



**California Mid-State Region**  
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ADDENDUM "A"  
**GUIDELINES FOR THE  
CALIFORNIA MID-STATE REGIONAL  
CONVENTION COMMITTEE**

Adopted 19 July 2014 Revised October 19, 2019- Revised November 2023

**I  
DEFINITION**

This body shall be known as the California Mid-State Regional Convention Committee of Narcotics Anonymous hereinafter referred to as the Convention Committee.

**II  
PURPOSE**

The purpose of a regional convention is to carry the message, encourage unity and celebrate recovery within a particular region of NA. Keeping this intent in mind, the Committee body is to provide for and produce in accordance with the *Twelve Traditions of Narcotics Anonymous* and *the Twelve Concepts for NA Service*, the California Mid-State Regional Convention of Narcotics Anonymous hereinafter referred to as the Convention.

**III  
FUNCTIONS**

- A. To hold regular Committee meetings.
- B. To record and distribute minutes of all Committee meetings, copies of the current bank statement and an overview report from the Convention Chairperson about the previous Committee meeting to the Committee's trusted servants and the California Mid-State Regional Service Committee; hereinafter referred to as Region.
- C. To acquire and maintain a mailing address for the duration of the Committee's responsibility to the Convention and sixty (60) days following the date of the Convention.
- D. To encourage and support all subcommittees of the Committee.

**IV**

42 **PARTICIPANTS**

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44 **A. Members of the Executive Committee**

- 45 1. Chairperson
- 46 2. Vice-chairperson
- 47 3. Secretary
- 48 4. Treasurer
- 49 5. Assistant Treasurer

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54 **B. Subcommittees**

- 55 1. Hotels & Hospitality (*H&H*)
- 56 2. Fundraising & Entertainment (*F&E*)
- 57 3. Arts & Graphics (*A&G*)
- 58 4. Registration & Information (*R&I*)
- 59 5. Program
- 60 6. Merchandising
- 61 7. Member Services

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63 **C. Multi-Cultural Coordinator**

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65 **D.** Any interested members of NA are welcome at any meeting of the Committee or  
66 its subcommittees as observers and may speak at the discretion of the  
67 Chairperson.

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69 **V**  
70 **VOTING PARTICIPANTS**

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72 From the initial formation of the Committee, until ALL positions are filled, everyone  
73 present at the meetings will have a vote. After that, the voting participants of the  
74 Committee will consist of the Executive Committee (the Chairperson voting only in the  
75 case of a tie), all subcommittee chairpersons or their appointed representative, and the  
76 multi-cultural liaison.

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78 **VI**  
79 **EXECUTIVE COMMITTEE**

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81 The Executive Committee is the administrative body of the convention consisting of the  
82 Chairperson, Vice-chairperson, Secretary, Treasurer and Assistant Treasurer. This  
83 Committee executes the group conscious of the Committee. It is this Committee's  
84 responsibility to meet regularly to discuss the progress and performance of the  
85 Committee Subcommittees, the Convention budget and all other matters directly  
86 affecting or pertinent to the Convention. The qualifications and responsibilities for the  
87 Executive Committee are as follows:

88  
89 **A. CHAIRPERSON:**  
90 **1. REQUIREMENTS:**

- 91 a. A minimum of **(10)** years' continuous clean time.
- 92 b. A minimum of **(5)** years prior service experience at the
- 93 Area or Regional level, (Admin. Body and / or California
- 94 Mid-State Regional Convention Committee Admin. or
- 95 Subcommittee Chair).
- 96 c. A demonstrated stability in their local community.
- 97 d. Has demonstrated administrative and management
- 98 abilities.
- 99 e. Shall sign a Memorandum of Financial Responsibility,
- 100 **(MOFR)**, as outlined in our Anti-Theft Policy (See **Article 11**
- 101 **Funds, Section 8 Anti-Theft Policy**).

102

103 **2. DUTIES:**

- 104 a. Will act as the liaison between the Committee and the
- 105 convention facility.
- 106 b. Direct communications with the hotel personnel
- 107 regarding any questions or concerns that may arise either
- 108 during or prior to the convention.
- 109
- 110 c. Monthly attendance at Regional and Committee meetings.
- 111 **(See IX Operational Guidelines Section 3 A. 4.)**
- 112 d. Arranges agenda for regular Committee meetings.
- 113 e. Facilitates regular Committee meetings.
- 114 f. Delegates tasks to specific subcommittees; stays informed
- 115 of the business and activities of each subcommittee and
- 116 provides help when and where needed.
- 117 g. Helps resolve any personality conflicts that may arise
- 118 within the committee.
- 119 h. Keeps activities within the *Twelve Traditions of Narcotics*
- 120 *Anonymous*, the *12 Concepts for NA Service* and focused
- 121 according to the purpose of the Committee as stated in
- 122 **Section II**.
- 123 i. Monitors the financial status of the overall convention costs
- 124 and helps organize the Committee budget. Shall assist in
- 125 coordination of final income and expenses, along with any
- 126 other financial obligations. Before the term of service is
- 127 over.
- 128 j. Prevents premature passage of motions to ensure a greater
- 129 understanding and a clear group conscious of the issues for
- 130 all those concerned and the welfare of the Committee.
- 131 k. Allows subcommittees to perform their functions while
- 132 offering guidance, support and encouragement to utilize
- 133 good judgment.
- 134 l. Attends or ensures representation to provide a monthly
- 135 written report as to the status of the convention to the
- 136 hosting Area's ASC.
- 137 m. Co-signer on the Committee bank account.
- 138 n. Bank Debit Card to be used **ONLY** after review and
- 139 approval of intended use by Committee Admin Body.

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**Accurate documentation to be maintained for all transactions.**

- o Acts as a liaison to Region and provides a monthly written report of the previous Committee meeting, the most recently approved minutes, a copy of the current bank statement, and a copy of the current master ledger sheet to all of the Region’s participants and for the Regional Archives.
- p May not sit on any of the subcommittees as a member or as the chairperson.

Succession:

In the absence or incapacity of the chair the vice-chair assumes the duties and obligations of the chair until the chair is able to resume. In the event of the death, resignation, or removal of the chair the vice-chair automatically becomes chair for the remainder of the term, and the vacancy to be filled arises in the office of vice-chair.

**B. VICE-CHAIRPERSON:**

**1. REQUIREMENTS:**

- a. A minimum of ten (10) years continuous clean time.
- b. A minimum of five (5) years prior service experience at the Area or Regional level.
- c. The willingness and ability to become the Chairperson if the need arises.
- d. A demonstrated stability in their local community.
- e. Shall sign a Memorandum of Financial Responsibility, (MOFR), as outlined in our Anti-Theft Policy (see **Article 11 Funds, Section 8 Anti-Theft Policy**).

**2. DUTIES:**

- a. Attends the monthly Committee meetings, providing a monthly written report. In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson as contained in these guidelines.
- b. Attends the monthly Region meetings, providing a monthly written report.
- c. Attends as many subcommittee meetings as reasonably possible to respond effectively to the subcommittees’ needs and act as the liaison between the subcommittees and the Committee. Acts as a resource in the organization and the delegation of the subcommittee’s responsibilities.
- d. Opens, maintains and is custodian of the Committee’s P.O. Box. (Note: Convention Chair may delegate a different Committee member for this task.)
- e. Co-signer of the Committee bank account.

- 190 f. Acts as a knowledgeable resource regarding questions  
191 about parliamentary procedure and the Committee's  
192 Guidelines and Policies in accordance with the *Twelve*  
193 *Traditions of Narcotics Anonymous* and the *12 Concepts*  
194 *for NA Service*.  
195 g. May not sit on any other subcommittee as a member or  
196 officer.  
197 h. The Vice-chair will be elected by the Convention  
198 Committee and confirmed by the Regional Service  
199 Committee before taking office.  
200

201 **C. SECRETARY:**  
202

203 **1. REQUIREMENTS:**

- 204 a. A minimum of two (2) years' continuous clean time.  
205 b. Prior service experience at the Area or Regional level.  
206 c. Ability to keep accurate records.  
207 d. A demonstrated stability in their local community.  
208 e. Shall sign a Memorandum of Financial Responsibility,  
209 (MOFR), as outlined in our Anti-Theft Policy (see **Article 11**  
210 **Funds, Section 8 Anti-Theft Policy**).  
211

212 **2. DUTIES:**

- 213 a. Responsible for keeping concise and complete minutes of  
214 all Committee meetings.  
215 b. Distributes printed copies of the minutes at all regular  
216 Committee meetings for consideration.  
217 c. Maintains a complete and up-to-date set of records after  
218 each and every Committee meeting, ensures placement in  
219 the Committee Archives and will be able to provide such  
220 upon request.  
221 d. Makes sure that the Chairperson has the current Committee  
222 minutes to report to the regular Regional meetings.  
223 e. Maintains an up-to-date contact list of all Committee  
224 members telephone numbers and email addresses.  
225 f. Maintains a list of any business contacts and all  
226 public/private entities related to the Convention.  
227 g. Assists subcommittees in mailing and correspondence  
228 when necessary.  
229 h. Ensures that the archives from the Committee are passed on  
230 to the Region at the completion of the Convention.  
231 i. May sit on a subcommittee as a member but not as an  
232 officer of that subcommittee.  
233

234 **D. TREASURER:**  
235

236 **1. REQUIREMENTS:**

- 237 a. A minimum of eight (8) years' continuous clean time.  
238 b. Prior service experience at the Area or Regional level.  
239 c. A demonstrated stability in their local community.  
240 d. Bookkeeping and management skills.

- 241 e. Shall sign a Memorandum of Financial Responsibility,  
 242 (MOFR), as outlined in our Anti-Theft Policy (see **Article 11**  
 243 **Funds, Section 8 Anti-Theft Policy**).  
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 245
- 246 **2. DUTIES:**
- 247 a. Opens, maintains and is responsible for (Custodian of) the  
 248 Committee’s bank account.
- 249 b. Co-signer on the Committee’s bank account.
- 250 c. Bank Debit Card to be used ONLY after review and  
 251 approval of intended use by Committee Admin Body.  
 252 **Accurate documentation to be maintained for all**  
 253 **transactions.**
- 254 d. Maintains and makes available upon request all bank  
 255 statements and an accurate financial ledger of the current  
 256 Convention.
- 257 e. Responsible for submitting a printed spreadsheet report at  
 258 all Committee meetings as to the current financial standing  
 259 of the Convention, utilizing Computer Based  
 260 accounting program.
- 261 f. Works with the Chairperson and Vice-chairperson and all  
 262 subcommittees to establish and maintain a budget for the  
 263 Convention.
- 264 g. Writes all checks and is responsible for collecting receipts  
 265 for all money paid out.
- 266 h. Shall assist in coordination of final income and expenses,  
 267 along with any other financial obligations. (tax’s) Before  
 268 the term of service is finished.
- 269 i. Responsible for all money received, including but not  
 270 limited to, revenues from registration and banquet tickets,  
 271 excess revenues from pre-Convention merchandising  
 272 projects, excess revenues from fund-raising activities, and  
 273 all other related income.
- 274 j. Pays all bills and advises the Chairperson on the cash  
 275 availability, income, and expenditures.
- 276 k. Reviews subcommittee reports for compliance with their  
 277 budgets.
- 278 l. May sit on a subcommittee as a member but not as an  
 279 officer of that subcommittee.
- 280 m. Provides an annual and the closing report (income vs.  
 281 expenses) to the Region.
- 282 3. The Treasurer will be elected by the Committee and confirmed by  
 283 the Region before taking office.  
 284
- 285 **E. ASSISTANT-TREASURER:**
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- 287 **1. REQUIREMENTS:**
- 288 a. A minimum of six (6) years’ continuous clean time.
- 289 b. Prior service experience at the Area or Regional level.
- 290 c. A demonstrated stability in their local community.
- 291 d. Shall sign a Memorandum of Financial Responsibility,

(MOFR), as outlined in our Anti-Theft Policy (see **Article 11 Funds, Section 8 Anti-Theft Policy**).

**2. DUTIES:**

- a. Acts as and assumes all responsibilities of the Treasurer in the absence of the Treasurer.
  - b. Works closely with the Treasurer at all times checking all paperwork to ensure accuracy.
  - c. Co-signer on the Committee's bank account.
  - d. May sit on a subcommittee as a member but not as an officer of that subcommittee.
3. The Assistant Treasurer will be elected by the Committee and confirmed by region prior to taking office.

**VII**  
**SUBCOMMITTEES**

All subcommittees must and will maintain accurate records of all activities of the subcommittee. This includes, but is not limited to, financial reports, expenditures, duplicate receipts, current avenues of endeavor, subcommittee goals and needs. The subcommittee shall work in close contact with the Executive Committee in accordance with the *Twelve Traditions of Narcotics Anonymous* and the *12 Concepts for NA Service*. The subcommittees are to carry out the tasks described in these Guidelines as directed by the Committee and any other tasks the Committee may deem necessary. The subcommittees are to carry out their assigned duties and develop proposals and recommendations for the Committee's review. **Final decision-making authority rests with the Committee.**

**SUBCOMMITTEE CHAIRPERSONS**

**1. REQUIREMENTS:**

- a. A minimum of three (3) years' continuous clean time.
- b. Prior service experience at the Area or Regional level and should possess the necessary abilities that will complement the respective subcommittee.
- c. Ability to be firm yet understanding.
- d. A demonstrated stability in their local community.
- e. Shall sign a Memorandum of Financial Responsibility, (MOFR), as outlined in our Anti-Theft Policy (see **Article 11 Funds, Section 8 Anti-Theft Policy**).

**2. DUTIES:**

- a. Are the Single Point of Accountability (SPOA) for their subcommittee and should be aware of the responsibilities of each member and the tasks they have assumed, ensuring that any task assigned to them is properly carried out.
- b. As with any service commitment, regular attendance at the

- 343 Convention Committee meeting is required. If unable to attend,  
344 notice must be given to the Committee Chair and a written report.  
345 Shall be provided. (Subcommittee Vice-chair shall represent  
346 Subcommittee in the absence of the Subcommittee Chair.)  
347 c. Shall provide a monthly written report to the Convention  
348 Committee on the status of subcommittee projects and / or  
349 activities.  
350 d. May not sit on any other subcommittee as a member or officer.  
351 e. Shall assist in coordination of any financial obligations.  
352

## 354 **SUBCOMMITTEE VICE-CHAIRPERSONS**

355

### 356 **1. REQUIREMENTS:**

- 357 a. A minimum of three (3) years' continuous clean time.  
358 b. Prior service experience at the Area or Regional level and the  
359 willingness to learn the necessary abilities that will complement  
360 the respective subcommittee.  
361 c. The willingness and ability to become the chairperson if the need  
362 arises.  
363 d. A demonstrated stability in their local community.  
364 e. Shall sign a Memorandum of Financial Responsibility, (MOFR),  
365 as outlined in our Anti-Theft Policy (see **Article 11 Funds,**  
366 **Section 8 Anti-Theft Policy**).  
367

### 368 **2. DUTIES**

- 369 a. In the absence of the Chairperson, the Vice-chairperson shall  
370 perform the duties of the Chairperson as contained in these  
371 Guidelines.  
372 b. Attends subcommittee meetings and helps with the organization  
373 and delegation of the subcommittee's responsibilities.  
374 c. Acts as the parliamentarian of the subcommittee meetings in  
375 accordance with these Guidelines, the *Twelve Traditions of*  
376 *Narcotics Anonymous* and the *12 Concepts for NA Service*.  
377 d. May not sit on any other subcommittee as an officer or member.  
378 f. As with any service commitment, regular attendance at the  
379 Convention Committee meeting is required.  
380 1. Shall represent Subcommittee at the Convention Committee in  
381 the absence of the Chair.  
382  
383

## 384 **1. HOTELS AND HOSPITALITY (H&H)**

385

### 386 **A. DUTIES:**

- 387 1. Prepares cost estimates for banquets, brunches,  
388 breakfasts, coffee, specialty meeting rooms, and the sale  
389 of on-site snacks.  
390

### 391 **B. RESPONSIBILITIES:**

- 392 1. Will be responsible, along with the Convention Chair, for  
393 any Communication with Hotel during the convention.



394 The Convention Chair still has final authority for any additions or substitutions during the  
395 Convention.

- 396 2. Shall work closely with the R&I Subcommittee to help  
397 prepare projected attendance figures and also with the  
398 Program Subcommittee to help coordinate and  
399 accommodate the proper meeting room facilities.
- 400 3. Is responsible for preparing a map of local points of  
401 interest, restaurants, alternative lodging facilities,  
402 transportation and sightseeing information.
- 403 4. Ensures Hospitality Room has Host Areas / Groups to  
404 keep area clean and food & beverages available.  
405 (Provided by either Convention Committee or hosting  
406 Area or Group.)  
407

## 408 2. FUNDRAISING AND ENTERTAINMENT (F&E)

### 409 A. DUTIES:

- 410 1. Coordinates and oversees all events and pre-events for the  
411 Convention.
- 412 2. This Subcommittee is one of the primary ways to help  
413 promote excitement and support regarding the  
414 upcoming convention, remembering for the pre-event.  
415 fund-raisers that the functions need not and should not be  
416 isolated to the host area to prevent unnecessary financial  
417 drain on that area and also to promote unity throughout  
418 the Region.  
419

### 420 B. RESPONSIBILITIES:

- 421 1. Is responsible for the selection of all entertainment for the  
422 convention (i.e. bands, disc jockeys, comedians,  
423 performing artists, etc.).
- 424 2. Works closely with the Merchandising Subcommittee to  
425 help raise the pre-event funds so necessary when putting  
426 on a convention.  
427

## 428 3. REGISTRATION AND INFORMATION (R&I)

### 429 A. DUTIES:

- 430 1. R&I will act as the public relations for the Convention  
431 serving NA members, the general public and any questions posed  
432 prior to or during the convention from the media. (Works closely  
433 with the RIC and local Area PR / PI Subcommittee.)
- 434 2. Ensures the H&H Subcommittee is provided the pre-registration  
435 numbers to coordinate a projected attendance for the Convention.  
436

### 437 B. RESPONSIBILITIES:

- 438 1. This Subcommittee is responsible for both the pre-registration  
439 and on-site registration, which includes pre-registration  
440 confirmations and special registrations, for the Convention.  
441
- 442 2. Shall maintain spreadsheets of all pre-registrations, banquet  
443 tickets and / or other special event tickets received, reporting  
444

- 445 totals to the Committee.  
446 3. Responsible for the preparation of the Pre-registration flyers for  
447 the Convention and upon approval of the Committee, shall  
448 distribute those flyers at least six (6) months prior to the  
449 Convention to the Fellowship of NA.  
450 (Other avenues of distribution may be obtained from the  
451 Regional Delegate for mailing to other areas, regions, etc., and  
452 also by distributing to all of the RCMs in the Region.)  
453 4. Responsible for the preparation of the registration packets at the  
454 Convention.  
455 5. Ensures Convention information is provided to NAWS for  
456 publication in the *NA Way* by the submission date,  
457 (January 15<sup>th</sup> for events occurring 10 April – 31 July).  
458  
459

460 **4. ARTS & GRAPHICS (A&G)**  
461

462 **A. DUTIES:**

- 463 1. Works closely with the Merchandise Subcommittee to help  
464 coordinate the production of the merchandise and the timeliness  
465 necessary for the completion of such.  
466

467 **B. RESPONSIBILITIES:**

- 468 1. This Subcommittee is responsible for the design and printing of  
469 the Convention logo and theme, and any banners, programs,  
470 tickets, signs for the meeting rooms etc., flyers, decided upon by  
471 the Committee.  
472 2. In order to maintain the integrity of the artwork and trademarked  
473 images, A&G is the first option for all Subcommittees or  
474 Committee flyers.  
475  
476

477 **5. PROGRAM**  
478

479 **A. DUTIES:**

- 480 1. The Program Subcommittee shall work closely with the H&H  
481 Subcommittee in order to coordinate the proper  
482 Meeting facilities for each meeting.  
483 2. Ensures the budget identifies the speakers recommended to be  
484 funded by the Committee.  
485 3. Arranges shuttle transportation between plane / train  
486 facilities and the convention site.  
487 4. Works to arrange accommodations for the guest speakers as  
488 needed with the Chair.  
489

490 **B. RESPONSIBILITIES:**

- 491 1. This subcommittee is responsible for planning the program for  
492 the entire convention. This includes, but is not limited to,  
493 recommendations for the selection of all speakers, secretaries  
494 and readers for the meetings, marathon meeting chairpersons, the  
495 Convention schedule, and any workshops / panels.

2. Shall make timely confirmations of everyone participating in the program.
3. Will be responsible for ensuring the recording of Convention speakers and offering the recordings for sale at the convention, or provided as a part of the registration package.
4. Responsible for the selection of speakers who carry a **clear NA message.** (The language used to carry the message of NA at the Convention is vitally important.)

## 6. MERCHANDISING

### A. DUTIES:

1. Shall bring proposals to the Executive Committee of the Committee for the merchandise projects the Subcommittee has recommended, the quantity to be ordered, and the cost of such, for final approval prior to purchase of said merchandise.
  - a. These proposals will include the quantity, purchase cost of items, the retail cost items and the projected return on investment, along with a projected timeframe for sale.
  - b. Due diligence requires at least two bids to ensure competitive prices are received.
2. Shall work closely with the A&G Subcommittee for artwork, and the F&E Subcommittee for potential sales events, with regard to the acquisition and sale of such merchandise.
3. Shall work with the Program and H&H Subcommittees for coordination of location and times for sale of the merchandise.

### B. RESPONSIBILITIES:

1. Will ensure **MOFRs** are on file for any members that handles or takes merchandise to offer for sale.
2. Will make every effort to ensure each Area has access to merchandise items. If RCM / RCMA is unwilling or unable to take merchandise, a responsible member in the Area is acceptable.
3. Will man the Merchandise Room during the Convention.
4. Provides and maintains a running inventory of pre-event merchandise.
5. Will provide an end of day inventory of all remaining merchandise to the Convention Chair and Treasurer during the Convention.
6. Will provide a final inventory of all remaining merchandise for transfer to the Region after the final Committee meeting.

## 7. MEMBER SERVICES

This Subcommittee is tasked with a challenging job description; it is imperative that all involved understand the limitations they need to operate within to ensure a lawful, spiritually healthy, service experience. Hotel Security, 911 and the

547 local Police Department are the avenues to be utilized for Convention attendee's  
548 safety and well-being.  
549

550 **A. DUTIES:**

- 551 1. This committee shall work closely with the H&H Subcommittee  
552 to help ensure the amicable relationship with the hotel and the  
553 general membership in attendance. (i.e. in keeping with our  
554 public relations presented on page 155 of *It Works How & Why*,  
555 encouraging appropriate behavior by general members.)
- 556 2. Shall utilize a training program, adapting as needed, to ensure  
557 Member Services members respond appropriately in  
558 potentially high stress situations.  
559

560  
561 **B. RESPONSIBILITIES:**

- 562 1. Responsible for aiding the Committee and the hotel staff in  
563 keeping the convention secure.
- 564 2. Responsible for such things as patrolling the parking lot, assisting  
565 members in attendance to locate a specific meeting room, helping  
566 to ensure the safety of the members in attendance or any other  
567 related duties, which may arise during the convention.  
568

569  
570 **8. MULTI-CULTURAL COORDINATOR**  
571

572 **Intent:** To designate a member representative to provide support in  
573 native languages other than English, as the need arises. Please  
574 note; only one (1) representative for each community will be  
575 accepted.  
576

577 **A. REQUIREMENTS:**

- 578 1. A minimum of three (3) years continuous clean time.
- 579 2. Prior service experience at the Area or Regional level.
- 580 3. The willingness and ability to seek out and retain assistance from  
581 representatives of other language communities.
- 582 4. A demonstrated stability in their local community.
- 583 5. Shall sign a Memorandum of Financial Responsibility,  
584 (MOFR), as outlined in our Anti-Theft Policy (see  
585 **Article 10 Funds, Section 8 Anti-Theft Policy**).  
586

587 **B. DUTIES:**

- 588 1. Shall coordinate translation duties as necessary to keep all  
589 members of the California Mid-State Region informed.
- 590 2. Actively attends as many Committee meetings as possible, in order  
591 to respond effectively to the translation needs and acts as the  
592 liaison between the Subcommittees, the Committee, the  
593 represented communities, and their language representatives.
- 594 3. Provides coordination of the support services to ensure the voice of  
595 the represented community is carried to and from the Committee.
- 596 4. Provides assistance and or coordination with other representatives  
597 to provide translation services as necessary to the Subcommittees  
598 in the production of printed material, (i.e. registration forms,

- 599 Convention program & signage)  
600 5. Acts as a knowledgeable resource regarding questions about the  
601 makeup and needs of the represented communities.  
602 6. May sit on any subcommittee as a member, but not as an  
603 officer.

604 **VIII**  
605 **OPERATIONAL GUIDELINES**  
606

- 607 1. **VOTING PROCEDURES:**  
608 a. All interested members may vote at the first Committee meeting. All  
609 interested members in attendance may vote until all Committee positions  
610 are filled. Thereafter only voting participants as outlined in **Section V** may  
611 vote.  
612 b. A simple majority vote will be accepted in all matters pertaining to regular  
613 Committee business.  
614 c. A two-thirds (**2/3**) vote is required in policy / financial matters concerning  
615 the Committee.  
616 d. Because the Committee is directly responsible to the Region, any changes  
617 to these Guidelines will require a two-thirds (**2/3**) vote by the Committee  
618 and are then subject to Regional review and approval.  
619 e. In the case of a tie, the Chairperson shall cast the deciding vote.  
620
- 621 2. **MOTIONS:**  
622 a. Motions in matters affecting Committee as a whole may be presented by  
623 any member and shall be submitted in writing with a second by a voting  
624 participant of the Committee and heard in the new business session.  
625 b. Motions may only be postponed for one regular Committee meeting and  
626 then will be heard under the unfinished business session of the next  
627 meeting.  
628
- 629 3. **REMOVAL OF COMMITTEE OFFICERS/MEMBERS:**  
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631 A. A trusted servant may be removed from their position for non-  
632 compliance after due written notification. A two thirds (**2/3**) Committee  
633 vote is required for removal. Non-compliance includes, but is not  
634 limited to:  
635 1. Maintain their abstinence from drugs.  
636 2. Carry out their duties in a timely and responsible manner.  
637  
638 3. Adhere to the principles of the *Twelve Traditions of Narcotics*  
639 *Anonymous* and the *Twelve Concepts for NA Service*.  
640 4. Attend two consecutive regular Committee meetings without  
641 providing prior notification to the Chairperson or *being* represented  
642 in attendance by an appointed alternate representative.  
643 5. Missing three (**3**) Committee meetings in the course of a one year  
644 term of service will be subject to Committee review and discussion  
645 of removal or resignation.  
646 B. In the event that the Committee Chairperson needs to be removed,  
647 the following procedures shall be followed.  
648 1. The Committee Vice-Chair shall carry the recommendation of the

- 649 Committee for removal to the Region, identifying the reasons for the  
650 recommendation.
- 651 2. In the event the Vice-Chair is unable or unwilling, the Committee shall  
652 designate their representative to speak for them regarding the reasons  
653 for the recommendation.
- 654 3. The Region reserves the right to assign their representative to fill the  
655 Chairperson vacancy until any review and action is completed.  
656

657 4. **FISCAL PROCEDURES:**  
658

659 **A. ANTI-THEFT POLICY:**  
660

661 The Eleventh Concept establishes the sole absolute priority for use of NA  
662 funds; to carry the message. The *Twelve Concepts for NA Service* gives  
663 the Region a mandate from the NA Groups that calls for total financial  
664 accountability. With this in mind, any misuse of funds by Regional  
665 Trusted Servants cannot be tolerated. Regional Trusted Servants shall be  
666 required to sign a Memorandum of Financial Responsibility, (**MOFR**).  
667

668 Should any Regional Participant, Administrative Committee member,  
669 subcommittee member or Convention Committee Member be found to  
670 have allegedly misappropriated, or misused NA funds or other assets, the  
671 facilitating Officer of the Region, immediately upon calling the Regional  
672 meeting to order, must fully disclose the alleged misuse of funds or other  
673 assets and the individual(s) involved. Any member accused of misuse of  
674 funds or other assets may exercise their Tenth Concept right to redress at  
675 this time.  
676

677 1. **CMSRSC Action:**  
678

679 The Region, once informed of the alleged misuse of funds or other assets,  
680 may suspend the participation of individual(s)' involved by two-thirds  
681 (2/3) vote pending investigation and resolution. Having been found to  
682 have misappropriated or misused funds or other assets, said individual(s)'  
683 participation is immediately terminated, with cause, by a two-thirds (2/3)  
684 vote. Additionally, any member removed by the Region for  
685 misappropriation or misuse of funds or other assets may not hold an  
686 elected seat on the Region or its subcommittees for a period of two (2)  
687 years.  
688

689 2. **Restitution:**

690 Individuals removed for misappropriation or misuse of funds or other  
691 assets, are expected to make full restitution of all Regional funds or assets.  
692 Should a member removed for misuse of funds or assets fail to make full  
693 restitution said member may be subject to criminal or civil prosecution by  
694 the Region.  
695

696 3. **Procedure for Resolution:**

- 697 a. A thorough review of all books and financial records, by an ad  
698 hoc Committee appointed and led by the Regional Chair.
- 699 b. A meeting shall be scheduled, ensuring that any individual who  
700 allegedly misappropriated or misused funds or other assets is

- 701 informed of the meeting and given the opportunity to present their  
702 point of view. After all sides have been heard, a break in the  
703 meeting format is encouraged to allow all present time to get in  
704 touch with their own Higher Power and focus on spiritual  
705 principles, before coming back to decide the best course of action.
- 706 c. If the individual admits to the theft and agrees to pay back the  
707 funds or other assets, a restitution agreement can be developed. Let  
708 the individual know that if the restitution agreement is not adhered  
709 to, the intent is to take legal action based on the signed and  
710 witnessed restitution agreement.
- 711 d. A report about the situation shall be published, and regular reports  
712 on the status of the restitution agreement shall be published until  
713 the agreement is satisfied. Protecting the identity of the persons  
714 involved is secondary to being accountable to the fellowship for its  
715 funds and ensuring that the person is not put in a position where  
716 they may do further harm.
- 717 e. If the individual refuses to repay the money, or agrees to a plan but  
718 does not follow through with the agreement, or if the person has  
719 disappeared, it may be appropriate to take legal action. The  
720 decision to take legal action is an option that does not compromise  
721 traditions or spiritual principles, but it should be our last resort,  
722 opted for only when everything else has been tried. We strongly  
723 suggest that the decision to prosecute be thoroughly explored  
724 before going ahead, using Area and Regional Service Committees,  
725 the World Service Board, and Narcotics Anonymous World  
726 Services, Incorporated as resources.
- 727 f. If legal action is pursued one or all of the following may occur:
- 728 1. A civil action may be filed against the individual(s) and a  
729 judgment for full restitution may be obtained.
- 730 2. The Region may pursue a criminal prosecution of the  
731 individual(s) through the proper authorities.
- 732
- 733 B. If at all possible, an Employee Identification Number, (EIN), will be used  
734 to secure the Committee's bank account, **NOT** a member's personal Social  
735 Security number.
- 736 C. The Executive Committee and each subcommittee will submit a budget  
737 of projected expenses, a forecast of projected income, and a timeline of  
738 operations to the Region by the January Regional meeting. After review  
739 by the Region, budget may be revised as necessary.
- 740 D. Funds will be appropriated during unfinished or new business by a two-  
741 thirds (**2/3**) vote and disbursed based upon the treasury's ability to provide  
742 such funds.
- 743 E. Separate records will be maintained for the financial activities of all  
744 subcommittees. Separate records must be maintained for any income with  
745 regard to registration and pre-registration and any income from  
746 merchandise sales and fundraising events.
- 747 F. Upon completion of the Convention, a complete financial report shall be  
748 given to the Region **no later than 60 days** following the Convention. All  
749 funds, outstanding bills, financial ledgers, merchandise or any other NA

asset, minutes and any other documentation **must** be returned to the Region, at that time so that they may either be passed onto the next Committee or stored in the Region achieves.

- G. Contractual commitments of \$500.00 or more shall be reviewed and approved by Region prior to being signed by Committee Chairperson and Regional Chairperson.
- H. All expenditures over \$10.00 made by Committee shall be paid by check except when necessary to make other arrangements.
- I. No expenditure shall be paid from the Committee bank account without receipt or proof of payment.
- J. An operational fund of monies in the amount of \$10,000 dollars will be available to produce the Convention. The Committee Chair may request to draw up to \$2,000 dollars of start-up money when the first organizational meeting has been held and all the positions have been filled. A request for the balance of the money can be submitted following the Region's acceptance and approval of the Committee's budgets, forecasts, and timelines, requiring a two-thirds (2/3) majority vote,. This operational money is to be returned to the Region to be available to all future Conventions. The availability of an operational fund is not meant to be a substitute or replacement for fundraising activities. In accordance with a Motion to the CMSRC \$20,000.00 will kept in reserve/savings to satisfy any emergency expenditures (like the cancellation of convention) so as not to burden the signers of convention contract. This will require a 2/3rds approval from voting members.
- K. A maximum of one (1) checking account and one (1) savings account shall be utilized by the Committee. The Regional Treasurer shall be an authorized signer on any accounts opened.
- L. In most cases the Committee Treasurer or Assistant Treasurer will make the deposits. In some instances, a member of the Executive Committee or a Subcommittee Chair may make a deposit. In order to maintain good recordkeeping, the following information will be provided:
  1. When the deposit was made;
  2. The Deposit Amount;
  3. The Deposit Detail, (i.e. a breakdown of where the money came from, item(s) sold, event(s) income, Area contribution, etc.)

**4. SELECTION OF NEXT CMSRCNA SITE:**

The following time table shall be followed in order to ensure adequate time is allowed for the bid process to function properly:

<b>Month Presented</b>	<b>Action</b>	<b>By Who?</b>
@ December – RSC Meeting	Bid Solicitation Flyer to Areas	CMSRSC
@ February – RSC Meeting	Written Bids Received	From Interested Areas
March & April	Bids Reviewed	Areas / RCMs of CMSR
@ May – RSC Meeting	Bid Awarded	Areas / RCMs of CMSR
June	Announced @ Sat. Night Meeting	Current Convention Chair

*Note: a minimum of one copy per Area, plus two, of the bid proposal are recommended to ensure each Area, plus the Regional Chair, have a copy for review. Optimal number is fifteen (15).*



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**5. CHAIR RECOMMENDATION PROCESS:**

Usually an ad hoc Committee, formed in the Area seeking to submit a bid to host the convention, has been meeting for several months. In order to ensure all members that may have an interest in being a part of the upcoming convention have an opportunity, once the hosting Area has been selected, a flyer shall be published throughout California Mid-State Region announcing the time/date/location of the meeting to elect a recommendation for the Convention Chairperson.

The Chair recommendation is sent to the Region for actual election by the RCMs. It is recommended that the Chair-elect provide a written service resume, ensuring all of the RCMs and Admin Body have a copy for their review.

**6. CONVENTION COMMITTEE FORMATION:**

Once elected, the Chairperson is required to select a location for the formational meeting. Suggested month for first meeting is August, following the current convention. Consideration should be given that this is a **REGIONAL** convention, therefore a flyer announcing all of the meeting details should be provided at the July RSC meeting. After this formational meeting, the Convention Committee now becomes a part of the Regional Body and will be required to have representation at each Regional meeting.

**SPIRITUAL PRINCIPLES**

The Committee, its officers and trusted servants will implement the *Twelve Concepts for NA Service* to be used as the guiding principles of service operations and functions. As our "*Twelfth Concept*" states, "In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government." We need always remember that our primary purpose is to carry the message to the addict who still suffers. Our convention should strive to maintain an atmosphere of unity, love and support for any addict seeking recovery.