

# UTAH REGIONAL INDOOR CONVENTION of NARCOTICS ANONYMOUS (URICNA) BYLAWS

Approved Version 6/11/2011

## Table of Contents

<b>Section</b>	<b>Page #</b>
Section One: Name -----	1
Section Two: Purpose -----	1
Section Three: Committee Membership -----	1
Section Four: Election of Committee Members -----	2
Section Five: Duties of Committee Members -----	3-13
Section Six: Meetings -----	13
Section Seven: Standing Subcommittees -----	14
Section Eight: Ad Hoc Committees -----	14
Section Nine: Guiding Documents -----	14
Section Ten: Amendments/Suspension to the Bylaws -----	14
Section Eleven: Financial Management -----	15
Section Twelve: Financial Contracting -----	15

### **Section 1**

#### **NAME**

- 1:1 The name of this convention shall be the Utah Regional Indoor Convention of Narcotics Anonymous (URICNA)
- 1:2 The Utah Regional Indoor Convention of Narcotics Anonymous (URICNA) is a subcommittee of the Utah Region Service Committee (URSC).

### **Section 2**

#### **PURPOSE**

- 2:1 To celebrate recovery, keeping within the Twelve Traditions and all the principles of Narcotics Anonymous at all times.
- 2:2 To encourage unity and fellowship among our region 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 committee shall be made up of:
  - a) Executive Committee
    - 1. Chairperson
    - 2. Vice Chairperson
    - 3. Secretary
    - 4. Treasurer
  - b) Subcommittee Chair positions
    - 1. Arts and Graphics Chairperson
    - 2. Convention Information Chairperson
    - 3. Events Management Chairperson
    - 4. Fundraising and Entertainment Chairperson
    - 5. Hotels and Hospitality Chairperson
    - 6. Merchandise Chairperson

- 7. Program Chairperson
- 8. Registration Chairperson
- c) Subcommittee Vice Chair positions
  - 1. Arts and Graphics Vice Chairperson
  - 2. Convention Information Vice Chairperson
  - 3. Events Management Vice Chairperson
  - 4. Fund Raising and Entertainment Vice Chairperson
  - 5. Hotels and Hospitality Vice Chairperson
  - 6. Merchandise Vice Chairperson
  - 7. Program Vice Chairperson
  - 8. Registration Vice Chairperson
- d) Subcommittee Members
  - 1. Anyone with the desire to help.
- e) Ad Hoc Committees

3.2 Membership on URICNA is limited to residency within the boundaries of the Utah Region and acknowledged membership in Narcotics Anonymous.

3.3 Voting members of URICNA for business shall consist of the subcommittee chairpersons, subcommittee vice chairpersons and the Executive Committee, excluding the URICNA chairperson. The URICNA chairperson votes only in the case of a tie.

3.4 Nominations and motions can be made by any committee member, excluding the URICNA chairperson, but must be seconded by a voting member.

#### **Section 4 Elections of URICNA Trusted Servants**

4.1 Nominations and election for next URICNA chairperson shall be made at the URSC meeting prior to the convention. The chairperson's duties begin at the conclusion of the final committee meeting following the convention.

4.2 Nominations and elections for the URICNA committee (except the URICNA chairperson) shall be held at the convention. The newly elected URICNA chairperson shall facilitate the elections.

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

4.4 URICNA trusted servant positions are a one (1) year term.

4.5 A trusted servant of URICNA may serve a second year in that position if nominated and elected. No one person shall serve more than thirty (30) months total in any URICNA service position.

4.6 An election to fill a vacancy in any position will occur at the following URICNA committee meeting. It will be the duty of the URICNA chairperson to notify the URSC secretary, of the vacancy, so intent to fill the vacancy can be given to the fellowship.

4.7 Anyone elected midterm (with the exception of temporary subcommittee chairs) will serve the remainder of the regular term of office.

4.8 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 URICNA chair prior to or at the time of resignation.
- b) Loss of abstinence is automatic removal from all trusted servant responsibility/duties. Any such member may continue to help the committee, only non-responsibility type duties.
- c) URICNA trusted servants may be removed from office for any of the following reasons:

1. Excessive absence without prior notice
2. Neglect of duties
3. Disregard for URICNA/URSC Conscience
4. Disrespect for the Guiding Documents
5. Misuse of funds
6. Falsification of financial reports
7. Any act of theft or violence in the committee or towards NA Members.

A motion to remove must have an explanation based on an action from above and seconded appropriately. Following open debate a vote of 2/3 majority of voting members present is required.

- d) A six (6) month moratorium from URICNA service will be required for any committee member who resigns and a twelve (12) month moratorium from URICNA service if removed from office before the end of their regular term is up, except when that resignation is to assume the duties of a newly elected position. Moratorium is defined as a suspension of activity.
- e) In the event of resignation or removal of a subcommittee chairperson, the vice chairperson shall assume the duties and responsibilities of the chairperson until such time as the position is filled through a proper election process or the URICNA chairperson appoints a temporary fill in.
- f) Vice chair(s) may move into the corresponding chairperson's position, in the case of resignation or removal, upon a vote of confidence of the URICNA committee.

#### 4.9 Two Hatting

- a) No member shall hold more than one URICNA trusted servant position at any one time, with the exception of temporary committee chair.
- b) No member shall serve as a RCM and URICNA trusted servant concurrently with the exception of temporary fill in/emergency necessity.
- c) No person shall be elected to any position or subcommittee chairperson if the URICNA committee feels that a conflict of interest exists. If the URICNA committee decides, by a majority vote, that there is a conflict of interest the nominee will not be eligible to run for the position. If a majority vote determines a conflict of interest exists with someone already serving a position, that person shall be removed.

#### 4.10 Attendance of Trusted Servants

- a) All elected trusted servants have by acceptance of a nomination committed to attend all service meetings required to fulfill their duties.
- b) If the commitment becomes more than a person can fulfill, please out of respect to others and themselves, come to the next service meeting and ask for help or solutions to the issues that have arisen.
- c) If committee member needs to miss a meeting, they should send a report or cover the position with a fill-in. Remember that you chose to take a position, commitment and integrity are fundamental principles that the program of Narcotics Anonymous has given us all. The very best teaching example comes from action not words.

### Section 5

#### DUTIES AND REQUIREMENTS OF COMMITTEE MEMBERS

This section will list individual requirements and duties of the URICNA committee members. There may however be further/more obligations and requirements according to the URSC Bylaws and/or Guidelines.

#### 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 URICNA policies.
  6. Must resign all other elected positions at the regional level of service.
  7. Experience on and understanding of the subcommittee functions and guidelines.
  8. The ability to exercise patience and tolerance.
- b) Duties:
1. Must attend the URSC meeting and report on all financial dealings and subcommittee activity, progress, goals and needs and provide a written report to the URSC secretary. This is the primary communication channel between the areas and URICNA.
  2. Must report back to URICNA and carry out any and all direction given by the URSC.
  3. Organizes subcommittees and delegate major tasks to specific subcommittees or ad hoc committees. Stays informed of the activities of each subcommittee and provide help when needed.
  4. Helps resolve personality conflicts, may request assistance from the URSC if needed.
  5. Keeps activities within the principles of the Twelve Traditions and in accordance with the purpose of the convention.
  6. Monitors the fund flow and overall convention costs and helps organize the subcommittee budgets.
  7. Submits an Executive Committee budget to the URSC.
  8. Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
  9. Allows subcommittees to do their jobs while providing guidance and support.
  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 URICNA and URSC bylaws.
  14. A written report must be completed and given to the secretary at all committee meetings.
  15. Will sign a legal financial responsibility contract before taking office or at such time as is found necessary by the URSC.
  16. A signer on the URICNA checking account.
  17. Responsible for locating URICNA meeting facilities with consideration to location, accessibility, and atmosphere.
  18. Present a year calendar for URICNA meetings, at the first meeting of the new committee

## 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 voting experience.
  5. An understanding of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA through application, and an understanding of the URICNA policies.
  6. Willingness to resign all other elected positions at the regional level of service.
  7. Experience on or understanding of URICNA functions and guidelines.
  8. The ability to exercise patience and tolerance.
- b) Duties:
1. Acts as URINCA chair in the absence of the chairperson.
  2. Coordinates subcommittees and attend subcommittee meetings when needed, in order to assure the necessary support to do a good job.
  3. Works closely with the URICNA chairperson to help delegate responsibilities to subcommittee chairpersons and ad hoc committees.

4. A written report must be completed and handed in at all URICNA meetings, except at special order of business meetings if not pertaining to their position.
5. Must attend all URICNA meetings and submit a written report as needed.
6. Will sign a financial responsibility contract upon taking office or at such time it is found necessary by the URSC.
7. Responsible to check the post office box for incoming mail no less than monthly until two (2) months prior to the convention and then weekly until thirty (30) days after the convention, and to distribute the mail to the appropriate committee member.
8. A signer on the URICNA checking account.

5:3 Secretary

a)

Requirements:

1. Willingness, time and resources to fulfill duties.
2. One (1) year commitment
3. Minimum one (1) year clean.
4. Prior committee experience preferable.
5. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Service of NA through application.

b)

Duties:

1. Keeps an extra set of minutes, updated after each committee meeting, for members who request a complete set and must give a complete set of minutes including all written reports from committee members to the URSC Secretary no less than quarterly.
2. Maintains a list of names, addresses, phone numbers and email addresses of all committee members.
3. Maintains an archive of the convention including all written reports from committee members for history and future committees use. Ensure the archives are stored at the direction of the URSC.
4. Prepares the agenda in cooperation with the URICNA chairperson for all committee meetings.
5. Will sign a legal financial responsibility contract before taking office or at such time it is found necessary by the URSC.

5:4 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 URICNA and URSC policies including the URSC money management and theft policies.
6. Be financially secure and good at managing his/her personal finances, as well as inspiring the trust of the URICNA/URSC committees. If not capable of opening a checking account an automatic resignation is accepted.
7. Must resign all other elected positions at the regional level of service.
8. Experience on or understanding of the URICNA functions and guidelines.

b)

Duties:

1. Assists the URSC treasurer in opening a bank account for URINCA. All checks will require the signature of one of the following: URICNA treasurer, URSC treasurer, chairperson or vice chairperson.
2. Works with the chairperson and vice chairperson to prepare a URICNA budget. The budget is based on the recommendation as to the monies needed to carry out their tasks and will present this budget to the URSC within ninety (90) days of being elected.

3. Writes all checks and is responsible for collecting all receipts for money paid out.
4. Responsible for all URICNA money. Pays bills and advises the committee on cash supply, income flow, and rate of expenditures.
5. Reviews subcommittee reports for departures from their original budgets, so an accurate budget can be maintained.
6. Must give a complete report of all financial records at the URSC meeting prior to the convention, and another complete report to the URSC within sixty days after the convention.
7. Makes records available and maintained per the URSC guidelines for audit to be conducted as financial management section outlines or at the request of the URSC.
8. Serves as the URICNA chairperson in the absence of the chairperson and vice chairperson.
9. Will sign a legal financial responsibility contract before taking office or at such time it is found necessary by the URSC.
10. A written report must be completed and given to the secretary at all committee meetings.
11. Must meet with the URSC treasurer no less than quarterly to insure accurate accounting.

#### 5:5 Arts and Graphics 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. Be in charge of introducing a new convention theme and logo each year (facilitate logo contest).
3. Be responsible to obtain a release from all persons submitting artwork, written materials, etc., used by URICNA, releasing all rights and privileges of ownership to URICNA. Such a release must be signed by the donating person, or the material will be returned and not used.
4. Ensure that the original logo be put into digital format and saved on a disk before it is used for anything.
5. Responsible for the designing of all banners, programs, tickets, flyers, convention posters using the URICNA logo.
6. Must present a budget to the treasurer of all estimated subcommittee costs at the second regular URICNA meeting.
7. A written report must be completed and handed in at all URICNA Meetings, except at special order of business meetings if not pertaining to their position.

#### 5:6 Arts and Graphics Vice Chairperson

##### a) Requirements:

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

##### b) Duties:

1. Acts as chairperson in the absence of the chairperson. When acting as the chairperson, a written report must be completed and handed in at all URICNA meetings, except at special order of business meetings if not pertaining to their position.

2. Must attend subcommittee meetings.
3. Works in conjunction with the chairperson to fulfill all duties pertaining to that subcommittee.
4. Completes other duties as directed by the convention committee or the Arts and Graphics chairperson.

#### 5:7 Convention Information 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 meetings 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 URICNA meeting.
3. Be in charge of informing all surrounding N.A. communities of the upcoming convention and all upcoming fundraising events.
4. 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.
5. Be responsible for supplying convention information to webmasters for the Utah Region and World Service websites.
6. Be in charge of informing all area Hospitals and Institutions committees of the upcoming convention and fundraising events. Make information about number of attendees from any hospitals or institutions available to the Registration subcommittee.
7. Make press packets available at the convention, in coordination with the URSC Public Relations subcommittee.
8. Always remember Attraction Rather than Promotion.
9. A written report must be completed and handed in at all URICNA meetings, except at special order of business meetings if not pertaining to their position.

#### 5:8 Convention Information Vice Chairperson

##### a) Requirements:

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

##### b) Duties:

1. Acts as the chairperson in the absence of the chairperson. When acting as the chairperson, a written report must be completed and handed in at all URICNA meetings, except at special order of business meetings if not pertaining to their position.
2. Must attend subcommittee meetings.
3. Works in conjunction with the chairperson to fulfill all duties pertaining to that subcommittee.
4. Completes other duties as directed by the convention committee or the Convention Information chairperson.

#### 5.9 Events Management 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 URICNA meeting.
  3. Coordinate the use of volunteers to assist the other subcommittees. This includes, but is not limited to, checking for admission to all paid events. (Dances, comedy shows, bingo, etc.)
  4. Insure that all facilities are kept clean of litter. (Cups and other garbage left after meetings, cigarette butts outside the entry areas, etc.)
  5. Maintain a "lost and found" area for items recovered at the convention.
  6. Provide assistance in seating at all main speaker meetings.
  7. Formulate a policy on children at the convention. This is to be done in conjunction with the convention committee, and management of the convention facility. Each year the full convention committee will vote on this policy.
  8. Be the security liaison between the convention committee and the convention center staff or law enforcement.

*(Items 3, 4 and 6 are not intended to take responsibility for items assigned to other subcommittees, but rather to assist them in performing there assigned tasks at the convention. Registration staff will direct volunteers to the Event Management subcommittee for use in these duties.)*

#### 5.10 Events Management Vice Chairperson

- a) Requirements:
1. Suggested minimum of one (1) year clean
  2. Time and commitment to fulfill duties
  3. Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.
  4. Desire to serve.
- b) Duties:
1. Acts as the chairperson in the absence of the chairperson. When acting as the chairperson, a written report must be completed and handed in at all URICNA meetings, except at special order of business meetings if not pertaining to their position.
  2. Must attend subcommittee meetings.
  3. Works in conjunction with the chairperson to fulfill all duties pertaining to that committee.
  4. Completes other duties as directed by the convention committee or the Events Management chairperson.

#### 5.11 Fundraising and Entertainment 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 URICNA meeting.

4. Must make sure that all events are done within the Twelve Traditions of N.A. and abide by all local laws and ordinances. Fundraising should only be done within the fellowship.
5. Must provide service to the various area fundraising committees or entertainment committees, for events specifically carried out for the benefit of the convention, must have your participation or members of your subcommittee in all phases of the event, beginning to end. If a subcommittee is unavailable, persons from the convention committee should be appointed by URICNA chairperson to fulfill this duty.
6. Be in charge of coordinating all fundraising and entertainment with the URICNA fundraising committee. All events must be approved by URICNA before they are carried out. Events need to be planned far enough in advance to provide the fellowship with adequate information.
7. A list of all expenses must be presented for approval by the URICNA committee before each event. After the URICNA committee has approved the event and the expenses, the URICNA treasurer will issue the Fundraising chairperson a check for the amount approved. Expenses will include: change, refreshments, raffle prizes, decorations, rent, etc.
8. Be responsible to deliver all money raised from the events, along with receipts and financial report for all money expenses to the required signer present at the event.
9. Be in charge of planning and carrying out all entertainment events at the convention. All money raised at the convention events must be delivered to the URICNA treasurer at specified intervals during the event and immediately after the event.
10. A written report must be completed and handed in at all URICNA meetings, except at special order of business meetings if not pertaining to their position.
11. Will sign a legal financial responsibility contract before taking office or at such time it is found necessary by the URSC.

#### 5:12 Fund Raising and Entertainment Vice Chairperson

##### a) Requirements:

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

##### b) Duties:

1. Acts as the chairperson in the absence of the chairperson. When acting as the Chairperson, a written report must be completed and handed in at all URICNA meetings, except at special order of business meetings if not pertaining to their position.
2. Must attend subcommittee meetings.
3. Works in conjunction with the chairperson to fulfill all duties pertaining to that subcommittee.
4. Completes other duties as directed by the convention committee or the Fundraising and Entertainment chairperson.
5. Must provide service to the various area fundraising committees or entertainment committees, for events specifically carried out for the benefit of the convention, must have your participation or members of your subcommittee in all phases of the event, beginning to end. If a subcommittee is unavailable, persons from the convention committee should be appointed by the URICNA chairperson to fulfill this duty.
6. Will sign a legal financial responsibility contract before taking office or at such time it is found necessary by the URSC.

#### 5:13 Hotels and Hospitality Chairperson

- a) Requirements:
  1. Suggested minimum of two (2) years clean.
  2. Prior Convention experience.
  3. Time and commitment to fulfill duties.
  4. Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.
- b) Duties:
  1. Hold regular subcommittee meetings. The meeting should be scheduled to encourage participation from the fellowship.
  2. Must present a budget to the treasurer of all estimated subcommittee costs at the second regular URICNA meeting.
  3. Will be in charge of all negotiations of contracts with the hotel, including meals. All contracts must be in writing and signed by the hotel representative. Pre-approval must be given by the convention committee. A minimum of three (3) bids must be submitted for review and/or approval.
  4. Using all information available, be responsible to project an estimated meal count for use by all other subcommittees, such figure should be available within thirty (30) days of the scheduled event or as determined by the contractual agreement with the facility.
  5. Must present the convention committee a menu of all meals as well as propose cost of meals for registration package.
  6. Be in charge of authorizing and signing for services (coffee, rooms, etc.) before and during the convention. A maximum of three (3) people will be allowed to sign.
  7. Be in charge of presenting the URICNA committee the completed contract for final approval and signing of said contracts, including any separate agreements for the set up of a hospitality room and banquet facilities.
  8. Provide receipts for all money expenditures to the URICNA treasurer.
  9. A written report must be completed and handed in at all URICNA Meetings, except at special order of business meetings if not pertaining to their position.
  10. Will sign a legal financial responsibility contract before taking office or at such time it is found necessary by the URSC.

#### 5:14 Hotels and Hospitality Vice Chairperson

- a) Requirements:
  1. Suggested minimum of one (1) year clean
  2. Time and commitment to fulfill duties
  3. Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.
  4. Desire to serve.
- b) Duties:
  1. Acts as the chairperson in the absence of the chairperson. When acting as the chairperson, a written report must be completed and handed in at all URICNA meetings, except at special order of business meetings if not pertaining to their position.
  2. Must attend subcommittee meetings.
  3. Works in conjunction with the chairperson to fulfill all duties pertaining to that Committee.
  4. Completes other duties as directed by the convention committee or the Hotels and Hospitality chairperson.
  5. Will sign a legal financial responsibility contract before taking office or at such time it is found necessary by the URSC.

#### 5:15 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 URICNA meeting.
  3. Work closely with the Arts and Graphics subcommittee for the design of the logo for merchandise prior to contracting with a company.
  4. Present all proposed merchandise to the committee for approval.
  5. Be responsible for following all contracting policies set forth in Section 12 of all 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, only by the Merchandise subcommittee, 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 a record of all merchandise purchased and sold and must keep that record up to date. Include this information in monthly reports to convention committee.
  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 URICNA treasurer within seventy-two (72) hours, 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 URINCA meeting following the convention.
  15. A written report must be completed and handed in at all URICNA meetings, except at special order of business meetings if not pertaining to their position.
  16. Will sign a legal financial responsibility contract before taking office or at such time it is found necessary by the URSC.

#### 5:16 Merchandise Vice Chairperson

- a) Requirements:
1. Suggested minimum of one (1) year clean
  2. Time and commitment to fulfill duties
  3. Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.
  4. Desire to serve.
- b) Duties:
1. Acts as the chairperson in the absence of the chairperson. When acting as the chairperson, a written report must be completed and handed in at all URICNA meetings, except at special order of business meetings if not pertaining to their position.
  2. Must attend subcommittee meetings.
  3. Works in conjunction with the chairperson to fulfill all duties pertaining to that Committee.
  4. Completes other duties as directed by the convention committee or the Merchandise chairperson.
  5. Will sign a legal financial responsibility contract before taking office or at such time it is found necessary by the URSC.

## 5:17 Program 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 URICNA 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 a convention program outline, to the committee, ninety (90) days prior to the convention for approval.
6. Provide in a timely manner all information to the Arts and Graphics 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 individuals who base their recovery on powerlessness over addiction, identify themselves as addicts, and attend N.A. meetings to sustain their recovery. Speakers must have a minimum of five (5) years clean; workshop speakers must 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 URICNA contract policies.
9. A written report must be completed and handed in at all URICNA Meetings, except at special order of business meetings if not pertaining to their position.

## 5:18 Program Vice Chairperson

### a) Requirements:

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

### b) Duties:

1. Acts as the chairperson in the absence of the chairperson. When acting as the chairperson, a written report must be completed and handed in at all URICNA meetings, except at special order of business meetings if not pertaining to their position.
2. Must attend subcommittee meetings.
3. Works in conjunction with the chairperson to fulfill all duties pertaining to that Committee.
4. Completes other duties as directed by the convention committee or the Program chairperson.

## 5:19 Registration Chairperson

### a) Requirements:

1. Suggested minimum of two 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 URICNA meeting.
  3. Provide all information, in a timely manner, to the Arts and Graphics subcommittee for the design and set up of a Pre-Registration form.
  4. Be responsible for preparing and distributing a complete registration package. A minimum of three (3) bids must be obtained for approval by the convention committee, for any items the subcommittee would like to provide to registrants in the registration package.
  5. Must deliver all registration money collected to the URICNA treasurer weekly 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 at the beginning of the convention.
  8. Deliver all registration money collected at the registration table during the convention to the URICNA treasurer periodically throughout the day and immediately after it closes.
  9. A written report must be completed and handed in at all URINCA meetings, except at special order of business meetings if not pertaining to their position.
  10. Will sign a legal financial responsibility contract before taking office or at such time it is found necessary by the URSC.

#### 5:20 Registration Vice Chairperson

- a) Requirements:
1. Suggested minimum of two (2) years clean (dealing with money)
  2. Time and commitment to fulfill duties
  3. Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.
  4. Desire to serve.
- b) Duties:
1. Acts as the chairperson in the absence of the chairperson. When acting as the chairperson, a written report must be completed and handed in at all URICNA meetings, except at special order of business meetings if not pertaining to their position.
  2. Must attend subcommittee meetings.
  3. Works in conjunction with the chairperson to fulfill all duties pertaining to that subcommittee.
  4. Completes other duties as directed by the convention committee or the Registration chairperson.
  5. Will sign a legal financial responsibility contract before taking office or at such time it is found necessary by the URSC.

### **Section 6 MEETINGS**

- 6:1 Regular meetings will be held at least bimonthly. The committee 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 written request of any voting member of the committee. The purpose of the meeting shall be stated. No other business shall be conducted. The chairperson must call such a meeting within two weeks of receiving written notice and must give at least one week notice to all committee members.

- 6:3 A quorum must be present before any business can be conducted. Fifty percent (50%) of the voting members constitute a quorum. Two executive committee members must be in attendance. Once quorum is established and business proceeds, it will continue to the conclusion of the agenda as long as there are at least two voting members.
- 6:4 Each subcommittee will hold subcommittee meetings on a regular basis. The meetings should be made available to the fellowship to encourage participation.
- 6:5 The Executive Committee shall meet at any time at the request of one or more members of the Executive Committee. At least four (4) days notice will be given.

**Section 7**  
**STANDING SUBCOMMITTEES**

- 7:1 All subcommittees of URICNA shall work closely together at all times.
- 7:2 URICNA may combine subcommittees if needed.

**Section 8**  
**AD HOC COMMITTEES**

- 8:1 The URICNA chairperson shall have the authority to appoint ad hoc committees for such purpose as may, from time to time, be 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**  
**GUIDING DOCUMENTS**

- 9.1 Spiritual Guidelines, Order of Guiding Documents
- a) The 12 Concepts of NA Service
  - b) The 12 Traditions of NA
  - c) A Guide to Local Service in NA
  - d) The URSC Guidelines
  - e) The URICNA Guidelines
  - f) The rules contained in the current edition of "Robert's Rules of Order," newly revised (loosely enforced at the discretion of the chairperson)
  - g) URICNA shall not make any action that conflict with Guiding Documents

**Section 10**  
**AMENDMENTS/SUSPENSION TO THE BYLAWS**

- 10:1 Any member of the URSC or elected member of URICNA may propose an amendment to the URICNA bylaws. The proposal must be in writing and submitted to the URICNA chairperson and include a "Letter of Reasoning" for making the amendment. The URICNA committee will then review the proposal and submit the written copy in exact wording along with their recommendations to the URSC for their approval. A vote of two-thirds (2/3) is required to pass an amendment.
- 10:3 All amendments will take effect immediately following the vote of approval by the URSC, unless specified in the amendment.
- 10:4 Any suspension of these bylaws requires the following process:
- a) A written motion detailing what and why a change is necessary.
  - b) Open discussion of the suspension followed by a recommendation formulated as a group conscience of the URICNA committee.
  - c) The recommendation shall be taken to the next URSC meeting for discussion then require a consensus or 2/3 majority vote of the URSC.

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

## **Section 11 FINANCIAL MANAGEMENT**

11:1 All money accumulated from fundraising, registrations, ticket sales, sales of merchandise, and any other source shall be maintained in a bank account general fund, subject to disbursement by the URICNA treasurer for paying obligations.

11:2 All expenditures made by URICNA shall be made by check.

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 URICNA, receipt or itemized listing of accountability.

11:5 A committee consisting of the URSC Facilitator, URSC Treasurer and two (2) willing RCM's shall audit the financial books annually within thirty (30) days after the convention or before the next URSC meeting.

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

11:6 After each convention a prudent reserve of **\$9000.00** will be kept to finance the next year's convention. Any money over the prudent reserve will be turned over to the URSC.

11:7 All leftover merchandise will be used by the next committee for fundraising purposes through the Fundraising and Entertainment subcommittees.

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 URICNA members to ensure that all moneys are managed appropriately and used for the primary purpose of this event. To reduce risks and protect N.A funds against theft and fraudulent occurrences. To abide by all URSC financial policies in place or that may be implemented in the future.

11.10 One of the signers on the bank account must attend any event of the committee that produces revenue for the purpose of money collections and accountability of such funds.

11.11 All trusted servants will safeguard the ownership of all property (physical and intellectual) of the URICNA committee. In the process of serving in their position any property used for committee function will be returned to the committee upon completion of their term of service.

## **Section 12 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 URSC approval. Three bids/proposals are required for all contracted activities (i.e. hotels, catering, merchandise, etc.).

12.2 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 voting process.

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

- 12.3 The three (3) bid policy is not optional, if a subcommittee cannot fulfill this requirement, the full committee must review the issue prior to any agreement being signed. This action must be reported to the URSC
- 12.4 All literature materials supplied through the committee must be WSO approved or approval from the URSC must be acquired. All discussion/decisions should have consideration of The Fellowship Intellectual Property Trust (FIPT) which can be found on the [www.na.org](http://www.na.org) website.