all regularly scheduled Administrative Committee meetings and Convention Committee meetings.
2. Assist the Secretary in the performance of their duties.
3. Assume the position of Secretary in their absence.
4. Assist Convention Sub-Committees in compiling their reports as needed.

***Section 5***

**Treasurer:**

**Duties:**

- 1 Attend all regularly scheduled Administrative Committee meetings and Convention Committee meetings.
- 2 In cooperation with the Chairperson and Vice-Chairperson prepare a budget for the convention.
- 3 Disburse all funds and collect all receipts and unused funds from Convention Subcommittees, keeps carbon receipts for any cash or checks received.
- 4 Give a written monthly updated Treasurer's Report with a current financial statement included.
- 5 Will be a signer on the Convention bank account(s).
- 6 Ensure that all taxes and financial obligations are paid in a timely manner.
- 7 During the convention and fundraisers will make regular picks ups from all areas that have cash register in use and are accompanied by the Assistant Treasurer or a Serenity Keeper.
- 8 Establish set amount need for start up at all Fundraisers for all subcommittees and disburse as need.

**Note:** Single motion at start of convention year should cover the whole year unless start up amount changes from established amount.

- 9 Pays the Hotel bill after Convention Chair and Hotels Chair reviewed the final banquet bill.
- 10 Thirty days after the convention and all outstanding convention bills have been paid all funds will be turned over to the Metro-Detroit Regional Treasurer (except \$100.00 to keep the bank account open).
- 11 Convention Treasurer will also provide a full, financial accounting of the convention to the Metro-Detroit Regional Treasurer. The format of the report will be determined by the Metro-Detroit Regional Vice-Treasurer who will act as liaison between the Convention Committee and the Regional Treasurer.
- 12 Train the Assistant Treasurer in the performance of the Treasurer in duties.

*Section 6*

**Assistant Treasurer:**

**Duties:**

1. Attend all regularly scheduled Administrative Committee meetings and Convention Committee meetings.
2. Assist the Treasurer in their duties.
3. Will be a signer on the Convention bank account(s).
4. Assume the position of Treasurer in their absence.
5. Assist the Sub-Committee Treasurers.\
6. Act as liaison between the Convention Committee and the Regional Treasurer.
7. Will assist treasurer making regular pick ups from all areas that have cash register in use during fundraising events and convention.

*Section 7*

**Convention Subcommittee Chairpersons:**

**Duties:**

1. Attend all regularly scheduled Convention Planning Committee meetings and give an oral and written report, including a written financial statement with receipts for their Committee.
2. Attend all regularly scheduled Administrative Committee meetings or be represented by a member of their Committee at the meeting.
3. Delegate and direct all projects of their Committee.
4. Participate in the convention planning and oversee the functions of their Committee during the convention.
5. Prepare and present a budget for their Committee.
6. Works with all subcommittees remembering to communicate with each other in the planning process of the convention.

**ARTICLE 12**  
***Subcommittees***

Elections within Subcommittees (Vice Chair, Secretary and Treasurer etc.) should be elected as soon as possible within the respective Committees. With Convention Committee approval, Subcommittees shall develop certain needed guidelines and requirements for specific service functions and positions. Subcommittee chairs will pass along all records to the next year's convention chair with a written final report at the Annual meeting. All Sub-Committees and/or Ad-Hoc projects shall be initiated and approved, at the Convention Committee through motions and budget requests. The requests will need to show what has been used in the past, what is currently being used and what is requested and the reason of request. All Subcommittees are directly responsible to the Metro Detroit Region of NA Convention Committee.

Subcommittees **may not** establish a treasury or bank account. Payment for services to subcommittees will be by check when possible. No payments will be made without a proper invoice requesting payment for services provided. All receipts and unused funds from a project must be returned to Convention Treasurer as soon as possible and no later than next Convention Planning Committee meeting.

Each Subcommittee will have the standing authority to act for the Convention Committee in the execution of its' duties (**except signing contracts**). The Metro-Detroit Regional Chair must sign contracts above \$1500.00 after the RCM's have approved the contract. No Subcommittee shall perform duties of another Convention Subcommittee without previous consent from the Convention Committee.

***Section 1***

**ADMINISTRATIVE**

This Committee carries out the will of the overall Convention Planning Committee.

**Duties:**

- 1 It functions as the Executive Committee of the Convention and holds separate, periodic, special committee meetings. (These need to be held on separate day from the Convention Planning Committee meetings)
- 2 To ensure that the Subcommittees work together, to assist Subcommittee when needed. However, it is not necessary for the Administrative Committee to involve itself directly in the specific workings of each subcommittee.
- 3 The Committee will discuss the performance of the subcommittees as well as the convention budget and other matters affecting the convention. The results of these discussions are included in Convention Chairs reports to the Convention Planning Committee.

- 4 The Committee will monitor ticket sales of banquet, brunch and events at the convention. Meals for these events will be ordered from the hotel based upon ticket sales. All unsold tickets will be turned over to the Hotels Chairperson and Convention Chairperson and destroyed. There will be **NO FREE** distribution of unsold tickets for any events.
- 5 Reviews all contracts prior to signing the Metro-Detroit Regional Chair will sign contracts above \$1500.00 after the RCM's, have approved the contract at the regional Meeting.  
**Note:** The Administrative Officers of the Administrative Committee are Convention Chairperson, Vice-Chairperson, Secretary, Treasurer, Assistant Secretary, Assistant Treasurer and all Subcommittee Chairs:

*Section 2*

**ARTS & GRAPHICS**

This Committee will be responsible for the design of a logo and any banners or literature for distribution such as flyers, etc. or any other items, which contain the NA logo or convention logo in some form of art. It will in cooperation with other Subcommittees design suitable items such as flyers, program booklets, letters, etc. for their use as needed.



**Duties:**

- 1 Encourage members with artistic talents to get involved.  
Solicit the help of as many members as possible. Utilize any and all resources available.
- 2 The Arts and Graphics Committee is responsible to develop a budget that includes printing and other expenses, and then submit it for approval.
- 3 Will provide for the Program Committee, a copy of the convention logo to be used on the cover of program booklet.
- 4 Work with Registration Committee to develop flyers, tickets and any registration packet item needing artwork.
- 5 Work with Hospitality Committee, Serenity Keepers and Hugger's Chairs, to develop artwork for their shirts.
- 6 Solicit Convention Logos from the fellowship for the Theme "Through Change Comes Freedom". The eligible voting members present at a Convention Planning meeting will select the Logo after the deadline for submissions is completed.
  - a. A Flier needs to be sent to all member areas by February with a deadline no later than the July Convention Planning Committee meeting.
  - b. Each member will vote for two logos that they like then the logos that get the highest number of votes would be selected for a final vote with only one vote per member.
- 7 Work with Merchandise Committee to develop designs and logos for convention merchandise. That the registration symbol ® must appear on all convention material

- containing the NA logo or symbol. (Letter heads, fliers, coffee cups, ink pens, T-shirts etc).
- 8 Actively solicit bids (**See Article 15**) for making of Convention Banner, printing needs and poster/sign makers.
  - 9 Arts and Graphics Committee shall archive the convention banner in a safe manner and in a location designated and funded by the Convention Committee.
  - 10 It shall retain, for Metro Detroit Region, rights to all artwork it creates for the Convention Committee.

*Section 3*  
**CONVENTION INFORMATION**

The purpose of this Committee is to provide information about the convention to both NA members and recovery related facilities, such as treatment centers, hospitals, halfway houses, etc. The Committee also prepares a statement for the media, such as newspapers, radio and television should they appear at the convention. Maintaining the anonymity of our members is of primary importance.

**Duties:**

1. Prepare cover letters to send to the hospitals, treatment centers, halfway houses, and other institutions within Metro Detroit Region. Purpose of letter is to inform addicts that are new to the NA and potential members of our fellowship. It should not be assumed that Treatment Centers, etc. do not have the ability to purchase registrations and they need to be asked to do so if possible. If needed seek help from the Regional Public Information in composing a letter and Hospitals and Institutions Committees on who to contact.
  - a) To assist with members that may arrive from treatment centers, hospitals, halfway houses.

**Note:** Remember what it was like attending your first NA meeting now times that by one hundred or more walking into their first convention can be a frightening and overwhelming experience. This is where the Convention Information Committee can help those attending from hospitals, treatment centers, halfway houses feel welcomed.
2. Provide NA Way Magazine with information about the Convention (when, where, contact numbers etc) for entry in their upcoming events. (Needs to be done no later than April to be in May issue six months before the Convention).
3. To work with Entertainment and Fundraising, Registration to distribute flyers of Dances and registration for the Convention.
4. Prepares a statement for the media, such as newspapers, radio and television should they appear at the convention. Press Packets should be made in advance and contain NA Pamphlets and an Anonymity Statement. (It is unlikely the media will bother the Convention but better to be prepared then not)
5. Must be available during the convention in case the media should arrive, suggested they have a table next to Registration at Convention.

*Section 4*

**ENTERTAINMENT & FUNDRAISING**

This Committee's responsibility is two-fold. One responsibility is planning and carrying out various activities throughout the planning year, such as but not limited to dances, picnics, bowling parties, and other activities, which will generate funds. To be used, to reduce the overall cost of the convention and to fund the many items that need to be paid for prior to the convention. Its second responsibility is to provide entertainment at the Convention, such as selecting the band or disc jockey for the dances. Having talent shows, karaoke music etc. Big name bands are not appropriate because of the expense. The Chairperson should be an energetic person who is willing to work hard, and should be totally trustworthy with regards to money.

**Duties:**

- 1 Recruits as many members as possible to be involved with the committee, as help is always needed at pre-convention events and at the convention.
- 2 All of our events should always be in good taste consistent with our spiritual principles they should also be FUN, as should our whole convention experience.
- 3 Looks for a suitable Hall, Church, or Community Center to hold a Convention Fundraiser.
- 4 Keeping in mind that all the areas have dances, it would be best to work in cooperation with the areas Actives Committees when planning Dances throughout the Region.
- 5 Works with Arts and Graphics in creating fliers for events planned.  
**Note:** Check with region on how far in advance they need fliers to have them disbursed to the areas probably 2 months prior to event should be adequate. Remember the NA logo needs to be on fliers to be on literature tables.
- 6 Work with Hotel Committee requesting that adequate space for Convention fundraisers at the hotel will be provided. Once the Hotel Committee has a list of possible dates for fundraisers it will be given to E and F committee.
- 7 Provides the Hotel Committee with a layout of how rooms need to be setup for Dances. Also any room changes that may be needed during the Convention for Talent shows etc. Coordinates with Hotel Committee as to how much decorating the committee can do for Dances and Banquet. All arrangements need to be worked out prior to Fundraisers and Convention.  
**Note:** Some hotels charge for electrical drop lines that are used by Bands/ DJ's find out what the Bands/ DJ's needs prior to signing a agreement with Bands/ DJ's as cost may be higher then the Bands/ DJ's or Convention Committee is willing to pay.
- 8 Work with Merchandising Committee and Registration Committee providing tables for them at all events for sales of Merchandise and to Register members for the convention.
- 9 Work with programming committee when choosing a speaker or workshop panel as programming may already have the candidate already selected for a speaker at the convention. Cooperation and Communication between committees is the key to successful events.
- 10 If photographers, Bands or Karaoke are hired the committee needs to follow **Article15**.

- 11 Coordinates with Huggers for greeting members as they arrive at events and Serenity Keepers with crowd control during events prior to and at the Convention.
- 12 Needs to work with Convention Treasurer on a process of collecting and recording money coming in. (See Article 9)
- 13 Use cash registers at any event expected to handle \$100 or more.
- 14 Display a **"DONATION"** sign on front table of **ALL** fundraisers
- 15 Allow any member entrance to **ALL** fundraisers regardless of their ability to make a donation, also will keep track of the number of members that don't make a donation.

***Section 5***  
**HOTELS**

This committee contacts prospective hotels in order to assemble information on possible convention sites. Keep in mind that hotels will almost always give a substantial reduction on room rates if they can recoup the revenues on the banquet. If attending member's reserves enough rooms, hotels will often provide large conference halls for free. While negotiating prices with hotels, keep in mind that they are competing with other hotels for your business. Try to get as many services as possible for the lowest price. Never assume that the first, second, or third price is rock bottom. But beware of open-ended charges by hotels, which can be made to the Committee without the Committee's prior knowledge. (Example being taxes charged on banquet meals when getting prices ask for **inclusive** which means taxes are included in price of the meal) A good negotiator, who is willing to ask the hotel difficult questions, is almost indispensable.

**Duties:**

1. Negotiates Hotel contract, and presents to Convention Planning Committee the specifications of each hotel along with a recommendation of which hotel to use. The Convention Planning Committee will select the host hotel by majority of the eligible voting member's present.  
**Note:** Hotel negotiating team will consist of the Hotel Chair and Vice-Chair the Convention Chair and Vice-Chair.  
**Note:** Hotel Chair and Vice Chair needs to continue speaking with prospective hotels in order to assemble information on possible convention sites for next year. Some Hotels book events 2 years in advance, if we don't continue a dialogue with prospective hotels we maybe limited to one or two Hotels that can accommodate the convention.
2. Hotel Chair, Convention Chair and the Regional Chair will sign the hotel contract. Hotel Chair will be identified as the hotel contact person on the contract.
3. Recruit members to become part of the committee.
4. Secure meeting space for all Convention Planning Committee meetings.  
**Note:** Convention site is advisable; this will give all committee members the opportunity to familiarize themselves with the hotel. If unable to use hotel a room big enough to accommodate at least 80 members should be used.
5. Work with the Additional Needs and advise the hotel of any special requirements that our members may have.
6. Work with the Arts & Graphics securing ample space for hanging of all convention banners (A&G will supervise). Obtain Hotel information needed for MDRCNA registration Fliers. A room will be needed for last minute on site signs to be made.

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7. Work with Convention Information, as they will need a table set (preferably next to Registration) to assist with member that may arrive from treatment centers, hospitals, and halfway houses. Will also need with a phone hook up for “incoming calls only”.
8. Work with Entertainment & Fundraising to provide adequate space for pre-convention fund-raisers. Dance setups, DJ access and requirements, banquet decorating, etc. needed during the convention should be discussed, and details conveyed to the hotel prior to the convention.
9. Work with Merchandising to secure adequate space for merchandise sales at the convention. This room should have enough space to accommodate the Merchandise committee, the Michigan Service Office, a Jeweler, etc. A room with separate entrance and exit doors preferably on opposite sides is helpful.  
**Note:** May also need phone hook up for vendors needs in using credit cards if there is charge for the service the vendor would be charged for that service not the Convention Committee.  
**Note:** This room should be secure, with a limited amount of keys available suggested members who would have keys are Hotels Chair and Vice Chair, and Merchandise Chair and Vice Chair. Inform the hotel that this room is off limits to all personnel except when the Hotels Chair / Vice Chair requests their presence. (for cleaning etc)
10. Work with Programming to address all room requirements for workshops, marathon meetings, etc. With details of requirements conveyed to the hotel at least three weeks prior to the convention.  
**Note:** Taper requirements need to be discussed. Before promising any particular area for set up please discuss with the Hotels committee.
11. Work with Registration to arrange adequate space for registration tables. Registration will need to secure storage for registration packages to be stored. This storage area should be available on the (package-stuffing day).
12. Arranges a Hospitality room for the Hospitality committee where members can congregate and fellowship. A chalkboard or corkboard is helpful for our members to use in leaving message to other members. It is the Hospitality committee’s responsibility to keep refreshments in this room (water, cookies, fruit, peanut butter, bread, jelly, etc)  
**Note:** Provided the Hotel permits the Convention to serve food in the Hospitality Room this needs to be negotiated into contract.
13. Arrange several site tours. One so the full committee can see the variety of sleeping rooms and meeting rooms. Two or three more will be necessary with select committees to discuss room arrangements for the convention.  
**Note:** It is helpful to have sketches of seating and table arrangements with you when make final preparations with the hotel.
14. Arrange for a staff meeting approximately thirty days before the convention start date. This meeting is so the hotel managers can meet face to face with convention committee members. Members that should be present for this meeting are; Convention Chairperson, Vice-Chairperson, Treasurer, Assistant Treasurer, Hotels Chairperson and Vice-Chairperson, Serenity Giver Chairperson and Vice-Chairperson.
15. Oversee the disbursement of coffee (if the convention committee chooses to provide coffee). It should be made clear to both the hotel and the full committee that only the Hotels Chair / Vice-Chair, or designated “coffee person” (could be Hospitality Chair) has the authority to order coffee.

16. Reserve safe deposit boxes for the treasurer's use, the Hotels Chairperson and Vice-Chairperson should go over the final banquet bill with the Treasurer before it is paid.

**Note:** The importance of this committee's cooperation with other committees cannot be stressed enough. Communication is *the key*. For the sake of clarity, any problems having to do directly with the convention site, such as equipment or room setups, is the responsibility of the Hotels committee; other committees should respect their authority in this area.

**When searching for Hotels that can accommodate the Metro-Detroit Convention keep in mind what the conventions needs are.**

1. Low sleeping room rates.
2. Hotel needs to have a Ballroom large enough to accommodate seating theater style for 700 members or more. (ability to turn room over in short period of time to handle dances)
3. Have multiple meeting rooms that can be used for workshops (without using the ballroom), merchandising room, Registration room, etc.

***Metro-Detroit Regional Convention Hotel Requirements List***

1. Nine complimentary sleeping rooms Thursday through Sunday of Convention
2. One complimentary hospitality suite with adjoining sleeping room. And be able to serve food in Hospitality Room for members who can't afford it.
3. \$3.00 rebate per sleeping night room pickup during convention, to be deducted from Master Hotel bill at end of Convention.
4. During convention all meeting space will be complimentary. Besides all meeting rooms, will need rooms that can be secured throughout the convention. Hotel committee will be responsible for the keys.
5. Two fundraisers for 400 with dance floor to be held between March through November depending on space available, with option of third fundraiser. (will need room from 5:00 p.m. to 1:00am) On Day of fundraisers need a room for 80 rounds and head table 10:00am to 1:00am all complimentary. Will also need two Microphones complimentary.
6. Hotel Sales Manager will provide a list of open dates to hotel contact person. (Hotels Chairperson)
7. Convention rate will be offered for fundraisers at the Hotel.
8. Need a room for 4 hours (40 round and head table) for Convention Planning Committee meetings six times between March and October complimentary.
9. Negotiated price for banquet to be inclusive. Approximately 200 banquet (beef, chicken, and vegetarian). Sampling of meals for banquet complimentary. Minimum three people.
10. Early checking in and late checkout for \_\_\_\_ people.
11. Extend convention rate two days before convention and one day after.
12. Metro-Detroit Region has banners that will need to be hung by the hotel. (A&G committee will supervise the hanging of banners.)
13. Phone for incoming calls only at Convention Registration counter.
14. Right to know of any other functions or parties on premises during convention
15. Need 12 easels and two writing easels to be complimentary.
16. Need minimum of seven Microphones to be complimentary.

17. Hotel must guarantee that Expedia and Travelocity offered rate would be higher than the negotiated rate for the convention.

Some of the above items may not be needed every year this is just an example of what we have had in the past at other Hotels.

*Section 6*  
**MERCHANDISING**

The Merchandise Committee assists with the financial success of the convention by generating revenue through the sale of commemorative convention merchandise. Proper planning is important. Be conservative with ordering merchandise; it is better to sell out than to have excess merchandise left over.

**Duties:**

- 1 Solicit fellow members to serve on the committee, knowledge of pricing and merchandising techniques is helpful.
- 2 Solicit bids from possible vendors for t-shirts, sweatshirts, etc. Previous vendors used from past conventions, and possible new vendors close to convention site should be asked to submit bids. **(See Article 15)**
- 3 Come up with a list of affordable items to be made available for both pre-convention and convention sales. When selecting t-shirts, sweatshirts, jackets, shorts, hats, etc. insure that quality of the item versus the cost is considered.
- 4 Work with Treasurer to come up with a yearly budget by using budgets from previous conventions. Also time schedule for money pick-ups need to be worked out with Treasurer. (See Article 9)
- 5 Use cash registers at any event expected to handle \$100 or more.
- 6 Minimum 2 cash registers needed with electrical outlets at Convention.
- 7 Works with Treasurer to come up with a fair price of saleable pre-convention and convention merchandise. That Price should reflect all cost in producing the item for sale.  
**Example:** Cost of Screens 2 at \$25.00 each, Positive 2 at \$10.00 each a Gross (144) of T-shirts with a 2 color imprint \$6.50 per shirt. Total cost being \$50.00+ \$20.00+\$936.00=\$1006.00 Divided by 144= a cost of \$6.98 per shirt which then could be sold for \$10.00 per shirt.
- 8 Will maintain a current list of all merchandise on hand keeping track of sales and where sales were generated. (Example: \$200.00 from convention in Augusta Ga. \$350.00 from Ohio, \$275.00 from Macomb County). Sale taxes are paid different for sales outside Michigan. A duplicate list shall be included in its' monthly report and turned in to the Convention Treasurer. Funds from sold merchandise need to be turned into Convention Treasurer as soon as possible and no later than next Convention Planning Committee meeting. (Remember to get a receipt from Convention Treasurer for funds turned in)

- 9 Work with Arts and Graphics to come up with artwork to be placed on saleable pre-convention and convention merchandise. Approval of all artwork is through motions at Convention Planning Committee meetings. That the registration symbol ® must appear on any convention material containing the NA logo or symbol.
- 10 Provides Arts and Graphics with a list of signs needed at Convention. (Example hours merchandise room will be open as well as NO Smoking, NO Food or Drinks, List of items for sale and price of items.) Merchandise will NOT be discounted during the convention.
- 11 Provides Programming with merchandise hours to include in program booklet.
- 12 Work with Hotels Committee to come up with a room large enough for merchandise, MSO and other vendors. Also is available the day before the convention and up to the 10:00 PM the last day of convention.  
**Note:** It is helpful if room has entrance and exits room should be secure, with a limited amount of keys available suggested members who would have keys are Merchandise Chair and Vice Chair and Hotels Chair and Vice Chair.
- 13 That Metro-Detroit Region deals only W.S.O. approved vendors.
- 14 It will retain, for Metro Detroit Region, rights to all artwork it creates for the Convention Committee.
- 15 That a letter requesting permission to sell Metro Detroit Regional Convention merchandises be sent to all conventions prior to our attendance.
- 16 Members that volunteer to sell merchandise at conventions that they are attending be compensated for mileage; from Home City to Convention at 25 cents per mile.  
Travel to sell merchandise outside of Metro-Detroit Region would be limited to 10 cents per mile on a request basis only.
17. Other NA service committees be allowed to sell their merchandise at the Convention providing they are given permission by the Convention Planning Committee and that their merchandise is acceptable to the Fellowship as a whole. On Sunday no earlier than 10:00 AM

### *Section 7* **PROGRAMMING**

The Committee is responsible for scheduling the workshops, select main speakers, and all other events during the convention. Without a good program, the trouble and expense of putting on a convention isn't justified. A successful convention centers on the thoroughness and creativity of the Program Committee to attain an atmosphere of recovery and fun. It creates a program booklet and has it printed. It is important not to allow large spans of time with nothing to do during the convention especially during the banquet as not all members attend. It must work hand-in-hand with all the subcommittees.

#### **Duties:**

- 1 The committee will be responsible for hiring all interpreters for the hearing impaired at the Convention.
- 2 Develop task sheet and completion dates, writes formats for speaker, workshop, and marathon meetings. Establishes a staffing schedule to insure that committee work during the Convention is covered.

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- 3 Contacts taping vendors to submit bids (**See Article 15**) and choose vendor who best suits our needs (being able to videotape workshops as well as the main speaker meetings for hearing impaired). Taping of speakers and workshops allows members who are unable to attend the Convention to hear the message. When selecting the vendor, make it known that all copyrights are the property of the Metro-Detroit Region. Any contracts, such as taping or any other legal and binding contracts need to be approved by the Metro-Detroit Region Administration Committee.
- 4 Schedule all events that will take place at the Convention provide Hotel committee with projected space needed for each workshop/events. (Except dances and entertainment). Works with Entertainment & Fundraising in selecting speakers for Fundraisers during the planning year.
- 5 Sets deadline for submission of potential speaker tapes, seeks and compiles input on speaker tapes, with an eye toward selecting Convention main speakers with a minimum of 5 years clean.
- 6 Contacts candidates for Convention Speakers to ascertain their willingness and availability to speak at the Convention. Keeps in touch with main speakers that have been selected also remember to send Thank You Cards after the convention.  
**Note:** Suggestion as Saturday banquet, roll call, and clean time count add to a long evening it maybe best to choose a speaker that can convey their message within 45 minutes.  
**Note:** The best speakers for conventions are those who address recovery as if their lives, as well as the lives of the listeners, depend on it.
- 7 Compiles a list of willing members to serve as Chairperson (6 months clean time) and speakers (3 years clean time) for workshops.  
**Note:** One of the main problems in scheduling is the event of no-shows. Due to this, a note should be made somewhere in the program that includes a specific location and times for speakers, workshop chairpersons, to sign-in. In the event of a no-show, a pool of members should be available from which to select replacements.
- 8 Arrange transportation (airfare for main speakers) also to and from airport and hotel. Works with Hotel committee to see that housing needs of main speakers are covered, and communicates to Registration committee the number of registration packages (including banquet tickets) that will be needed for the main speakers.
- 9 Prepares a written Program of Convention events, notifies Arts & Graphics of what the Program is to consist of at the earliest opportunity. That the registration symbol ® must appear on any convention material containing the NA logo or symbol.
- 10 Work with Arts & Graphics to establish sign and map needs for the Convention.
- 11 Obtains bids (**See Article 15**) from printing companies.
- 12 Will contact local Naranon Groups to see if they interested in being part of the convention. Naranon often holds meetings and workshops during conventions. This is for the convenience of both Fellowships and is an example of cooperation not affiliation. Naranon meetings may be listed separately on the Program, or have their own. The Program committee should be advised of there scheduling requirements as well as any other matters of mutual concern.  
**Note:** Provides Hotel committee with Naranon contact for meeting room arrangements.

*Section 8*  
**HOSPITALITY**

This Committee is made up of two subcommittees Serenity Keepers and Huggers Members of these Committees need to be outgoing and pleasant. Often they will be the first members that attending members come in contact with when arriving at the Convention. It is the Hospitality committee's responsibility to keep refreshments in the Hospitality room (water, cookies, fruit, peanut butter, bread, jelly, etc) a chalkboard or corkboard is helpful for our members to use in leaving message to other members.

*Section 9*  
**HUGGERS**

The Huggers primary responsibility is to welcome all who attend, foster a caring atmosphere and Fellowship in recovery. Huggers will have knowledge of Convention grounds and schedules to help members if needed.

**Duties:**

- 1 Recruit members to participate at the Convention.
- 2 Select volunteers to assist in the Hospitality room
- 3 Work with Arts and Graphics on design for the Hugger T-shirt.
- 4 Formulate a list of responsibilities for members who participate as Huggers.
- 5 Establish a schedule with time slots to insure they cover all stations as needed.
- 6 Designate locations at the Convention to station Huggers..

*Section 10*  
**SERENITY KEEPERS**

The Serenity Keepers primary responsibility is to assist with crowd control crowd during events prior to and at the Convention. This Committee should be made up of members who have shown stability in their recovery.

**Duties:**

- 1 Serenity Keepers: Clean time Requirement 6 months
- 2 Set up work schedule for workers at Convention. When needed the Chair/Vice-Chairs will relieve, fill in for, or take the place of a person assigned to a job station.
- 3 Coordinate, plan, and discuss schedules with other committees. inquire on what they project there needs of Serenity Keepers at convention will be.
- 4 Escorts Convention Treasure when cash pickups are being made from Merchandising Room and Tickets & Registration.
- 5 Works with Merchandising to keep flow of traffic moving also remind members that there is NO Smoking and NO Food / Drinks allowed in Merchandising Room.
- 6 Works with Tickets & Registration keeping orderly lines at registration table and traffic moving as needed.

- 7 Serenity Keepers are not a police action body. There is no need for any Committee member to intervene on any other member when they chose to act in an unacceptable manner. Serenity Keepers Chair/Vice-chair should first contact the Planning Committee Chair/Vice-chair as to the incident-taking place and allow the Chair/Vice-chair to take appropriate action. Usually this will be in the form of contacting the facility security and/or management.
- 8 This Committee should never take action toward members attending Convention events.
- 9 This committee is responsible for the collection of banquet and brunch tickets. Care should be taken so the convention committee does not have to pay for overages (meals served but not paid for).
- 10 This committee should include in their budget the cost of renting walkie-talkies and/or other forms of communication for the Planning Committee members and its own committee members.
- 11 Remind members that Smoking is only permitted outside the Hotel, as the Convention is Smoke Free.

*Section 11*  
**REGISTRATION**

This Committee's responsibility will be to sell registrations and banquet tickets to the convention prior to and during the convention, also for maintaining a current updated list of all registers. It will maintain a separate accounting of newcomer donations and newcomer packages should be limited to the amount of funds donated for that purpose.

It will coordinate with all of the Convention Committees information needed for Registration Fliers.

**Duties:**

1. Work with Arts & Graphics designing a registration flyer with all needed information from all subcommittees. Such as Date of Convention, Hotel information with phone numbers prices. Contact names and numbers for registration information, Contact name and number for hotel information. Mail registrations to MSO 726 Livernois – Ferndale, MI 48220 and who to make check or money order out to.
2. Be available at all fundraising events to take pre-registrations. Each member of the Registration Committee who is authorized to accept registration money should work out of one cash receipt book with three-part carbon copies. Funds from sold registrations need to be turned into Convention Treasurer as soon as possible and no later then next Convention Planning Committee meeting.
3. It will recommend a cost for convention registration to the Convention Planning Committee and be voted on by simple majority vote of eligible voting members present.
4. Use cash registers at any event expected to handle \$100 or more. **(See Article 9)**
5. Mail registrations forms to neighboring regions and regional service offices registered with the W.S.O. The Committee should also do direct mailing to NA members from the previous convention and any other source that addresses may be obtained.
6. Select and order items to be included in the registration packets. Arts & Graphics should supply artwork. **(See Article 15)**

**Note:** The selection of items needs to be done by August Convention Planning Committee meeting as to allow time to order and receive items by November Convention Planning Committee.

7. The stuffing of registration packets should be done at the November Convention Planning meeting and need to be stored at the Hotel till the convention starts. Work with Hotels Committee on securing space.
8. Work with Arts & Graphics designing banquet tickets, confirmation cards, on-site registration forms, clean time sheets and State/Area roll call sheets.  
**Note:** If you have a list of all 50 states and mark off what state a member is from when they register then you need only call the states that are present during roll call
9. Print confirmation cards and mail at least two months prior to Convention.  
For pre-registered persons that registered at previous convention, mail confirmations early to allow time for making hotel reservations and/or ordering banquet and brunch tickets.  
Confirmation mailing by postcard for other pre-registered persons should take place one month prior to the Convention.
10. Keep records of all pre-registrations with the necessary information: Name, address, phone, banquet, brunch, and newcomer donations. Duplicate records systems should be maintained for all registration. A simple file box containing 3x5 cards arranged alphabetically is a simple and effective method. A card is made for each registration, which indicates all functions for which they have paid and the receipt/confirmation number.
11. Assemble and Number all registration packets prior to the convention.  
**Note:** using a Bates stamp available from Stationery stores. It can do duplicate numbering so the number assigned to a member's registration would match the number on the registration package.
12. Report at each Convention Planning Committee meeting of total number of pre-registration sold, total number of banquet tickets sold and the dollar amount of newcomer donations collected.
13. Register members at the convention, collect registration fee, distribute registration packets.
14. The numbers of members who do not give any thing need to be kept track of as well as those who don't pay full registration fee.
15. Keep registration open during speakers and banquet.

<p><i>Article 13</i> <i>Formation of Sub-Committees</i></p>
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Sub-Committees will be formed after the purpose and function necessary for the Sub-Committee has been presented to the Convention Committee. Approval of the subcommittee will be by two-thirds vote of the eligible voting members present. Proposed formation of the subcommittee has to be submitted in writing and announced at a previous regularly scheduled meeting.

**Article 14**  
***Ad-Hoc or Special Committees***

The Chairperson with approval of the Convention Committee's voting members present will appoint Ad-Hoc or special subcommittees. Such committees may be dissolved at the discretion of the Administrative Committee unless two thirds eligible voting members present of the Convention Committee see fit for its' continuation.

**ARTICLE 15**  
***Vendor Bid Process***

All committees **must** have a minimum of three bids from prospective vendors. The Administrative Committee will select vendors. The Administrative Committee needs to keep records of why they choose one vendor over another (Except host hotel, which Convention Planning Committee will do by majority of the eligible voting member's present).

**NO members of the Convention Committee** will be a vendor or provide a service at or to the convention or events sponsored by the Metro Detroit Regional Convention.

The lists of vendors or services that will be covered are:

1. *Items for registration packages.*
2. *Taper for workshops and speakers.*
3. *Merchandise (t-shirts, sweats, jackets, caps, cups, etc.)*
4. *Printers (registration fliers, programs, name badges, tickets, etc.)*
5. *Jewelers and other vendors that provide a sellable product at the Convention*

Others items that the Subcommittees may need will be approved through budget /\_motion request.

All bids must be post marked no later than midnight of the cut off date.

NO member of the Convention Committee can accept bids. All bids need to be mailed to the **MSO 726 Livernois – Ferndale, MI 48220** Attn: Convention Committee

Vendors selling at the convention must be approved by the W.S.O. and have current vendor permit. **See sample letters on back pages.**

**ARTICLE 16**  
*Special Circumstance*

The need to have all of the Convention Committee present during the whole convention can not be stressed enough and as not to limit member's involvement in the convention who may not be able to attend due to financial issues. Member may request through the Convention Chair assistance in obtaining a sleeping room at the convention. The request needs to be made to the RCM's of the Region and with their approval the assistance will be provided. If more then one member needs assistance, the sharing of a room may need to be provided

**ARTICLE 17**  
*Complimentary Rooms*

The Hotels Committee negotiates into the Hotel contract a set number of complimentary rooms (sleeping nights) as well as other items that the Convention will use during the Convention Planning year. **(See hotel requirement list)**

It needs to be mention that the complimentary rooms will be used for our speakers that speak at Main speaker meetings (example Thursday, Friday, Saturday night and Sunday morning) will get a complimentary room. They also receive a registration package along with Banquet/Brunch and entertainment tickets (if any).

Giving of complimentary rooms, registration package etc to main speakers is common practice within the NA fellowships. What we are doing as a Regional Convention Committee is expressing our gratitude to the Main Speakers who shared their recovery with us at our request.

**Note:** If they plan to arrive early or stay after convention they would have to pay for that time, as well for any movies, phone calls or room service that they use at the convention.

**Note:** If the Convention Committee finds it has excess complimentary rooms they could ask the Hotel to provide another Hospitality Room that could be used by the committee for storage, perhaps us as a room for Arts and Graphics to make signs or Administrative Committee meeting room during the Convention.

**ARTICLE 18**  
*Amendment of Guidelines*

Guidelines may be amended at any Convention Planning Committee meeting of the Convention Committee, by majority vote of eligible voting members present, provided that the proposed amendment has been submitted in writing and has been announced at a Convention Planning Committee meeting along with and including the intended date of the vote. Once approved by the Convention Committee a recommendation will be given to the Metro Detroit Region requesting their approval of the amendment or guideline.

**ARTICLE 19**  
*Parliamentary Authority*

Robert's Rules of Order shall govern in all cases to which they are not inconsistent with these guidelines, the **Twelve Traditions** and the **Twelve Concepts** of Narcotics Anonymous, or any special or standing rules that may be adopted by the Convention Committee and / or Metro Detroit Region. Any article not covered by these guidelines will be subject to the recommendation Metro Detroit Region.

**ARTICLE 20**  
*Dissolution*

Upon dissolution of Convention Committee all funds and properties shall be turned over to the Metro-Detroit Regional Committee.

**ARTICLE 21**  
*Sample Letters*

Dear Sir or Madam:

The 8-th Metro-Detroit Regional Convention of Narcotics Anonymous is currently accepting bids from vendors for their services to the Convention.

Bid Process of selecting a vendor: we request that you're bid reflect your charges for the following items.

One Gross (144 per gross) of Hanes T-shirts prefer 100% cotton preshrunk (36 medium, 36 large, 36 X-large 24 XX-large and 12 XXX-large). Need pricing for 2-color chest imprint and a 4-color chest imprint. Please also supply use with pricing for minimum reorders on above imprints. Pricing for artwork changes, separations, positives, ink changes and any other charges that may apply. What are your terms for credit 50% balance due in 30 days. Please provide us with all information that would be useful to us in our selection of you as our vendor.

Please mail your bid to MSO 726 Livernois Ferndale, MI 48220 Attn: Merchandise Committee

Note all bids must be mailed no later then March, 2005

Sincerely,

Big Stepping Joe  
Merchandise Chair  
888-000-9999

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Dear Sir or Madam:

The 8-th Metro-Detroit Regional Convention of Narcotics Anonymous is currently accepting bids from vendors for their services to the Convention.

Bid Process of selecting a vendor: we request that you're bid reflect your charges to record tapes and CD for you to sell at the Convention.

We will attempt to have a secured room for you to sell from, if you choose not to sell from the room, you must provide your own security to safe guard your equipment. We are unable to provide sleeping accommodations for you and your employees.

Please mail your bid to MSO 726 Livernois Ferndale, MI 48220 Attn: Programming Committee  
Note all bids must be mailed no later then April 12, 2005

Sincerely,

Big Stepping Joe  
Programming Chair

Dear Sir or Madam:

The 8-th Metro-Detroit Regional Convention of Narcotics Anonymous is currently accepting bids from vendors for their services to the Convention.

Bid Process of selecting a vendor: we request that you're bid reflect your charges for the following items.

1000 ink pen with one color imprint, 1000 key fobs one color imprint, and 1000 phone books. One color imprint Pricing for artwork changes, separations, positives, ink changes and any other charges that may apply. What are your terms for credit 50% balance due in 30 days. Please provide us with all information that would be useful to us in our selection of you as our vendor.

Please mail your bid to MSO 726 Livernois Ferndale, MI 48220 Attn: Registration Committee  
Note all bids must be mailed no later then April 12, 2005

Sincerely,

Big Stepping Joe  
Registration Chair

**ARTICLE 22**  
*Memorandum of Financial Responsibility*

**METRO DETROIT REGIONAL SERVICE COMMITTEE  
OF NARCOTICS ANONYMOUS**

**MEMORANDUM OF FINANCIAL RESPONSIBILITY**

**DATE:** \_\_\_\_\_

I, \_\_\_\_\_, a trusted servant of the fellowship for the Metro Detroit Region of Narcotics Anonymous, agree to use properly and keep safe any money or other assets entrusted to me by the fellowship of NA.

I agree to avoid mixing fellowship money with my own money or the money of anyone else.

I agree to use fellowship money or other assets only as directed by the fellowship of NA.

I agree that if I misappropriate or misuse fellowship money or other assets because of my personal negligence or dishonesty, I will accept full responsibility for their replacement.

I agree that as a trusted servant I serve as a volunteer and will not be paid for my work. While in service at any time, or if I am removed from service or leave service, I agree to promptly turn over any Fellowship money, assets, records or any other fellowship property.

I have agreed to follow and adhere to the MDRSC Financial Responsibility Policy as outlined on the Financial Responsibility Addendum.

Signed \_\_\_\_\_ (Trusted Servant)

Date: \_\_\_\_\_

Print name: \_\_\_\_\_

OFFICER MDRSCNA

BY \_\_\_\_\_

DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

This document was created to implement the MDRSCNA Financial Responsibility Policy. The MDRSC has adopted guidelines and operational policies, which apply to and shall guide the conduct of our NA Trusted Servants. Current Copies of these documents are available on request.

This agreement shall be held in the MDRSCNA Archives. Approved by Region 11-23-04