



Chicagoland Regional **Convention Committee Policy**

March 2009

Statement of Purpose:

The Chicagoland Regional convention was formed by the CRSC to organize an annual convention. The convention is to be a recovery celebration where members are brought together to experience meetings workshops, dances and other activities to encourage unity and fellowship. We must remember that we have only one need for money in Narcotics Anonymous and that is to further our primary purpose of carrying the message to the addict who still suffers

I. General

- A. That policy be reviewed and updated annually. This should Commence one month after the new CRC committee is seated. All committee members of the CRC committee will form the policy committee.**
- B. That CRC will meet the third Sunday of every month at 3:00 p.m. at the CSO. The CRC chairperson may call other meetings as necessary. All Minutes of each meeting are to be available at the next scheduled meeting.**
- C. Any Executive Committee Member or Subcommittee Chairperson, who Misses two consecutive regular and /or special meetings without sending representation, shall be replaced. The CRC chair shall appoint a member to fulfill the remainder of the term. Monthly attendance to CRC committee meeting is required of all committee Chairs and Co-Chairs. In case of unavailability, contact with the CRC Chair, Co-Chair or Secretary is required.**
- D. No smoking will be allowed except in areas designated by the hotel.**
- E. Any person handling money for the convention must have five years clean.**
- F. All Executive Committee Members and Sub-committee Chairs and Co-Chairs must be present at all fundraisers/and or support activities.**
- G. Any request for money for convention expenses must be made in writing as a motion and presented to the CRC Committee for approval.**
- H. That no checks be accepted from members who have bounced checks. A list people who have bounced checks should be passed on year to year to registration and merchandise. Upon ten days prior to convention, no checks will be accepted.**
- I. CRC funds are to be deposited into CRC accounts only.**

- J. The accountability and responsibility for all monies at the CRC convention lies in the CRC Executive Committee and the BOD/Events Committee.**
- K. All CRC Merchandise and equipment be held in a secure place approved of by the CRC Executive Committee and Merchandise Chair, at which time the Chair of Merchandise and the Vice-Treasurer will bear responsibility for the inventory, if in the event is deem necessary.**
- L. The CRC Executive Committee is responsible for audit and final report. The final report and information must be supplied to the board, and the board must publish the final report no later that sixty days after the end of the convention.**
- M. Married members or significant others cannot both be signers on the CRC checking accounts.**
- N. All money transfers between accounts must be accomplished by electronic transfers. Purpose: Accountability.**

II. Elections:

- A. Twelve week notice must be given prior to the date of elections.**
- B. Vice Executive Committee positions, Sub-Committee Chairs, and Co-Chairs are elected at an open CRC meeting one month prior to the close of the of the previous convention. A flyer must go out 60 days prior to the election.**
- C. The CRC Committee referring to the Co-Chair of Registration, Vice-Treasurer, and Vice-Secretary from the previous convention will automatically move into the next position.**
- D. Two members from each area will be sent to CRC to be voting members. these members will have equal nomination and election status along with the Chairs and Co-Chairs from previous conventions and these are the voting members.**
- E. Persons nominated for CRC Committee positions must be present to be elected and must meet requirement for the position of which they are nominated.**

III. Executive Committee

A. Chairperson

- 1. The Chairperson is responsible for chairing the committee meetings and organizing the work of the subcommittee. The chairperson is responsible for communication between the CRSC, the BOD/Events Committee and the Convention Committee. The Chairperson monitors the fund flow; overall Convention cost and is responsible for the preparation of the CRC budgets. In addition, Chairperson is to attend all monthly meetings of the BOD, CRSC, Events Committee and CRC.**

2. **Five (5) years clean time is required. The term is one year on CRC.**
3. **The CRC Chairperson is responsible for directing the activities of the CRC executive committee.**
4. **The CRC Chairperson is an approved signature on all CRC accounts.**
5. **The CRC Chairperson shall receive four (4) complimentary room nights at the convention.**

B. Vice-Chair

1. **Starting with CRCXVII, the recommendation of CRC for Vice-Chair will be voted on by the CRC committee as a whole**
2. **The CRC committee will send a recommendation for the Vice-Chair of the upcoming CRC and this is to be made available 90 Days prior to the approval date of CRSC. The Vice-Chair is responsible for chairing and organizing the work of the policy committee. The Vice-Chair is responsible for carrying out the duties of the chairperson in the chairperson's absence. The Vice-Chair also coordinates the CRC subcommittees and is the policy Committee chairperson. The Vice-Chair is required to attend all CRC monthly meetings.**
3. **Five years clean time is required to be nominated for this position. The term of this position is two years on CRC.**
4. **The CRC Vice-Chairperson is directly responsible to the CRC Chairperson.**
5. **The Vice-Chairperson has signing and approval authority on all checks.**
6. **The Vice-Chairperson shall receive three (3) complimentary room nights during the convention.**

C. Secretary

1. **The Secretary is responsible for the minutes of the CRC meeting and the distribution of them to all members. The Secretary is responsible for the archives of this committee and the archives are to be kept at the Chicago Service Office. The Secretary also provides courtesy calls as a reminder of the CRC meeting dates and times. All archives are to be stored electronically.**
2. **Two years (2) clean time is required.**
3. **The CRC Secretary is directly responsible to the CRC chairperson.**
4. **The Secretary shall receive three (3) room nights at the convention.**
5. **The Secretary is required to be computer literate.**

D. Vice-Secretary

- 1. The Vice-Secretary will assist the secretary as needed and fulfill the duties of the secretary as required.**
- 2. The Vice-Secretary will automatically move into secretary position.**
- 3. The Vice-Secretary is directly responsible to the secretary.**
- 4. One (1) year clean time is required for the position.**
- 5. The Vice-Secretary is required to be computer literate**

E. Treasurer

- 1. The Treasurer is responsible for the management and the record keeping of CRC operating and holding accounts. The Treasurer is responsible for the monitoring actual verses budgeted expenses and preparing a monthly financial statement. The Treasurer must also work closely with the CRC chairperson. Any and all monies disbursed by the use of check must be accompanied by a motion and in voucher form. The Treasurer is also responsible for producing a final financial report. The Treasurer must have knowledge of Quick Books and the Vice-Treasurer must be willing to learn Quick Books by mid-term.**
- 2. The Treasurer and vice treasurer have the responsibility of the control, the security and the issuance of all CRC checks.**
- 3. That training in Quick books and software be provided to the Treasurer, Vice-Treasurer, Registration Chair, and Merchandise Chair, a minimum Of every two years as necessary and funds for training be allocated from convention budget for such training.**
- 4. Subcommittee Chairs/Officers requesting to receive NA monies for expenses must have prior approval and proper document approved by Treasurer before any monies are issued.**
- 5. All expenditures and income received must be listed in ledger book or automated reporting documents. Proper identification of charges including Chart of Account number and Sub-Committee incurring the expenses must be identified for the general audit purpose.**
- 6. Bank statements must be reconciled monthly with deposit and withdrawal documents.**
- 7. Any requested checks less than \$1000.00 must be signed by two of the four signatures. The Treasurer has signing authority on all checks.**
- 8. No checks exceeding \$1000.00 can be written without approval of the Events Committee Chair and / Events Co-Chair.**
- 9. All vendors will be issued a check or cashiers check for services rendered. No cash payments will be made. Proper documentation must be made to Enable the use of acceptable audit procedures and verification processes. All deposits and expenses must be accompanied by automated cash register receipts or acceptable invoice documents.**
- 10. The Treasurer is directly responsibly to the CRC Chairperson.**

11. No less than five (5) years clean time is required for this position. The term of CRC Treasurer is one (1) year.
12. The Treasurer shall receive four (4) room nights at the convention.

F. Vice- Treasurer

1. The Vice-Treasurer automatically moves into the Treasurer position.
2. The Vice-Treasurer will assist the treasurer as needed and will fulfill the duties of the treasurer when required.
3. The Vice-Treasurer has signing authority on all CRC checks.
4. No less than five (5) years clean time is required for this position. Term is one year as Vice-Treasurer and one year as Treasurer.
5. The Vice-Treasurer is directly responsible to the Treasurer.
6. The Vice-Treasurer shall receive three (3) complimentary room nights at the convention.

IV. Board Members/Events Chair/Events Co-Chair

The Events Committee Chair and/ or Events Committee Co-Chair shall attend all CRC Committee meetings. They will act in the same manner as CRC Sub-Committee members and will have one vote in total as does Sub-Committee members of the CRC. Their position is defined as advisors to the CRC Committee taking on only fiduciary responsibilities in accounting and legal matters.

The Events Committee Chair monitors fund flow and overall convention cost; further, they assist the CRC Committee in organizing all convention budgets. The Events Committee Chairperson or Co-Chair acts as advisors on legal and fiscal matters at the convention site.

All CRC contracts, are to be reviewed, approved, and negotiated by the Committee Chair and Co-Chair, prior to the contracts being executed by the BOD (Board of Directors) / Events Committee Chairperson.

V. CRC Subcommittees

A. General

1. The standing Subcommittees of the CRC includes: Arts and Graphics, Convention Information, Fundraising and Entertainment, Hospitality, Merchandise, Programming, Registration, and Serenity Keepers.
 2. All Subcommittee chairpersons are required to have two years clean time Except money-handling positions, which require five (5) years.
 3. Monthly attendance to CRC Committee meetings is required of all committee Chair and Co-Chairs. In case of unavailability, contact with the CRC Chair, Co-Chair, or Secretary is required.
 4. No Subcommittee Chair or Co-Chair shall succeed themselves more than Two (2) consecutive terms
 5. Subcommittee must schedule meetings at the CSO, and post the date and time.

6. **Outgoing Subcommittee Chairs are responsible to submit revised guidelines and any other pertinent documents to the CRC Chair for approval, also attend mandatory learning day event in October of each year.**
7. **Voting is the responsibility of all CRC Executive Committee members and all Subcommittee Chairs and Co-Chairs.**
8. **All Subcommittee are to submit a timeline and budget by March meeting.**
9. **All proposals and contracts to be submitted to CRC Executive Committee.**
10. **Final reports after the convention should be submitted for archives sixty days after the convention.**

B. Arts and Graphics

This committee is responsible for designing and / or printing all material used at the convention to include such items as banners, programs, tickets, flyers and any other requested items from other Sub-Committees.

- a. **All proposals/ contracts should be submitted to the CRC Executive Committee for approval.**
- b. **All flyers concerning CRC Events need to be approved by CRC Committee prior to being distributed/ or circulated throughout the fellowship.**
- c. **Dance, Banquet, and Comedy Show tickets be ordered through Arts and Graphics committee prior to the convention, and to be sold by Fundraising And Events once the Convention begins, until further notice.**
- d. **Arts and Graphics Subcommittee shall receive two (2) room nights at the convention.**

C. Convention Information

The committee is equipped to answer any question and provide information to all NA members and as well as non-members. This committee works closely with the public information committee. Their responsibilities to the fellowship are as follows:

- a. **To provide convention information booth.**
- b. **To provide a pressroom, press packet, and indicate location. Pressroom to be manned by responsible and informative member of the Sub-committee as needed.**
- c. **Convention Information Committee should have a small quantity of NA literature for the physically challenged members.**
- d. **Send three (3) mailings of convention literature to H&I facilities.**
- e. **The Convention Information Committee is also responsible for keeping an Accurate record of all hospitals and institutions**
- f. **To obtain information of attractions/events in neighborhood of Convention Hotel.**
- g. **To contact nearby regions and NAWS.**
- h. **Work with registration on bulk mailings to eliminate duplicates.**

- i. **Convention Information Committee shall receive two (2) complementary room nights at the convention.**

D. Fundraising and Entertainment

This subcommittee is the fund raising arm of the convention whose purpose is to plan and organize events pertaining to CRC. Five years clean time is required.

- a. **Responsible for all events planning at host hotel.**
- b. **Plan & Host pre-convention events with other areas to promote unity.**
- c. **Submit all planned events to be approved by CRC committee.**
- d. **F & E is responsible for hosting all CRC events.**
- e. **CRC Treasurer and/ or Vice-Treasurer are responsible for collection of funds at all of CRC events.**
- f. **F & E subcommittee shall receive three (3) room nights at the convention.**
- g. **F & E subcommittee pick all speakers for F & E events with the guidance from the programming committee excluding the Last Bash.**

E. Hospitality

The purpose of the Hospitality subcommittee is to Host the fellowship. Hospitality Subcommittee is there to provide a atmosphere for a successful convention to all members. Responsibilities to the fellowship are as follows:

- a. **To provide hospitality suites (no smoking will be allowed accept in areas designated by hotel) with activities and acceptable hours.**
- b. **To provide huggers volunteers.**
- c. **Provides accommodations to the physically challenged addicts throughout the convention.**
- d. **Subcommittee is responsible for obtaining decorations for the banquet and/ or special meal events during the convention.**
- e. **Assists the Serenity Keepers if the need arises.**
- f. **Hospitality subcommittee shall receive two (2) room nights at the convention.**

F. Merchandising

The purpose of the subcommittee is to manage the sale of all merchandise at the convention including the setting of hours and manning of the “merchandise store” at the convention. Five (5) years clean time is required.

- a. **Maintain a complete set of all subcommittee activities as it relates to merchandising and deliver all receipts promptly to the CRC treasurer**
- b. **Keep accurate inventory of all merchandise and organize receiving documents including proper authorizations.**

- c. **Submits a minimum of 3 bids and contracts to CRC executive committee for negotiation and approval.**
- d. **All CRC merchandise and equipment be held in a secure place approved of by the CRC Executive Committee and BOD, at which time, the Chair of Merchandise and the Vice-Treasurer will bear responsibility for the inventory.**
- e. **That training in Quick Books software be provided to Treasurer, Vice-Treasurer, Registration Chair, Merchandise Chair and Art and Graphics Chair, a minimum of every two years as necessary and funds for training be allocated from the convention budget for such training.**
- f. **Committee shirts monies are collected at Merchandise Counter and T-shirts be distributed through the Merchandise Committee.**
- g. **Merchandise shall receive (3) room nights at the convention.**

G. Programming

The purpose of this committee is to plan all the workshops and speakers at the convention. The Programming Committee will also provide a recommended list of all speakers and chair persons to the CRC committee for their approval. This also includes the speaker for the last bash. Upon the approval of this list, the designated site shall receive a copy of the list.

- a. **All main speakers are selected from tapes reviewed by subcommittee members.**
- b. **No addict is allowed to speak at three (3) consecutive CRC's Convention.**
- c. **The following people are not eligible to be main or workshop speakers:**
 - 1. **Program Sub-committee members as a whole.**
 - 2. **Executive Convention Committee Officers, including the Events Chair, Co-Chair, and CRC Subcommittee Chairs, Co-Chairs, and CRSC.**
- d. **Ten years minimum clean time needed for all main speakers and 3 years clean for workshops speakers.**
- e. **The Programming Committee shall submit names of all Main Speakers and a list of workshop speakers to the CRC Committee prior to final approval.**
- f. **All tapes being submitted to CRC Programming Committee be mailed to CRC P.O. Box.**
- g. **That all tapes submitted to the Programming Committee be turned over to the Archives of the CRC.**
- h. **The Programming Committee shall receive three (3) complimentary room nights at the convention.**
- i. **Programming Chair and Co-Chair nomination needs (1) year prior experience.**
- j. **Each area should submit Two (2) names of workshop speakers and two (2) workshop chairs to be considered for workshops.**

H. Registration

This Committee provides smooth, prompt, orderly, and hospitable registration services to the participants at CRC.

- a. Must submit at least three (3) proposals for registration items, in cooperation with the Merchandise Committee, to the CRC at least three (3) months prior to delivery.**
- b. Proper registration records be maintained and all money received turned over to CRC Treasurer on a weekly basis.**
- c. The CRC Executive Committee prior to their distribution must approve any complimentary registrations given out as part of promotional activities.**
- d. When registrations are sold at fund raising events, numbered cash receipts in two part carbon copies should be used as confirmation.**
- e. Confirmation cards should be sent to registrant upon receipts of registration received before announced cut off date.**
- f. Work closely with Convention Information Subcommittee in the bulk mailing of convention flyers to avoid duplication.**
- g. Work closely with Arts and Graphics Subcommittee in developing the convention registration form for convention flyers.**
- h. That training in Quick Books software be provided to Treasurer, Vice-Treasurer, Registration Chair, Arts and Graphics Chair, and Merchandise Chair. A minimum of every two years as necessary and funds for training be allocated from convention budget for such training.**
- i. Registration Subcommittee shall receive three (3) complimentary room nights at the convention.**
- j. Pre-registration should begin Saturday at 10:00 p.m.**

I. Serenity Keepers

This Subcommittee works closely with other subcommittee of the convention to assist With crowd control, information, and helps support with Hotel Security.

- a. The Chairperson is responsible for turning in all donations for T-shirts collected prior to the convention, after which, the CRC Treasurer will collect all money on-site.**
- b. Serenity Keeper Chairperson shall be responsible for all radios and communication equipment for all CRC events.**
- c. Serenity Keepers are responsible for the collection for the newcomer's donation at the main speaker meetings in conjunction with BOD members.**
- d. Serenity Keepers Subcommittee will receive three (3) complimentary room nights at the convention.**