

Young at Heart Convention of Narcotics Anonymous Guidelines

Who We Are

We are the Young at Heart Convention of Narcotics Anonymous (hereafter referred to as YAHCNA). We are an annual, traveling young person's convention. YAHCNA committee consists of all Core Committee members and Subcommittee Chairpersons. YAHCNA Host committee meets monthly unless otherwise noted. YAHCNA will be held every year beginning in 2018.

Purpose

The goal of YAHCNA is to carry the message of recovery to the still suffering addict regardless of age, worldwide. We aim to inspire the young at heart, to educate new members, and bring together in unity all persons to celebrate new life in recovery.

Membership & Voting

Any member of Narcotics Anonymous may participate with YAHCNA. Willingness to give the time and resources necessary to aid in the support of YAHCNA is required. All YAHCNA voting members are required to be either:

- 1) a Core Committee member
- 2) chair or vice chair of a subcommittee
- 3) attended 2 YAHCNA host meetings consecutively

Chairperson may vote in elections only.

Elections & Voting

- Committee may refer to Robert's Rules of Order, the 12 Traditions of NA, and/or the 12 Concepts of NA Service, all of which have been utilized in the writing of these guidelines.
- The set of members used to determine the total of votes shall be "those present and voting".
- Votes involving all matters, unless otherwise defined, shall be by a simple majority of at least 51%.
- The YAHCNA Treasurer shall be consulted before any budgetary expenditure is voted on.
- Elected positions include all Core Committee Members and Subcommittee Chairpersons.
- All nominees must meet guideline requirements.
- Guidelines may be suspended if no qualified nominee exists. Requires a 2/3 majority vote.
- All nominees must be present to be nominated and must be present during elections.
- Nominations and elections will be held at the first YAHCNA meeting after the convention. (nomination and election for chair will be held at the wrap up meeting.)
- The nomination for Chair will be voted in by the hosting service committee.
- These guidelines may be amended at any time by a 2/3 vote of all voting YAHCNA members present.
- Guideline changes adopted by YAHCNA must be presented to the hosting service committee for approval prior to their implementation by YAHCNA.

- Any Core Committee member or Subcommittee Chairperson may be removed during their term for not fulfilling their outlined duties after a 2/3 vote of voting YAHCNA members present.
- In the event of a tie vote, the Chairperson must break the tie.
- Must meet quorum of 60% in order to hold a 2/3 majority vote to insure we protect the group conscience.

Procedure for making/disposing of motions:

- All motions must be submitted prior to the start of new business.
- All motions must be seconded by a voting member of YAHCNA. Motions are required to be in writing and will be recorded by the secretary.
- If in the opinion of the Chairperson, modifications are needed to the motion, the Chairperson will work with the maker to correct it. However, if the maker of the motion insists, the motion shall be presented without changes.
- Any business not disposed of during a meeting will be brought back to old business in the following meeting.
- All major money motions (over \$500) require a 2/3 majority vote.
- The Chairperson shall decide the order in which motions shall be considered by YAHCNA.
- The Chairperson may not hold back any motion from debate.
- The maker of a motion shall be allowed to speak first during debate on that motion.

Procedural Guidelines

- A.) -All YAHCNA members should have access to the internet for submitting/receiving written reports electronically, as well as the ability to keep a copy of these files. This is to ensure efficient communication between all members of the YAHCNA body, in addition to being environmentally friendly.
 - All YAHCNA members will use all resources available to distribute information about the Convention to the NA community, both locally and worldwide. #rephesquad
- B.) -YAHCNA meetings are held monthly, except two months prior to the convention when they will be called as needed.
 - Meetings may be called by (1) a majority vote or (2) the Core Chairperson on being apprised of a matter of special and major determination, such as major policy changes or large and unusual expenditures.
 - Notice must be given to all committee members seven (7) days in advance.
 - The moving of the location or time of the monthly Host Committee meeting requires a 2/3 majority vote.
- C.) -All YAHCNA members are responsible for submitting copies of all documents to the Chair, Vice Chair, and Secretary, with their monthly report, for record keeping.
 - They are also responsible for forfeiting all documents and materials to the Chair and Vice Chair at the completion of the convention.
 - The Chair will collect all documents from YAHCNA members to be distributed as needed to the following years host committee, at the completion of the convention.
 - All YAHCNA members will attend all site walkthroughs before and after the convention.

-All YAHCNA core committee members and chairpersons will send a written report to the chair and secretary 48 hours in advance of the regularly scheduled committee meeting

Core Committee Members:

The Core Committee Members will include Chair, Vice Chair, Secretary, Treasurer, and Vice Treasurer

Qualifications for Core Committee Members include:

- Working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA Service.
- All positions to be held for a single convention.
- Members are expected to be on-site during the convention.
- Must attend all YAHCNA meetings unless other arrangements are approved by YAHCNA ahead of time.

Duties of the Core Committee Members:

Chair

- Must have a minimum of five (5) years clean.
- Is a signer on all bank accounts.
- Presides over all YAHCNA meetings, and delegates major tasks to specific subcommittees as necessary.
- Shall attend the hosting service committee meeting and any meeting pertaining to the YAHCNA as needed.
- Submits written report of YAHCNA activities for inclusion in the minutes and makes sure a copy is delivered to hosting service committee.
- Represents the hosting service committee at the YAHCNA meetings, especially in matters concerning contracts and other obligations entertained by YAHCNA.
- Shall receive a copy and be knowledgeable of the terms of all contracts, budgets, invoices, and reports related to YAHCNA.
- Shall support all decisions voted on by YAHCNA and does not have the power to override or veto any decisions voted in by YAHCNA members and Subcommittee bodies.
- Is the primary contact person between YAHCNA and the convention site.
- Shall provide a copy of all YAHCNA records to the hosting service committee. at the completion of the convention.
- Shall continue to be available to assist the new Chair as requested.
- Prepares a written agenda for the meetings.
- Must attend final audit at the completion of the convention

Vice Chair

- Must have a minimum of five (5) years clean time.
- Is a signer on all bank accounts.
- Shall assume the responsibilities/duties of the Chair in the event of their absence or if the Chair steps down from their position.
- Assists Chair in overall coordination.

- Maintains direct contact with all Subcommittee Chairs in an effort to coordinate all necessary communication between subcommittees and/or YAHCNA.
- Shall be aware of all operational procedures, requirements, and deadlines of Subcommittees and offer input when necessary.
- Shall receive a copy and be knowledgeable of the terms of all contracts and reports related to YAHCNA.
- Submits written report for inclusion in the minutes.
- Shall assume the responsibility of a vacant Core Committee or Subcommittee Chairperson position per request by YAHCNA until another member can be elected into the position.
- Must attend final audit at the completion of the convention
- Shall continue to be available to assist the new Vice Chair as requested.
- Shall collect all YAHCNA Convention materials (i.e. banners, hospitalities supplies, decorations, left-over merchandise).

Secretary

- Must have a minimum of one (1) year clean time.
- Shall receive copies of contracts, budgets, invoices, and all other documents from all committee members to include in the monthly meeting minutes.
- Shall record minutes and distribute them to all YAHCNA within 14 days of the last YAHCNA Meeting.
- Electronic distribution required.
- Shall maintain records and minutes for the year, including voting member attendance records.
- Shall maintain a list of Subcommittee Meeting locations, dates, and times.
- Ensures that all YAHCNA members are informed of any changes in meeting time/location.
- Shall collect and compile all YAHCNA records at the completion of the convention to work with the core committee in the final audit.
- Maintain a directory of all voting members contact info.
- Must attend final audit at the completion of the convention

Treasurer

- Must have a minimum of five (5) years clean time.
- Must be at least 18 years of age.
- Is a signer on all the bank accounts.
- Submits written report electronically (for the access of all YAHCNA members) 48-hours prior the host committee meeting for inclusion in the minutes, and bring a physical copy.
- Shall submit a copy to the Chair and be knowledgeable of the terms of all contracts, budgets, invoices, and reports related to YAHCNA.
- Shall keep a running tally of all pre-registrations, event tickets, and/or entertainment tickets and any pre-sale merchandise items that are purchased. Shall compare/match the tally monthly against the Registration Subcommittee's records.
- Shall give copies of contracts and invoices to appropriate Subcommittee Chairpersons.
- Shall keep auditable journal of all revenue and expenses for the committee including proper receipts.
- Shall provide YAHCNA with a detailed monthly cash flow statement, accompanied with the current bank statement reflecting all items used.
- Shall coordinate all on-site duties pertaining to cash pick-up, counting, depositing and record keeping.

- Shall provide YAHCNA and the hosting service committee with a final report detailing all financial activity throughout the year within sixty (60) days of the close of the convention.
 - Shall participate in the final money count at convention site.
 - Shall create and distribute all cash handling procedure and policies to the committee 3 months prior to the convention. Will provide training if necessary. – create cash handling procedures
- At the completion of the convention, coordinate with YAHCNA core committee and hosting service committee to hold a final audit

Vice Treasurer

- Must have a minimum clean time of five (5) years.
- Must be at least 18 years of age.
- Is a signer on all the bank accounts.
- Shall continue to be available to assist the new Vice Treasurer as requested.
- Shall assume the responsibilities/duties of the Treasurer's position in the event of their absence or if the Treasurer steps down from their position.
- Assists the Treasurer in keeping records of all revenue and expenditures.
- Assists the Treasurer in preparing a financial report at the close of the convention.
- Assists the Treasurer in preparing a written financial report to be submitted to the hosting service committee.
- Submits a written report at each meeting for inclusion in the minutes.
- Shall participate in the final money count at convention site.
- Must attend final audit at the completion of the convention

Subcommittees

Qualifications for Subcommittee Chairpersons include:

Working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA Service.

Subcommittee Chairpersons are expected to be on-site during the convention.

Must attend YAHCNA meeting monthly.

Must submit a written report 2 day prior to the next host YAHCNA meeting by 4pm to the YAHCNA Secretary and/or chair for inclusion in the meetings.

Duties of the Subcommittee Chairpersons

All Subcommittee Chairpersons

Forms a subcommittee to meet monthly, which shall include (at a minimum) chair, vice chair and secretary.

Coordinate and presides over all subcommittee meetings.

Communicates all decisions made at the subcommittee level to the YAHCNA host committee.

Submits written report for inclusion in the minutes.

Must submit all expenses to YAHCNA for approval.

Must obtain three bids in writing for any monetary expenditures over \$500 and submit to YAHCNA for selection. The host committee may wave this requirement if a vendor relationship has been established.

Must read and be familiar with all contracts pertaining to their subcommittee.

Copy and distribute all contracts and documents generated by their subcommittee to the Chair, Vice Chair, Secretary and Treasurer.

Shall continue to be available to assist the new Subcommittee Chairpersons as requested.

Shall actively participate in all Subcommittee business until all past year's business is closed.

Merchandise Chairperson

2 years suggested clean time

Obtain, provide and sell approved Narcotics Anonymous merchandise at convention-site.

All contracts must be approved by YAHCNA.

Fundraising merchandise should be ordered quarterly.

All invoices must be promptly submitted to Treasurer.

Secure merchandise room every night during the convention, and coordinate an inventory procedure.

Adhere to the YAHCNA money handling procedures.

Shall participate in final merchandise money count at convention site.

Order merchandise and arrange for delivery and/or pick up.

Prior to completion of commitment, Inventory all ordered merchandise for correct types, colors and quantities.

Detailed inventory of all merch should be done quarterly and cross checked with the Treasurers records.

Coordinate procedure for all Alternative Merchandise.

Inventory remaining merchandise and arrange for distribution for future sales with monthly report.

Provide YAHCNA with final accounting of expenses and sales.

Shall provide all materials to the Vice Chair at the completion of YAHCNA.

Merchandise distribution should happen only at merchandise sub-committee meeting or YAHCNA host committee meeting.

Fundraising Chairperson

Suggested 3 years clean time.

Plans and coordinates events quarterly.

Works with social media to distribute information and flyers about fundraising event and streaming speakers from events.

All contracts must be approved by YAHCNA.

All invoices must be promptly submitted to Treasurer.

Provide YAHCNA with accounting of expenses and sales with monthly report.

Shall provide all materials to the Vice Chair at the completion of the final fundraiser.

House all fundraising materials and inventory after each event.

Convention Information/Social Media Chairperson

Suggested 3 years clean time.

Boss ass bitch at social media.

Responsible for all external communications.

Creating and managing all social media accounts.

Must post events to all social media accounts and update said accounts regularly.

Responsible for distributing information about the convention including, directions, times, locations, meeting rooms/workshops, lodging etc.

Responsible for spreading the word to other NA fellowships about the convention

Inform local and surrounding Helpline committees of event information.

Inform local hospitals & institutions of event information.

Contact NAWS and ensure that event information is posted in NA Way and the online event calendar.

Programming Chairperson

Suggested 4 years clean time

Must submit expenditures to YAHCNA for approval.

Responsible for contacting and confirming all speakers.

Book and/or confirm travel arrangements for any Main Speakers requiring airfare/hotel/accommodation.

Prepare program for convention that includes meetings, times, chairs, and speakers 90 days prior to convention

Ensure hosting of out of town main speakers to include transportation and registration.

Workshop speakers shall have a minimum of 1 year clean time and #cleanasfuck

Main Speakers shall have a minimum of 5 years clean time and #dopeasfuck

Responsible for audio recording of speakers and the distribution to YAHCNA attendees.

Registration Chairperson

Suggested 3 years clean time

Processing all registrations and assembling registration packets.

Decides items for packets, including ordering of all items, taking an inventory of received items, and requesting payment of said items.

Set up registration room and oversee the room throughout the convention.

Works in conjunction with the Treasurer to reconcile pre-registrations.

Provides a tally of pre registrations sold with monthly report.

Keep a detailed ledger of all subcommittee expenses and any generated income, to be turned over to the Treasurer.

Work with the Merchandise Subcommittee in all matters regarding pre-registration merchandise.

Work with entertainment subcommittee to ensure that all tickets for paid events are numbered and given to the registration subcommittee for sale.

Shall provide all materials to the Vice Chair at the completion of YAHCNA.

Shall participate in final money count at convention site.

Entertainment Chairperson

Suggested 2 years clean

Establishing types of entertainment to be provided. Duh.

Responsible for coordinating the arrival of entertainers, their accommodations, and to make sure that the convention site is ready for their arrival with storage space (if applicable).

Coordinate and staff on-site entertainment and activities

Work in conjunction with Treasurer on all paid events.

Shall provide all materials to the Vice Chair at the completion of YAHCNA.

Hospitalities Chairperson

Suggested 2 years clean

Can make really good coffee

Responsible for staffing of Hospitality room. It has to be badass.

Provide snacks and drinks for sale available to fellowship.

Keep a detailed ledger of all sub-committee expenses and income to be turned over to the treasurer.

Arts & Graphics Chairperson

Suggested 1 year clean

Organizes and maintains banners and other decorations during YAHCNA.

Creates signs (i.e. notifications, directional, crowd control, etc.) all artwork and logos for approval by YAHCNA.

Responsible for all printed matter pertaining to convention (i.e. tickets, signs, flyers, registration forms, banners, program, on-site signs, etc.).

Shall actively participate in all Subcommittee business until all past year's business is closed.

Responsible for presenting all submitted artwork and logos to YAHCNA for review and selection.

Create flyers for activities and events as needed

Assist all sub-committees with arts & graphics needs.

Money Handling Procedures

Suggested one-year clean time for all money handling within the committee.

Deposits from subcommittees, should be turned into the YAHCNA Treasurer monthly at the host committee meeting with a sales report.

All funds from sub-committees should be sealed and marked with amount and initials by committees prior to submission to treasurer.

Funds should be counted at the close of each event by the sub-committee chair and another committee member together, prior to leaving the event venue.

Money taken after an event should always leave with the chair or vice chair of that sub-committee, to be turned in at the next host committee meeting.

Money turned in by members at a sub-committee meeting should be counted and recorded by the close of that subcommittee meeting.

Every check written by the YAHCNA Treasurer must have 2 signatures from eligible bank account signers.

To operate Square during the year prior to the convention, you must be a YAHCNA voting member. During the convention square maybe be used by a service member with at least 1 year clean, who has

signed the money handling agreement and been oriented by a YAHCNA host committee member. No refunds issued. In the event of an operator error you must get verbal approval from the Treasurer, Vice Treasurer, Chair or Vice Chair prior to issuing the refund.

Anyone who steals NA funds, assets, or assists in that theft is automatically ineligible for any position until a formal amends is made and money is paid back, and will be prosecuted as per area guidelines.