SCRCCNA GUIDELINES

Approved July 17, 2026

THIS BODY SHALL BE KNOWN AS THE SOUTHERN CALIFORNIA REGIONAL CONVENTION COMMITTEE OF NARCOTICS ANONYMOUS AND SHALL OPERATE AS A BRANCH OF THE REGIONAL SERVICE COMMITTEE OF NARCOTICS ANONYMOUS.

I. Purpose

To coordinate and conduct an annual Southern California Regional Convention by members of Narcotics Anonymous. To bring our membership together in the celebration of recovery, and to maintain financial viability of the recovery celebration. Meetings, workshops, and other activities are scheduled to encourage unity and fellowship among our members. Service committees of Narcotics Anonymous sponsor conventions: they shall always conform to the NA principals and reflect our primary purpose to carry the message to the addict who still suffers.

II. The RSO Board

A. The Board's relationship with the Convention Committee:
The Board of Directors does not sponsor, plan or manage regional conventions. The BOD is financially accountable for the convention, i.e., paying of sales tax as necessary and the appropriate filings necessitated by the non-profit status we hold.

B. Duties of the Board
1. Ultimate financial accountability for convention funds
2. The BOD Treasurer shall receive monthly financial reports from the Convention Committee Treasurer.
3. The BOD is a signatory on the Convention Committee's bank accounts.
4. The BOD Chair is a signatory on all the Convention Committee contracts.
5. The BOD shall receive all contracts, reviewed and initialed by the current convention Chair, Vice Chair and Treasurer
6. The BOD will be available to the Convention Committee while onsite, to be determined by the Convention Committee.
7. BOD will be responsible for any expenses incurred by them onsite.
8. The Board of Directors is responsible for all financial aspects of the convention. This is to ensure that no member is personally jeopardized by contractual-situations that may arise.

III. Membership

Any member of Narcotics Anonymous may participate on the Convention Committee, unless currently under any type of Narcotics Anonymous suspension.

IV. Voting privileges

A. Any member present at the first meeting of the convention year has full voting privileges. Any member joining after the first meeting of the new year must attend two consecutive meetings to obtain voting privileges. i.e., you are eligible to vote at your second consecutive meeting.

B. New members joining within 120 days of convention start will have voting privileges at their second consecutive meeting, however they will receive a volunteer badge.

C. Any member of the Convention Committee who is absent two consecutive meetings will be considered inactive for voting purposes at roll call of the third meeting. They may regain their voting privileges after attending two consecutive meetings. Voting membership shall be determined by the sign-in sheet. It is each member's responsibility to sign the sign-in sheet at each meeting and be

present for silent roll call at the end of the meeting.

D. Should a member miss four meetings throughout the year, they will be considered inactive for voting purposes for the year. If an executive member or subcommittee chairperson misses four meetings throughout the year based on the sign-in sheet, they will be asked to step down from their position.
E. Convention Committee meetings are held on the third Wednesday of each month. Additional meetings may be called as needed by the Chair of the Convention Committee
F. Only registered voting members shall receive committee badges at the convention, as determined by the sign-in sheet. All other participants shall receive volunteer badges.
G. Convention year ends after the inventory and elections meeting. Elections are held on the last Convention Committee meeting of the convention year.
H. The first meeting of the new year will be held on the third Wednesday of the month following the inventory and election meeting.
I. Only voting members in good standing from previous convention year can vote on tabled chair positions.

V. Elections

A. Elections are held on the last meeting of the convention year.
B. All nominees must be present to be nominated and to accept said nominations.
C. All nominees must meet guideline requirements and be active voting members.
D. If elections for a chair position are tabled to the following month, only voting members in good standing from the previous convention year can be nominated/elected.
E. If only one person is nominated, they must receive 51% majority of voting members present to be elected.
F. Anyone who steals NA funds, assets or assists in that theft; misrepresents or misappropriates the NA name for personal gain or for the gain of an associate, is automatically ineligible for any elected Convention Committee position for five years.
G. No two persons in the same household, immediate family or relationship shall have the authority to sign on the same account or be present at any money count.

VI. Executive body

The Executive Body shall consist of the Chairperson, Vice Chairperson, Treasurer, Vice Treasurer, Secretary, Co-Secretary and Negotiations Committee**.** All Executive Body trusted servants must be voting members in good standing. Executive trusted servants' duties begin at the first Convention Committee meeting, with the exception of the newly elected treasurer. The outgoing treasurer shall work with the current treasurer until the finalization of the prior convention's Treasurer reports. Members of the RSO board cannot hold an executive position on the Convention Committee.

A. Chairperson
    1. Qualifications for the Chairperson shall be:
        a) Minimum 5 years clean time
        b) 3 years service on the Southern California Regional Convention Committee as a voting member
        c) Working knowledge of the Steps and the Traditions
    2. Duties of the Chairperson shall be:
        a) Presides over all Convention Committee meetings.
        b) Prepares an agenda.
        c) Ensures that committee members are informed of any sudden changes in meeting time or location.
        d) Can be a co-signer on the Convention Committee bank account.
        e) May attend Program committee meetings for input only.
        f) Is the primary person between Convention Committee and convention site administrators.
        g) Attends regional service conference meetings.

h) Supplies reports to all committees as needed.
i) Receives and is knowledgeable of all contracts related to the SCRCCNA.
j) Acts as or appoints site coordinator.
k) Appoints major liaison between site facilities and Convention Committee.
l) Submits written report along with oral report to secretary for accuracy in minutes.
m) Can serve no more than two consecutive terms within a seven-year period.
n) Arrives one-day prior to start and through day after convention to coordinate business matters.
o) Presents all financial contracts to the BOD for their review, signature, and recommendations.

B. Vice Chairperson
1. Qualifications for the Vice Chairperson shall be:
a) Minimum 5 years clean time
b) 3 years service on the Southern California Regional Convention Committee as a voting member
c) Working knowledge of the Steps and the Traditions
2. Duties of the Vice Chairperson shall be:
a) Assumes the responsibility of the Chairperson in the event of their absence.
b) Assists Chairperson in overall coordination.
c) Can be a co-signer on the Convention Committee bank account.
d) Maintains direct contact with subcommittee chairpersons.
e) Is aware of all operational procedures of subcommittee requirements, deadlines, and offers input when necessary.
f) May attend Program committee meetings for input only.
g) Attends regional service conference meetings.
h) Receives and is knowledgeable of all contracts related to the SCRCCNA.
i) Submits written report along with oral report to secretary for accuracy in the minutes.
j) Arrives one-day prior to start and through day after convention to coordinate business matters.
k) Responsible for scheduling and facilitating guideline reviews and for securing a facility.
l) Responsible for distributing sign-up sheet for committee member's hotel reservations four months prior to the convention date.
m) Reserve a block of five rooms for special workers and speakers.
n) Responsible for compiling Hotel Master List of SCRCCNA members whose rooms are paid for by the committee and ensuring that Operations Policy Section L is adhered to.
o) Provides the Treasurer with a list of SCRCCNA members on the Master Account who are responsible to pay for half of their room cost according to Operational Policy Section N.

C. Treasurer
1. Qualifications for the Treasurer shall be:
a) Minimum 5 years clean time
b) 3 years service on the Southern California Regional Convention Committee as a voting member
c) Accounting experience is strongly suggested.
d) A working knowledge of the Steps and the Traditions
2. Duties of the Treasurer shall be:
a) Is responsible for picking up all pre-registrations and correspondence. All checks will be recorded and deposited, and the registrations forwarded to the Registration Chairperson.
b) In conjunction with Registration, keeps a running tally of all pre- registrations, banquet, breakfast and entertainment tickets, and pre- sale merchandise that is purchased.
c) Coordinates with the BOD that new signature cards are filled out with appropriate

signatures and returned to the bank**.** Signers on the account should consist of the Treasurer, Vice Treasurer, Chairperson, Vice Chairperson, and a member of the BOD.

d) Gives copies of contracts and invoices to appropriate subcommittee chairperson and Co-Secretary**.**
e) Is responsible for issuing any checks that are required to help facilitate the convention.
f) Keeps an accurate journal of checks that have been issued and is certain that they are categorized for the appropriate subcommittee, thus monitoring their individual budgets.
g) Verifies that checks written have the proper receipts and are accompanied by a check request filled out with proper information.
h) Provides the BOD and Convention Committee with a monthly cash flow statement.
i) Works with Vice Treasurer to coordinate all onsite duties pertaining to cash pick-up, counting, depositing, and record keeping.
j) Is responsible for securing a safety deposit box onsite.
k) The Treasurer and a minimum of two (2) members of the executive committee shall take the deposit to the bank following the convention or arrange for secure pick up.
l) Provides the Convention Committee an estimated draft after convention ends….summarized report 60 days after convention (to include possible profits/losses statement and Final Report 90 days after convention and also submit to RSC and BOD with a final report detailing all financial activity throughout the year within 90 days of the close of the convention.
m) May not be a payee and signer of any check.
n) May attend Program committee meeting for input only.
o) Provides the BOD with a quarterly sales tax statement and when applicable will include payment with said statement.
p) Arrives one-day before the start of convention and remains through day after to coordinate business matters which includes the deposit.
q) Provides a monthly financial report to the Treasurer of the BOD, at least one week prior to the BOD's monthly meeting (the 2nd Wednesday at 7:30 at the RSO) and attends the BOD meeting if the Treasurer of the Board deems necessary. If the Treasurer is not available, then the Vice Treasurer will attend in his or her place.
r) All funds above operating reserve shall be donated to the RSC.
s) Sends certified or registered letter to the signer of any returned check to reimburse SCRCCNA for amount of check plus any additional fees incurred due to transaction.
t) Credit card machines to be checked one month prior to event.
u) Open and close credit card machines each day.
v) Custodian of all event tickets to be distributed to Registration Chair as needed.
w) Works in conjunction with Registration and Merchandise Chairs for cash register and fraud prevention training.
x) Works with the Vice Chairperson on list of SCRCCNA members who are responsible for any person of their room expenses according to Operational Policy N.

D. Vice Treasurer

1. Qualifications for the Vice Treasurer shall be:
   a) Minimum 5 years clean time
   b) 3 years service on the Southern California Regional Convention Committee as a voting member
   c) Accounting experience is strongly suggested.
   d) A working knowledge of the Steps and the Traditions
2. Duties of the Vice Treasurer shall be:
   a) Assumes the responsibility of the Treasurer in the event of their absence.
   b) Assists Treasurer in keeping records of all income and expenditures.

c) Assists Treasurer in preparing a written financial statement at the close of the convention.
d) May attend Program committee meeting for input only.
e) Shall arrive one-day prior to start and through day after convention to coordinate business matters.
f) Is signer on SCRCCNA account.
g) Works with Treasurer to coordinate all onsite duties pertaining to cash pick-up, counting, depositing, and record keeping.

E. Secretary
1. Qualifications for the Secretary shall be:
a) Minimum 2 years clean time
b) 1 year service on the Southern California Regional Convention Committee as a voting member
c) Basic computer skills strongly suggested.
d) A working knowledge of the Steps and the Traditions
2. Duties of the Secretary shall be:
a) Records minutes, make copies and distribute them at all Convention Committee meetings.
b) Maintains records and minutes for the convention year.
c) Handles all correspondence as directed by the Chairperson.
d) Maintains an active voting member list (approved copies) of the actual sign-in sheet attached to the minutes.
e) Coordinates with Registration Chairperson, on committee/volunteer badges from current attendance list
f) While onsite for convention, report to Operations Chair for assignment if not at information booth

F. Co-Secretary
1. Qualifications for the Co-Secretary shall be:
a) Minimum 1 years clean time
b) 1 year service on the Southern California Regional Convention Committee as a voting member
c) Basic computer skills strongly suggested.
d) A working knowledge of the Steps and the Traditions
e) Duties to include helping Programs with admin needs but will have NO input privileges
2. Duties of the Co-Secretary shall be:
a) Maintains a file of all documents, i.e., contracts, programs, correspondence, minutes, procedures, pre-registration list, financial reports, including invoices, artwork and any literature relating to the Southern California Regional Convention Committee.
b) Collects and closes the convention year archives at the inventory meeting and adds a year-end financial report when available and submits to newly elected Chairperson.
c) Is responsible for maintaining information booth onsite.
d) Assists secretary in all duties.
e) Compiles a list of all voting members for the purpose of voting privileges.
f) Attains recording material for archives.
g) While onsite for convention, report to Operations Chair for assignment if not at information booth.

VII. Negotiations Committee

A. The Negotiations Committee shall consist of:
1. Current Chairperson
2. Current Vice Chairperson

3. Past Convention Chairperson
4. Current Operations Chairperson
5. Current Treasurer
6. Current Vice Treasurer
7. Up to two (2) elected hotel liaisons and one (1) trainee.

B. Qualifications for the elected members to the negotiation committee shall be:
   1. Minimum 7 years clean time
   2. 5 years service on the Southern California Regional Convention Committee as a voting member
   3. A familiarity with contracts or legal documents strongly suggested.
   4. A working knowledge of the Steps and the Traditions

C. Duties of the Negotiations Committee
   1. Review all contracts originated for Convention Committee prior to final approval.
   2. Present contracts to the RSO board for signatures.
   3. Meets with hotel liaisons monthly or as often as needed.
   4. Plans, coordinates, and suggests room arrangements, i.e., Meetings, merchandise, entertainment, executive committee, hospitality, in conjunction with the affected Subcommittee Chairs.
   5. Current Vice Chairperson to facilitate all negotiations meetings and submit written reports along with oral reports to the Secretary for accuracy in minutes.
   6. All good contracts are to be presented to SCRCNA Executive Body for review, final approval and signatures/initials. Each is to have initials by no less that 3 members of the negotiations committee.

D. Duties of Hotel Liaisons
   1. Establish site locations, a minimum of 3 years out.
   2. Negotiate and present contracts to the Negotiations Committee
   3. Continue to review alternate locations for upcoming conventions.
   4. Arrange for projection of screens for main meetings as needed.
   5. Shall provide copies of all contracts to all negotiation committee members in order to accelerate communication for the current year's convention. Additional copies can be provided to subcommittee chairs upon request.
   6. Submit written reports along with oral reports to the Secretary for accuracy in minutes.
   7. Both hotel liaisons should attend all meetings with hotel and convention center personnel. If a mutual time cannot be agreed upon, a member of the Executive Body may attend instead. No meetings are to be attended alone.
   8. Each hotel liaison may serve for up to two terms. The terms should be staggered to ensure that there is always someone with experience to guide the team.

VIII. Operational policies

A. Convention Chairperson shall serve for no more than two consecutive terms within a seven-year period. All other trusted servants may serve up to two consecutive terms in any given position.
B. Members of the RSO board cannot hold an executive position on the Convention Committee.
C. All committee members are required to participate on a subcommittee and onsite.
D. At convention end, one member from each subcommittee must be present to help load and unload the truck.
E. Subcommittee chairpersons are elected at the last Convention Committee meeting of the current year. All elected chairpersons shall be voting members in good standing. Duties shall start at the first Convention Committee meeting of the new convention year.
F. Subcommittee shall elect a Vice Chairperson by the end of the second subcommittee meeting. Should no Vice Chairperson be elected from within the subcommittee, the Convention Committee as a whole

may elect a Vice Chairperson for that subcommittee the following month.

G. All contracts and invoices of any kind shall be sent in duplicate to the. BOD and to the Executive Body.

H. No member of the Convention Committee; or any relation thereof; either business or personal; or any person related to either through blood or marriage; shall submit bids or secure contracts to provide services to be performed at, or prior to the Southern California Regional Convention, without prior disclosure to and approval by the Convention Committee.

I. Sub-committees to provide Regional Website with all information and prices of any pre-sale items and/or ticketed events that are to be placed on the website as information is provided to convention committee.

J. All members must be a member of a subcommittee within 90 days from the start of the convention year.

K. It is suggested that in accordance with the spiritual principle of rotation, members periodically work on different subcommittees to enrich their own experience and strengthen the committee as a whole.

L. Preregistration will begin one week after Early Bird registration ends.

M. Registration packets to be assembled at the RSO on a chosen date by the SCRCCNA.

N. No cash payments to any vendor, contractor or committee member.

O. If it is at all possible an effort must be made to share the room with another subcommittee chair or member of the Executive Body. If it is not possible to share a room with another SCRCCNA authorized person, the SCRCCNA will cover the full room fare. If it is not possible to share the room due to an unauthorized guest occupying one part of the room, the SCRCCNA will not cover any portion of that room occupied by the unauthorized guest. Failure to pay the remaining balance due prior to check out will be considered misappropriation of NA funds. If there is a man or a woman, they will be authorized separate rooms.

P. Convention Committee shall provide lodging for Chairperson, Vice Chairperson, Treasurer and Vice Treasurer, one night prior to start and up to the day after the convention ends.

Q. Convention Committee shall provide two nights lodging for all subcommittee chairpersons. This does not include movies or excessive telephone expenses.

R. Convention Committee will make a reservation for the special worker and the BOD will be responsible for payment.

S. Additional rooms may be approved by the Convention Committee as a whole.

T. Will operate on an operating reserve of $70,000.

U. . The Executive Body will bring all money matters to SCRCCNA. Any changes to the operating reserve must be voted on by the committee as a whole prior to bringing the matter before the RSC.

V. All committee members must sign a financial declaration.

W. All subcommittee chairs and vice chairs are required to attend guideline review and walkthroughs.

X. All members shall be present for sign in or be considered absent.

Y. Misappropriation/misuse of funds and misconduct

The 11th concept of NA service establishes the sole priority for the use of NA funds: to carry the message to the addict that still suffers. The 12th concept of NA service gives the SCRCCNA a mandate from the NA groups that call for total Fiscal accountability. With this in mind, any misappropriation or misuse of funds by any regional trusted servant(s) or NA member(s) cannot be tolerated.

1. The definition of “misappropriation of funds” includes, but is not limited to, theft, embezzlement, or use of NA funds for purposes not expressly authorized by the committee. This includes the theft of cash, check, any financial instrument (i.e., refunds, royalties, or rebates from vendors to the NA fellowship), or asset (i.e. equipment, supplies or physical inventory).
2. Misconduct is defined as any action contrary to the 12 Traditions of NA, the 12 Concepts of NA service, the guidelines of the SCRSC, the guidelines of SCRCCNA, or violation of the California state or us federal law to the extent that such misconduct is detrimental to the NA fellowship. This includes conduct that creates a benefit to a member or outside enterprise to the detriment of the NA fellowship.
3. Interim action – suspension. Should any SCRCCNA Executive Body member, committee

member, or any nonelected NA member be suspected to have misappropriated or misused the SCRCCNA funds or have been involved in misconduct, the SCRCCNA Executive Body members will vote, in person or by phone, to immediately "suspend" the member(s) involved from further SCRCCNA service. Suspension in this instance is not disciplinary action; it is the pause in active service to allow time for investigation of the incident.

a) A suspended member may no longer represent him/herself to the fellowship or service boards/committees as a member of the SCRCCNA or its subcommittees. Additionally, a member upon notification of being suspended, by phone or letter from the Chair, may not be reimbursed for any service-related expenses incurred during the course of their suspension.

b) Upon suspension of any member(s), the SCRSC executive committee duly elected officers must make a full and timely investigation of the matter and report the findings at the next SCRSC meeting.

c) Any member who participates in or who had knowledge of the suspected misappropriation or misuse of SCRCCNA funds or misconduct shall be subject to the same actions taken against the suspected member(s) and are required to be present at the SCRSC.

d) The presiding officer of the SCRSC, immediately upon calling the following SCRSC to order, must report all interim actions/decisions made by the executive committee duly elected officers, fully disclosed the alleged misappropriation or misuse of SCRCCNA funds or misconduct and the individual(s) involved. Any member suspected of misappropriation or misuse of SCRCCNA funds or misconduct may exercise the 10th concept of NA service to redress the issue at this time.

4. SCRSC action – removal and reinstatement. Once the SCRSC Executive Committee's duly elected officers investigate and report its findings of the suspected violation of this section, the SCRSC must immediately vote on a motion to remove the individual(s) from office and/or committee "with cause" to reinstate, or to extend the investigation. The Chair will notify said member by phone or certified mail as well as notifying the area by email or a letter delivered via the area's RCM.

   a) Should the RSC remove an officer(s) or member(s) with cause, the said individual's participation within the SCRCCNA is immediately terminated.

      (1) Any member removed from office and/or committee by SCRSC for misappropriation of NA funds may no longer represent themselves to the fellowship or service boards/committees as an officer or member of the SCRCCNA or its subcommittees for a period of five (5) years from the date of the interim suspension.

      (2) Any member removed from office and/or committee by SCRSC for misconduct may no longer represent themselves to the fellowship or service boards/committees as an officer or member of the SCRCCNA or its subcommittees for a period of two to five years, at the discretion of the SCRSC, on a case-by-case basis. (This period of time will be voted on and determined at the time of removal from office and/or committee.)

      (3) If a trusted servant resigns from office or a committee prior to the SCRSC having taken the aforementioned action and reaching a final resolution, the SCRSC shall proceed to suspend the trusted servant. The SCRSC shall investigate the matter and follow the aforementioned process to its normal conclusion.

   b) Upon reinstatement, by a required two-thirds vote of the SCRSC, said member's suspension will be lifted and the member will resume their role as a full participant of the SCRCCNA or its subcommittees, as applicable.

5. Restitution

   a) A member removed from office for the misappropriation or misuse of SCRCCNA funds might be subject to criminal and/or civil legal proceedings. A two-thirds majority vote of either the SCRSC or the SCRSO board of directors shall be required to file charges with

the local law enforcement authorities, inclusive of the local police and district attorney's office.

b) Members removed from office for the misappropriation or misuse of SCRCCNA funds may, at the discretion of the SCRSC or SCRSO board of directors, be asked to sign a promissory note and make restitution in full of all misappropriated or misused SCRCCNA funds in lieu of filing charges.

IX. Subcommittees

A. Duties of all subcommittee chairpersons:

1. To have a projected budget by the fourth meeting of the convention year
2. Three bids must be received in writing for monetary expenditure for products and services over five hundred dollars ($500.00).
3. Submits a written recap report after the convention, inventorying the strengths and weaknesses of subcommittee, one copy to be put in archives; and provide a second copy to the following year's subcommittee chairperson for future use.
4. Mandatory attendance at all onsite walk-throughs
5. Participates in executive called meetings as directed by the Chairperson.
6. In the event of an emergency, the subcommittee chairperson is responsible to make arrangements with the vice chairperson of the subcommittee representative to be present.
7. Must read and be familiar with all contracts pertaining to their subcommittee.
8. Copy and distribute all contracts, in triplicate, generated by their subcommittee to the Executive Body.
9. To set onsite hourly work schedule for all subcommittee members
10. To determine signs and other onsite needs and submit to appropriate subcommittee 60 days prior to the convention.
11. Remember, communication between chairperson and vice chairperson is important for unity, continuity, and the common welfare of SCRCCNA.
12. Submit written report along with oral report to secretary for accuracy in minutes.
13. At the Convention Committee inventory meeting turn into the Co- Secretary all operational information pertaining to their subcommittee.
14. Responsible for arranging first subcommittee meeting between first and second committee meeting.

B. Arts & Graphics

1. Chairperson
   a) Qualifications for Arts & Graphics Chairperson shall be:
      (1) Minimum 5 years clean time
      (2) 3 years service on any convention committee with at least one-year service on the SCRCCNA as a voting member.
      (3) Working knowledge of the Steps and the Traditions
      (4) Basic computer skills and some graphics experience are strongly suggested.
   b) Duties of the Arts & Graphics Chairperson:
      (1) Coordinates subcommittee meetings
      (2) Communicates to SCRCCNA
      (3) Coordinates duties of subcommittee, which include but are not limited to:
         (a) Responsible to present theme and logo to Convention Committee for approval
         (b) Responsible for all printed material pertaining to conventions, i.e., tickets, signs, flyers, registration forms, banner, programs, onsite signs, etc.
         (c) Responsible for setting and implementing deadlines for artwork and logo by the third convention meeting of the year.
         (d) Shall be responsible for turning in all unapproved artwork to the Co-Secretary, for later use, after a logo has been approved.

(e) Submit all contracts to the Executive Body for approval by the BOD no later than 60 days prior to the convention.
(f) The Chair and Vice Chair are required to attend guideline review and walkthroughs.

2. Vice Chairperson
   a) Qualifications for Arts & Graphics Vice Chairperson shall be:
      (1) Minimum 4 years clean time
      (2) 2 years service on any convention committee as a voting member.
      (3) Working knowledge of the Steps and the Traditions
3. Duties of Arts & Graphics committee:
   a) Pre-convention
      (1) Responsible for seeing that final artwork and logo are camera ready and distributed to appropriate subcommittees by the 3rd Convention Committee meeting of the year.
      (2) Responsible for all printed material pertaining to convention, i.e., tickets, signs, flyers, registration forms, banner, programs onsite signs, etc.
      (3) Responsible for submitting 3 samples of artwork to be brought to the Convention Committee for final selection of theme and logo for the following year 90 days prior to current convention.
      (4) Responsible for producing a save the date flyer for- upcoming convention to be distributed on site at current convention.
   b) Onsite
      (1) Responsible for last minute signs
      (2) Deliver signs to various rooms.
      (3) Works in conjunction with all subcommittees onsite
      (4) Responsible for hanging signs & removing the signs at the end of the convention.
      (5) If no duties onsite, reports to Vice Chairperson of the Convention Committee or to the Operations Chairperson.

C. Entertainment
   1. Chairperson
      a) Qualifications for Entertainment Chairperson shall be:
         (1) Minimum 5 years clean time
         (2) 3 years service on any convention committee with at least one-year service on the SCRCCNA as a voting member.
         (3) Working knowledge of the Steps and the Traditions
      b) Duties of Entertainment Chairperson:
         (1) Coordinates subcommittee meetings
         (2) Communicates to SCRCCNA
         (3) Coordinates duties of subcommittee, which include but are not limited to:
            (a) Establishes types of entertainment to be provided.
            (b) Actively seek out and procure entertainment.
            (c) Submit all contracts to the Executive Body for approval by the BOD no later than 90 days prior to the convention.
            (d) Coordinate and staff onsite entertainment and activities.
            (e) Works in conjunction with Treasurer on all paid events
            (f) Coordinates with Operations and Executive Body on suggestions regarding space allocation prior to the convention.
            (g) The Chair and Vice Chair are required to attend guideline review and walkthroughs.
   2. Vice Chairperson
      a) Qualifications for Entertainment Vice Chairperson shall be:
         (1) Minimum 4 years clean time

(2) 2 years service on any convention committee as a voting member.
(3) Working knowledge of the Steps and the Traditions

3. Duties of Entertainment committee:
   a) Pre-convention
      (1) Conduct monthly business meetings and additional meetings as required.
      (2) Establish types of entertainment to be provided.
      (3) Actively seeks out and procure entertainers and vendors.
      (4) Coordinates and staffs onsite entertainment and activities.
   b) Onsite
      (1) Responsible for accommodating entertainers' backstage preparations, ticket taking, and being stationed at door during the dance and paid events.
      (2) A minimum of 2 subcommittee members should be present at each entertainment function.
      (3) Works in conjunction with Operations
      (4) If no duties onsite, reports to Vice Chairperson of the Convention Committee or to the Operations Chairperson.
      (5) Will assist in setup and cleanup of entertainment events with the Operations committee
      (6) Only voting members of Entertainment committee with a minimum of 2 years clean time and signed waivers shall operate the cash register and credit card machines on site.

D. Hospitality
   1. Chairperson
      a) Qualifications for Hospitality Chairperson shall be:
         (1) Minimum 3 years clean time
         (2) 2 years service on any convention committee as a voting member.
         (3) Working knowledge of the Steps and the Traditions
      b) Duties of Hospitality Chairperson:
         (1) Coordinates subcommittee meetings
         (2) Communicates to SCRCCNA
         (3) Coordinates duties of subcommittee, which include but are not limited to:
            (a) Responsible for staffing hospitality room for the duration of the convention
            (b) Purchases supplies for hospitality room
            (c) Establishes volunteer sign-up board and delegates volunteer duties.
            (d) Shall coordinate onsite coffee drops with Chair of the convention.
            (e) Submit all contracts to the Executive Body for approval by the BOD no later than 60 days prior to the convention.
            (f) The Chair and Vice Chair are required to attend guideline review and walkthrough.
   2. Vice Chairperson
      a) Qualifications for Hospitality Vice Chairperson shall be:
         (1) Minimum 2 years clean time
         (2) 1 years service on any convention committee as a voting member.
         (3) Working knowledge of the Steps and the Traditions
   3. Duties of Hospitality committee:
      a) Pre-convention
         (1) To plan and coordinate hospitality room for the annual Southern California Regional Convention Of Narcotics Anonymous
         (2) Enlisting volunteers by means of sign-up sheets distributed throughout the SCRCCNA.
         (3) Calling the volunteers and setting up time slots convenient to the volunteers, "2 hours

or more at a time slot," "possibly a 4-hour time slot."

b) Onsite
   (1) Setting up hospitality room onsite: overseeing and cleaning the room throughout the convention and at the conclusion of the convention
   (2) At least one member of the committee must be present during operating hours.
   (3) If not needed in hospitality room report to Convention Vice Chairperson or the Operations Chairperson

4. Policies regarding children
   a) SCRCNA as a whole is not responsible for children left unattended.

E. Merchandise
1. Chairperson
   a) Qualifications for Merchandise Chairperson shall be:
      (1) Minimum 5 years clean time
      (2) 3 years service on any convention committee with at least one-year service on the SCRCCNA as a voting member.
      (3) Working knowledge of the Steps and the Traditions
   b) Duties of Merchandise Chairperson:
      (1) Coordinates subcommittee meetings
      (2) Communicates to SCRCCNA
      (3) Coordinates duties of subcommittee, which include but are not limited to:
         (a) To obtain, provide and sell appropriate Narcotics Anonymous merchandise at convention site.
         (b) Submit all contracts to the Executive Body for approval by the BOD no later than 60 days prior to the convention excluding alternative merchandise.
         (c) Promptly submitting all invoices to convention Treasurer
         (d) Arrange merchandise delivery to RSO prior to the convention date.
         (e) Arrange inventory of all merchandise prior to convention and provide a written report to the Executive Body prior to arriving on site and secure the merchandise room every night.
         (f) Coordinating a money drop policy with the Treasurer
         (g) Submit a written inventory report to the Treasurer upon conclusion of the event.
         (h) The Chair and Vice Chair are required to attend guideline review and walkthrough.
2. Vice Chairperson
   a) Qualifications for Merchandise Vice Chairperson shall be:
      (1) Minimum 4 years clean time
      (2) 2 years service on any convention committee as a voting member.
      (3) Working knowledge of the Steps and the Traditions
   b) It is the duty of the Merchandise Vice Chairperson to review all alternative merchandise letters of agreement.
3. Duties of Merchandise committee:
   a) Pre-convention
      (1) Select merchandise to be sold for convention year.
      (2) Select vendor through 3 bids submitted.
      (3) Determine pricing of merchandise.
      (4) Determine hours of operation.
      (5) Mandatory training for qualified committee members who will work the cash registers and credit card machines.
      (6) Make onsite inspection of merchandise selling facility at the hotel or convention center to establish the needs of the committee during the convention.
      (7) Must conduct inventory of merchandise prior to convention with at least two (2)

committee members.

b) Onsite
   (1) Inventory all merchandise in merchandise room prior to opening convention.
   (2) Set up merchandise room.
   (3) Tear down merchandise room and re-inventory remaining merchandise at the close of convention.
   (4) Box and arrange to transport remaining merchandise to storage.
   (5) Coordinates and communicates with other committees.
   (6) If approved beforehand, helping other **a**lternative vendors find space to set up to sell their merchandise at the Sunday alternative store.
   (7) Only voting members of Merchandise committee with a minimum of 2 years clean time and signed waivers shall operate the cash register and credit card machines on site.
   (8) No checks accepted on site.

4. Alternative Merchandise
   a) As a reminder, our sixth tradition states, "an NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose."
   b) Who can sell: NA areas or regions selling leftover merchandise produced for an area or regional event and were unable to sell at that time, or NA areas or regions selling merchandise specifically created for fundraising for a specific purpose. No private vendors are permitted to sell in the alternative merchandise store. Letters from areas or regions authorizing private vendors to sell merchandise at this store will not be accepted.
   c) In order to sell merchandise at the alternative merchandise store, areas/regions must submit a letter of intent via email to Merchandise Chairperson or Vice Chairperson for review one month prior to the convention. A confirmation letter will be sent upon approval.

F. Operations
1. Chairperson
   a) Qualifications for Operations Chairperson shall be:
      (1) Minimum 5 years clean time
      (2) 3 years service on the Southern California Convention Committee as a voting member
      (3) Working knowledge of the Steps and the Traditions
   b) Duties of Operations Chairperson:
      (1) Coordinates subcommittee meetings
      (2) Communicates to SCRCCNA
      (3) Coordinate and suggest duties of subcommittee. Which include but are not limited to:
         (a) Provides support to all other subcommittees.
         (b) Submits expenditures to SCRCCNA for approval.
         (c) Submit all contracts to the Executive Body for approval by the BOD no later than 60 days prior to the convention.
         (d) Works with all subcommittee chairs in determining room arrangements.
         (e) Works in conjunction with the Executive Body
         (f) Provide liaisons for all subcommittees.
         (g) Is one of the major liaisons between site facilities and convention chairs.
         (h) Coordinates work schedules so that the Operations committee is available at all times during the convention.
         (i) The Chair and Vice Chair are required to attend guideline review and walkthrough.
2. Vice Chairperson
   a) Qualifications for Operations Vice Chairperson shall be:

(1) Minimum 4 years clean time
(2) 2 years service on the Southern California Convention Committee as a voting member
(3) Working knowledge of the Steps and the Traditions

3. Duties of Operations committee:
   a) Pre-convention
      (1) Subcommittee liaisons report back to Operations committee to coordinate needs and activities of all subcommittees.
      (2) Meets on monthly basis when liaisons can be present.
      (3) Responsible for providing truck contract.
      (4) Assists and directs loading and unloading of truck.
      (5) Notify Arts & Graphics of signs needed, i.e., notifications, directional, crowd control.
   b) Onsite
      (1) Will assist in setup and cleanup of meeting rooms with the requesting subcommittee.
      (2) Will assist in setup and cleanup of entertainment events with the Entertainment committee.
      (3) Responsible for crowd control
      (4) Responsible for security
      (5) Responsible for distribution of materials and coordination of volunteers, including serenity keepers.
      (6) Responsible for hanging and removal of banners.
      (7) Assists in placement of signs.
      (8) Assists all subcommittees as needed, i.e., room needs power, equipment, special needs, etc.
      (9) Works with the convention Chair in conjunction with hotel and convention center staff to assure that all major and minor details are met.
      (10) Assists and directs loading and unloading of truck.

G. Program
   1. Qualifications of Program committee:
      a) Program committee shall be comprised of active voting members of the SCRCCNA with 2 years convention experience; 5 years clean time and working knowledge of the 12 Steps and the 12 Traditions of Narcotics Anonymous. All outside Convention Committee experience will be recognized as prior Convention Committee experience.
      b) Program committee members must maintain active voting status on Convention Committee. Program committee members must attend all Program committee meetings, including all mandatory offsite meetings as required, missing no more than 4 throughout the year. If more than 4 meetings are missed, you are no longer a member of the Program committee and can no longer attend Program committee meetings.
   2. Chairperson
      a) Qualifications for Program Chairperson shall be:
         (1) Minimum 5 years clean time
         (2) 3 years service on the Southern California Convention Committee as a voting member
         (3) Working knowledge of the Steps the Traditions and the 12 Concepts
         (4) 2 years prior experience on SCRCCNA Program subcommittee
      b) Duties of Program Chairperson:
         (1) Coordinates subcommittee meeting
         (2) Communicates to SCRCCNA
         (3) Must submit expenditures to SCRCCNA when appropriate for approval.
         (4) Submits all contracts to the Executive Body for approval by the BOD no later than 60 days prior to convention.

(5) Personally contacts all selected main speakers**.** Delegates committee members to contact leaders, readers, and workshop speakers for their committee.
   (a) Confirms travel arrangements.
   (b) Determines special needs, i.e., smoking/non-smoking, physically impaired, etc.
(6) Coordinates duties of subcommittee
(7) Coordinates newcomer orientation times with Registration Chair prior to the start of the convention.
(8) Maintains regular communication with the Executive Body
(9) Arrange for sign language interpreters at main meetings.
(10) The Chair and Vice Chair are required to attend guideline review and walkthrough.

3. Vice Chairperson
   a) Qualifications for Program Vice Chairperson shall be:
      (1) Minimum 5 years clean time
      (2) 3 years service on the Southern California Convention Committee as a voting member
      (3) Working knowledge of the Steps the Traditions **a**nd the 12 Concepts.
4. Duties of Program committee:
   a) Pre-convention
      (1) Set number of meetings
      (2) Prepare a schedule of meetings, including speaker jam, if applicable.
      (3) Coordinates with Arts & Graphics to prepare necessary flyers for Program committee, i.e., speaker submission by the third meeting.
      (4) Program must be completed 90 days prior to convention including notification of speakers, leaders, and ready to go to print.
      (5) Notify Arts & Graphics of signs needed, i.e., workshops, meetings, etc.
      (6) Solicit bids from audio recording company, 3 required.
      (7) Solicit bids for travel arrangements, 3 required.
      (8) Solicit bids for sign language interpreters, 3 required.
      (9) Make arrangements for out-of-town speakers to have necessary transportation to and from convention site.
      (10) Arrange for foreign language translation equipment.
   b) Onsite
      (1) Ensure that out-of-town speakers have necessary transportation to and from convention site.
      (2) Works in conjunction with Program Chairperson in welcoming speakers and escorting them to the hotel's front desk to provide their credit card for incidental charges only, if applicable.
      (3) Start scheduled meetings.
      (4) Work closely with the chosen audio recording company while on site.
      (5) Setup table decorations, and table favors for banquet.
      (6) Responsible for stage decorations
      (7) Will assist in setup and cleanup of meeting rooms with the Operations committee
5. Leaders and readers selection
   a) The Program committee will select leaders and readers from within the southern California region.
   b) Leaders should have a minimum of 1 years clean time. Readers will be decided at the discretion of the Program committee. Both must be an active member of Narcotics Anonymous.
   c) No leader or reader may lead or read 2 consecutive years.
   d) No member of the Convention Committee may lead or read at the convention.
   e) No chairperson or vice chairperson shall do roll call or count down.
6. Main speaker selection

a) Main speakers shall be active members of Narcotics Anonymous with a minimum of 7 years clean time and working knowledge of the Twelve Steps and Twelve Traditions; carrying a message of recovery.
b) All main speaker candidates must submit a tape/cd to qualify as a main speaker.
c) No speaker shall be a member of the Convention Committee.
d) No speaker shall repeat as a speaker within 4 years, regardless of whether they spoke at a main meeting or a workshop except for speaker jam or panel member.
e) Men's and women's meeting speakers will receive one registration and one banquet ticket per person.
f) Main speakers shall get reimbursed for airfare and/or transportation expenses (if needed), lodging, and a complete convention registration package.
g) Main meetings are defined as Friday night opening speaker meeting, Saturday daytime speaker meeting, Saturday night speaker meeting, and Sunday morning speaker meeting. No other convention participants, i.e. speakers, readers, or leaders will get airfare, transportation, lodging, or a convention package.
h) In the spirit of rotation & unity, there shall not be more than one speaker per state per convention cycle.

7. Workshop speaker selection
   a) Workshop speakers must be active members of Narcotics Anonymous with a minimum of 4 years clean time and a working knowledge of the Twelve Steps and Twelve Traditions; carrying a message of recovery.
   b) Workshop speakers are selected by group conscience in the closed Program committee meetings. They are chosen through tape/cd submission and suggestion of other Convention Committee members.

H. Registration
1. Chairperson
   a) Qualifications for Registration Chairperson shall be:
      (1) Minimum 5 years clean time
      (2) 3 years service on any convention committee with at least one-year service on the SCRCCNA as a voting member.
      (3) Working knowledge of the Steps and the Traditions
      (4) Basic computer skills strongly suggested.
   b) Duties of Registration Chairperson:
      (1) Coordinates subcommittee meetings
      (2) Communicates to SCRCCNA
      (3) Coordinates duties of subcommittee, which include but are not limited to:
         (a) Processing all registrations
         (b) Working in conjunction with the Treasurer to receive registrations in a timely manner and resolves any discrepancies between check amount and registration form.
         (c) Cash register training
         (d) Coordinating a money drop policy with the Treasurer
         (e) Coordinating times for newcomer registration with Program Chairperson prior to the start of the convention
         (f) Submit all contracts to the Executive Body for approval by the BOD no later than 60 days prior to convention.
      (4) Works in conjunction with the Treasurer in programming registers prior to convention
      (5) The Chair and Vice Chair are required to attend guideline review and walkthrough.
2. Vice Chairperson
   a) Qualifications for Registration Vice Chairperson shall be:
      (1) Minimum 4 years clean time

(2) 2 years service on any convention committee as a voting member.
(3) Working knowledge of the Steps and the Traditions

3. Duties of the Registration committee:
   a) Pre-convention
      (1) To process all registrations for the convention
      (2) Responsible for putting together registration packages.
      (3) To receive all registration mail from the convention Treasurer
      (4) Provides mandatory training for qualified committee members that will work the cash registers, credit card and counterfeit machines.
      (5) ONLY Registration chair and vice chair are to operate cash registers onsite
      (6) Updates and maintains mailing and email database.
      (7) Creates a spreadsheet for all registrations and paid events from online registrations.
      (8) All badges will be distributed by Registration.
      (9) All accountable tickets, including pre-sale tickets, will be distributed by the Treasurer to the Registration Chairperson prior to the start of the convention as needed.
      (10) Shall be responsible for picking a pre-registration winner for a free giveaway for the following year of one registration and one free room night, if printed on flyer. The winner is to be picked prior to the convention and to be announced at the Saturday main meeting by the Registration Chair or Vice Chair.
      (11) Registration vice chair to coordinate with treatments facility payments
   b) Onsite
      (1) Only Registration committee voting members with a minimum of 2 years clean time and signed waiver shall operate the cash registers**,** credit card and counterfeit machines onsite.
      (2) All paid event tickets, i.e., banquet, entertainment, etc. are to be numbered and distributed among registers <u>as needed</u> by the Registration Chairperson and/or Vice Chairperson.
      (3) Any additional tickets will be distributed by the Treasurer to the Registration Chairperson prior to the pre-convention meeting.
      (4) All event tickets need to be distributed in numerical order with the final count to be given to the Treasurer at the close of the event.
      (5) No personal checks accepted on site. Only checks from treatment facilities with prior approval will be accepted.

I. Website
   1. Qualifications for Website Chair shall be:
      a) Minimum 3 years clean time
      b) 1 year service on any convention committee.
      c) Working knowledge of the Steps and Traditions.
      d) Some experience with computer use and/or website design.
   2. Duties of Website Chair
      a) To establish and maintain contact with Southern California Regional Website Committee. Shall attend the monthly meetings of said committee.
      b) To supply the regional Website committee with a logo in the format they request for the website and also a link to the hotel and prices supplied by the SCRCCNA for the current year.
      c) To supply the current Treasurer and the Registration Chair with monthly online sales information for the purpose of keeping track of online sales
      d) Responsible for maintaining regional convention emails and distributing them to the appropriate subcommittee chairpersons weekly.

J. Guidelines

1. Any portion of these guidelines may be waived at any time by a two-thirds vote of the voting body.
2. “A Guide to Local Service in Narcotics Anonymous” should be used as a reference to the SCRCCNA Guidelines.
3. Any portion of these guidelines may be amended by a two-thirds vote of the SCRCCNA. The amended section shall be added to the guideline by the creation of an addendum.
4. A guideline review ad-hoc committee chaired by the SCRCCNA’s Vice-Chair will convene in February and be slated to conclude by April each convention year. The previous year’s addendums will then be incorporated into these guidelines.