

# CLOSE ENCOUNTERS OF THE CLEAN KIND GUIDELINES V 2015

## **Article I:**

### Name and Purpose

**Section A:** The name of this subcommittee shall be CLOSE ENCOUNTERS OF THE CLEAN KIND. This subcommittee shall be directly responsible to the Eastern Nebraska Narcotics Anonymous Area Service Committee. (ENNA ASC).

**Section B:** The purpose of this subcommittee shall be to plan, organize and hold an annual area convention historically held on or near the last weekend in February. This subcommittee shall operate in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous, CLOSE ENCOUNTERS Guidelines and ENNA Guidelines.

## **Article II:**

### Meetings

**Section A:** The CLOSE ENCOUNTERS subcommittee shall meet a minimum of once a month. The time and location shall be maintained as much as possible. As the convention date gets closer, this subcommittee shall meet more often. Any meeting changes shall be provided to the ASC secretary, CLOSE ENCOUNTERS subcommittee members and to the Hotline chairperson as soon as possible.

**Section B:** The CLOSE ENCOUNTERS chairperson may call a special meeting at any time but must have at least 2/3 of trusted servants present in order to conduct business. All CLOSE ENCOUNTERS subcommittee members must be notified prior to the special meeting taking place.

## **Article III:**

### Decision Making

**Section A:** As a spiritual body, we try to reach all decisions by consensus; we believe that a loving God's will is expressed through our group conscience (2nd Tradition). One of the reasons we try to achieve consensus is that it insures that we follow our 9th Concept: "All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process." All Close Encounters proposals and decisions, except elections, will be considered using consensus-based decision making. In the consensus-based decision-making process, we utilize five color cards (white, green, yellow, orange, red) to signify questions or additions to the discussion, as well as to show your consent or objection to a proposal. A flow chart is attached at the end of this document for a visual explanation of the process. The following is the process.

1. Presentation - A proposal is presented to the Chairperson by a trusted servant.
  - a. This may be submitted to the Chairperson prior to the meeting to be placed on the agenda; or It may come during discussion.
2. Clarification - the Maker of the Proposal presents the proposal to the Committee and answers questions about the proposal. Only questions and/or clarification will be allowed during this step of the process.
3. Straw Poll.
  - a. The five color cards will be utilized.
  - b. 100% Agree, the proposal goes directly to the consensus phase.
  - c. 100% Block, the proposal goes directly to the consensus phase.
  - d. Anything less than 100%, the proposal moves to discussion.
4. Discussion Phase.
  - a. The Chairperson shall guide discussion utilizing the five color cards.
  - b. Changes to the proposal can be made during this time.
  - c. The facilitation of discussion should be to offer solutions to create compromise.
  - d. All objections should be heard out or compromise made.
5. Consensus.
  - a. The five color cards will be utilized.
  - b. If 80% of cards are: Accept, Accept with Reservations, Stand Aside, or Surrender, the consensus is that the proposal is accepted.
  - c. If not all cards are "Accept," the Facilitator may ask for further explanation from those members.
  - d. If 80% Consensus is not reached, the Facilitator will review what cards are held up to determine the next step. Those steps are:

- i. Place on the agenda for the next meeting..
  - ii. Return to the discussion phase.
  - iii. Declare that the proposal is rejected.
6. Non-consensus based decisions are as follows:
  - a. Elections with more than one nominee will be performed by closed ballot voting.
  - b. The Chairperson shall cast their ballot before the vote is collected. This vote shall be used only in the event of a tie.
  - c. A plurality will determine elections.

**Section B:** In the event of an urgent situation where a decision must be made immediately – the chairperson may choose to obtain a consensus via electronic means. .

#### **Article IV:**

##### Elections

**Section A:** Any member of Narcotics Anonymous may nominate a qualified person as a trusted servant for a subcommittee position.

7. A consensus is required to elect officers (see Article III).
8. All elected subcommittee offices are for a one (1) year term. Officers may serve no more than two (2) consecutive terms in any one office or four (4) terms in any elected position. There are no limitations as to longevity of service on the subcommittee; however, a system of rotating leadership usually best serves the fellowship.
9. Elections shall be held the first week of October. The chairperson, treasurer, and vice-treasurer require a vote of confidence from the ASC.
10. Members must be present for nomination and election to chair positions.

**Section B:** Any officer of this subcommittee may be removed from office for non-compliance, after written notification. A consensus is necessary for removal from office.

Non-compliance includes, but is not limited to:

1. Loss of clean time
2. Non-fulfillment of the duties of the position.
3. Non-attendance at CLOSE ENCOUNTERS events and fundraisers without prior notification.
4. Missing two (2) meetings without subcommittee contact such as a written report.
5. Misappropriation of funds (see Article V, Section E).

#### **Section D:** Waiving Clean Time

Significant consideration should be given before waiving clean time for any position. A ~~2/3~~ consensus of the voting members is necessary to waive clean time. The individual must have at least 75% of the required clean time in order for a waiver to be considered.

#### **Article V:**

##### Trusted Servants

#### **Section A:**

1. The trusted servants of the CLOSE ENCOUNTERS subcommittee shall be the Chairperson, Vice-Chairperson, Treasurer, Vice Treasurer, Secretary, Merchandise, Programming, Registration, Hotel Liaison, Hospitality, Arts and Graphics, Fundraising and Raffle, Entertainment, and Hugger Committee. These trusted servants would perform tasks as deemed necessary by the subcommittee and in accordance with the Twelve Traditions, the Twelve Concepts, CLOSE ENCOUNTERS Guidelines, ENNA Guidelines, and appropriate NA service manuals.
2. Each subcommittee chairperson shall submit a written report at the monthly meetings.
3. No member shall take independent action without the direction of the CLOSE ENCOUNTERS subcommittee.

#### Requirements

1. Listed below are the clean time requirements for each position as well as the duties each position is expected to fulfill. All positions require a basic understanding of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous, as well as a willingness to serve.
2. Each person elected to a position is also required to be present at all CLOSE ENCOUNTERS subcommittee meetings, events, and functions unless an excused absence is arranged or an emergency arises.

Section B: Chairperson:

The chairperson should have a required three (3) years clean time and must have served in an elected position on CLOSE ENCOUNTERS subcommittee within the last two (2) years. Must provide a service resume and be present at the ASC for approval after committee election.

Duties:

1. Chairs and maintains focus at all CLOSE ENCOUNTERS subcommittee meetings. ~~2.~~
2. Oversees all CLOSE ENCOUNTERS subcommittee meetings and functions, unless an excused absence is arranged or an emergency arises.
3. Performs any and all of the duties of CLOSE ENCOUNTERS treasurer and vice-treasurer in their absence.
4. Attends and presents a written report at the following meetings: CLOSE ENCOUNTERS subcommittee and ASC.
5. Authorized signer on CLOSE ENCOUNTER banking account
6. Provides copies of all CLOSE ENCOUNTERS financial reports to the ASC.

Section C: Vice-Chairperson:

The vice-chairperson should have a required two (2) years clean time must have served in an elected position on CLOSE ENCOUNTERS subcommittee within the last two (2) years. Must provide a service resume.

Duties:

1. Performs any and all of the duties of CLOSE ENCOUNTERS subcommittee trusted servants except treasurer in their absence.
2. Authorized signer on following year's CLOSE ENCOUNTERS checking account.
3. Responsible for contacting the Hotline chairperson regarding any changes in CLOSE ENCOUNTERS monthly meetings or information on upcoming events, as soon as possible.
4. Responsible for a copy of key to the post office box.

Section D: Treasurer:

The treasurer should have a required five (5) years clean time. The treasurer should also possess competent math skills, the experience to reconcile a bank statement every month, the ability to provide a monthly financial report, and the demonstrated historical ability to be trusted with large sums of money. (See Article V on Financial Procedures.) Must provide a service resume and be present at the ASC for approval after subcommittee election.

Duties:

1. Maintains an updated checking account balance and is responsible for all banking transactions.
2. Reconciles the checking account register with the bank statement each month and prepares a monthly written financial statement for CLOSE ENCOUNTERS subcommittee. CLOSE ENCOUNTERS chairperson will submit this report to ASC.
3. Responsible for all final monetary transactions. This shall include collecting and depositing all funds from subcommittee members and making all payments to vendors throughout the year. This also includes collecting and counting all money and presenting written receipts to the convention.
4. Deposits all CLOSE ENCOUNTERS funds in the CLOSE ENCOUNTERS checking account within 48 hours upon receipt of funds.
5. Prepares a final year-end written financial report for the incoming CLOSE ENCOUNTERS treasurer. The CLOSE ENCOUNTERS chairperson will submit this report to ASC.
6. Responsible for maintaining an accurate signature card at the bank.
7. Calls the regularly scheduled CLOSE ENCOUNTERS subcommittee meeting to order and presides over the meeting if the chairperson and vice-chairperson are absent.
8. Responsible to track each area of income separately (IE pop sales, merchandise, raffle, fundraiser, etc.) and give report to CLOSE ENCOUNTERS subcommittee.
9. Responsible to work with vice treasurer on entire process in order to be competent to assume the position the following year.

Section E: Vice-Treasurer:

The vice-treasurer should have a required four (4) years clean time. The vice-treasurer should also possess competent math skills, the experience to reconcile a bank statement every month, the ability to provide a monthly financial report, and the ability to be trusted with large sums of money. (See Article V on Financial Procedures.) Must provide a service resume and be present at the ASC for approval after subcommittee election.

Duties:

1. Responsible for all final monetary transactions in the absence of the treasurer,
2. Works hand in hand with the treasurer to provide a full accounting of funds to the ASC. The treasurer and vice-treasurer review the treasurer's log and journal monthly in order to insure accuracy

3. Authorized signer on the following year's CLOSE ENCOUNTERS bank account.
4. This is considered a 2 year position, with the vice-treasurer becoming treasurer the following year with subcommittee and ASC approval.
5. Responsible for ensuring that the annual rent is paid on P.O. Box 8770.
6. Submits a copy of monthly bank statements for following year's CLOSE ENCOUNTERS in order to insure fiscal responsibility.

Section F: Secretary:

The recording secretary should have a required two (2) years clean time.

Duties:

Records: CLOSE ENCOUNTERS meeting minutes.

1. Responsible for providing copies of minutes to the subcommittee via email or hard copy within two weeks of the subcommittee meeting.
2. Types and distributes, via hard copy or email, the minutes to all CLOSE ENCOUNTERS subcommittee members to include copies or reproductions of the reports from each committee.
3. Establishes and maintains the subcommittee's phone list and keeps an open line of communication.
4. Provides, upon request, copies of any subcommittee meeting minutes to CLOSE ENCOUNTERS subcommittee members.
5. Responsible for checking mail from the CLOSE ENCOUNTERS P.O. Box 8770 regularly (should be checked bi-weekly) and distributing mail to subcommittee members.
6. Creates a group of no less than one (1) volunteer as necessary to support the CLOSE ENCOUNTERS secretary.

Section G: Merchandise Chairperson:

The merchandise chairperson should have a required two (2) years' clean time. The merchandise chairperson should also possess basic math skills and the ability to be trusted with large sums of money. (See Article V on Financial Procedures.)

Duties:

1. Creates a group of no less than two (2) volunteers as necessary to support the CLOSE ENCOUNTERS merchandise committee.
2. Researches ideas for merchandise to be sold at fundraisers and the convention.
3. Solicits three (3) bids for merchandise and presents written bids to the full CLOSE ENCOUNTERS subcommittee for approval. Must receive prior approval from CLOSE ENCOUNTERS subcommittee for all purchases. (see Article VI, Section B)
4. Orders, distributes, and sells merchandise during the convention, during the subcommittee year and at fundraisers.
5. Keeps an up-to-date inventory. This inventory shall reconcile the inventory against the income. Any discrepancies shall be noted and explained. A written account of inventory shall be given at each CLOSE ENCOUNTERS subcommittee meeting and an ending account at the close of the convention.
6. Contacts other Narcotics Anonymous event committees to obtain permission to sell CLOSE ENCOUNTERS merchandise during other events.
7. Schedules an Alternative Merchandise Session on the Sunday of the convention or after the convention merchandise or subsequent year's CLOSE ENCOUNTERS pre-convention merchandise is sold out whichever comes first, in order to provide an opportunity for ONLY NA groups, committees, areas, and regions to recoup the costs of producing merchandise previously offered for sale and left over from past events, activities, and programs. Such entities must apply for space and be accountable to an NA service body. No private sales other than approved vendors shall be allowed. (See Article VI, Section A).
8. Researches and obtains contracts from two (2) vendors to sell NA merchandise at the convention. All vendors must provide a current WSO license issued in their name and be able to provide a copy to the subcommittee for inclusion in the minutes or be part of a service body or RSO (see Article VI, Section A).

Section H: Programming Chairperson:

The programming chairperson should have a required two (2) years clean time

Duties:

1. Creates a group of no less than one (1) volunteer as necessary to support the CLOSE ENCOUNTERS merchandise committee. Forms and maintains a programming committee for research and decision-making to assure that the convention and fundraising event(s) will have Narcotics Anonymous speakers and facilitators.
2. Plans all workshops and meetings at the convention, keeping within the theme of the convention and in keeping with Narcotics Anonymous Spiritual Principles, Traditions and Concepts.

3. Coordinates the schedule for the marathon meeting room.
4. Researches available speakers, and makes recommendations for speakers, which include: Kickoff speaker, workshop facilitators, midnight speakers, main speaker and Sunday morning speaker. Approval must be received for each speaker from the full CLOSE ENCOUNTERS subcommittee. (Main speakers should be chosen as soon as possible)
5. Responsible to work with treasurer for all travel arrangements for speakers to and from the convention.
6. Works with hotel chair to provide complementary hotel accommodations for the kickoff, main and Sunday morning speaker.
7. Works with registration chairperson to provide full complementary registrations for the kickoff, main and Sunday morning speakers.
8. Responsible for providing bids and obtaining contracts for taping speakers at the Convention.
9. Contacts in writing and confirms all speakers and workshop facilitators twice before the convention, and follows up with thank you letters after the convention is over.

Section I: Hotel Liaison Chairperson:

The hotel liaison chairperson should have a required two (2) years clean time.

Duties:

1. Creates a group of no less than one (1) volunteer as necessary to support CLOSE ENCOUNTERS hotel liaison subcommittee.
2. Researches convention locations and facilities. Presents appropriate choices to the full CLOSE ENCOUNTERS subcommittee for final selection.
3. Obtains written contracts from convention location for presentation and approval by the full CLOSE ENCOUNTERS subcommittee.
4. Co-ordinates with the subcommittee treasurer to make appropriate deposits, as necessary, to the hotel.
5. Establishes a good working relationship with the hotel and maintains regular contact throughout the year to insure that relationship.
6. Communicates with hotel to insure room blocks are filled according to the contract.
7. Coordinates the Saturday night banquet with the hotel and/or caterer.
8. Researches meal choices and presents a menu to the full CLOSE ENCOUNTERS subcommittee for approval.
9. Responsible to report meal counts to the hotel, as necessary.
10. Budgets and coordinates, with subcommittee input, coffee distribution at the convention to insure the schedule of coffee delivery by the hotel is accurate.
11. Maintains close communication with hotel staff throughout the convention for last minute needs.
12. Obtains an estimated hotel bill prior to the convention to review for accuracy.
13. Coordinates with all committee chairs to ensure that the facility can provide necessary resources. (IE: Sound, lighting, stage, tables, etc.)
14. Maintains accurate records of all bids and passes them on to the next convention chair.

Section J: Registration Chairperson:

The registration chairperson should have a required three (3) years clean time. The registration chairperson should also possess basic math skills and the ability to be trusted with moderately large sums of money. (See Article V on Financial Procedures)

Duties:

1. Creates a group of no less than one (1) volunteer as necessary to support the CLOSE ENCOUNTERS registration committee.
2. Works with Arts and Graphics subcommittees to distribute pre-registration forms.
3. Submits all funds to the treasurer at the monthly CLOSE ENCOUNTERS meeting. At the convention, submits all funds immediately to the treasurer.
4. Provides registration forms to all Areas, Regions and Zones as determined by the sub-committee.
5. Creates and distributes confirmation information to registrants via email (preferred) or hard copy one month prior to the convention.
6. Responsible for putting together registration packets.
7. Attends the event and hands out registration packets.
8. Plans and co-ordinates the registration desk at the convention.
9. Insures adequate manpower (of no less than 4 volunteers) to keep registration open throughout the convention.
10. Generates a final accurate itemized account of all registrations, including newcomer, treatment, etc., for submission to the convention sub-committee and subsequent committee.

11. The registration chairperson maintains an accurate database regarding all registrants. This should include contact information, meal choice, payment, and registration type (basic, full, etc) for each registrant. These records need to be passed on to the next convention chair.

Section K: Entertainment Chairperson:

The entertainment chairperson should have a required two (2) years clean time.

Duties:

1. Creates a group of no less than one (1) volunteer as necessary to support the CLOSE ENCOUNTERS entertainment committee.
2. Presents written bids and contracts from DJ's, live bands, comedians, etc. for the convention and presents them to the subcommittee for approval.
3. Works closely with fundraising and raffle committee to ensure successful fundraising events.
4. Generates a final accurate itemized account of all items used for submission to the subcommittee.

Section L: Fundraising & Raffle Chairperson:

The fundraising and raffle chairperson should have a required two (2) years clean time

Duties:

1. Creates a group of no less than one (1) volunteer as necessary to support the CLOSE ENCOUNTERS fundraising and raffle committee.
2. Researches, plans and coordinates non-merchandise fundraising ideas and events for presentation to the CLOSE ENCOUNTERS subcommittee.
3. Coordinates ideas with CLOSE ENCOUNTERS subcommittee and the ASC Activities committee for dates for fundraising events.
4. Works closely with the merchandising committee to provide shirts or other merchandise for sale at all fundraising events.
5. Coordinates communication on upcoming CLOSE ENCOUNTERS fundraising events to insure that current information is available throughout the Area(s), Region(s), Zone(s) and the NA WSO.
6. Organizes and coordinates all raffles.
7. Obtains special raffle items for the fundraiser and convention in conjunction with the merchandise committee.
8. Raffle tickets shall be reconciled with the amount of money taken for each person selling raffle tickets.

Section M: Hospitality Chairperson:

The hospitality chairperson should have a required two (2) years clean time

Duties:

1. Creates a group of no less than three (3) volunteers as necessary to support the CLOSE ENCOUNTERS hospitality committee.
2. Coordinates with NA area groups and outlying regional and other service bodies to "sponsor" the hospitality room during specific time slots. Communicates with such groups to insure that refreshments are available as needed during the convention.
3. Collects information on required supplies and equipment needed for review at CLOSE ENCOUNTERS subcommittee meeting.
4. Ensures that the hospitality room is kept clean, orderly and inviting and that the "coffee is on".
5. Rotates refreshments as prudent at the convention.
6. Prepares an inventory of soft drinks needed for the convention.
7. Responsible for setting-up and manning the concession at the convention.
8. Creates and maintains an itemized inventory of all supplies and equipment purchased and used to be reconciled after the convention and be passed to subsequent committee.

Section N: Arts and Graphics Committee Chairperson

The arts and graphics chairperson should have a required two (2) years clean time

Duties:

1. Creates a group of no less than one (1) volunteer as necessary to support the CLOSE ENCOUNTERS arts and graphics committee.
2. Sets-up annual logo and main theme request flyer for distribution at October ASC and presents submissions to the subcommittee for consideration.
3. Works with registration and fundraising and raffle committees to create and distribute all forms and flyers

- needed for convention and fundraising events.
4. Orders the convention banner.
5. Collects artwork for submission.
6. Passes all artwork and theme submissions to subsequent committee.

Section O: Hugger Committee Chairperson:

The hugger chairperson should have a required one (1) year clean time.

Duties:

1. Creates a group of no less than six (6) volunteers as necessary to support the CLOSE ENCOUNTERS hugger subcommittee.
2. Responsible for the set-up and clean-up of facilities used by CLOSE ENCOUNTERS for events and the convention.
3. Collects information on required equipment needed for review at CLOSE ENCOUNTERS subcommittee meeting.
4. Ensures that the facility is kept clean, orderly and that event and convention attendees are reminded to be responsible. This includes asking attendees to move locations for appropriate reasons (ie, smoking, noise level, etc.)
5. Greets convention attendees and provides information about meeting schedules and meeting room locations.(must know when, what, and where)
6. Enlists the help of all members of the hugger committee to announce events and other CLOSE ENCOUNTERS information at group meetings and other events.
7. Coordinates with vice-chairperson to obtain "Hugger" apparel for the convention.

Article VI

Financial Procedures

Section A: Banking

1. Authorized signers and internet banking users, if applicable, on CLOSE ENCOUNTERS checking accounts are the CLOSE ENCOUNTERS subcommittee treasurer, chairperson, and secretary unless nepotism exists, or two of the above officers occupy the same household, then an alternate signer will be determined within the subcommittee.
2. A debit bank card will be issued to the treasurer. The PIN for the card will be shared with the subcommittee chairperson and kept in a secure location separate from the card.
3. All checks shall require two signatures.
4. The checking account shall be reconciled on a monthly basis.
5. CLOSE ENCOUNTERS will maintain two (2) separate bank accounts at all times. The current year's committee and the next year's committee. They will be designated as odd and even. Each account will represent the year each committee will have responsibility for. Example: 2012 is the even year's account and 2013 will be the odd year's account. The proceeding year's account will have two (2) signers, the current year's vice-chair and the vice-treasurer. A copy of the monthly bank statements for both accounts will be submitted to the Area Service Committee by the current chair person

Section B: Deposits:

The CLOSE ENCOUNTERS treasurer or vice-treasurer shall deposit funds into the CLOSE ENCOUNTERS checking account within 48 hours upon receipt of funds.

Section C: Expenditures

Any and all expenditures shall be decided upon at the monthly CLOSE ENCOUNTERS subcommittee meeting.

1. Payments shall be made directly payable to businesses whenever possible.
- 2. Receipts are required for all purchases. No exceptions.**

Section D: Reimbursements

When necessary, reimbursement will be made for purchases by an individual, with prior approval of the subcommittee. Absolutely no reimbursements will be made without a valid receipt. Items requiring reimbursement should be made as a separate purchase with its own receipt. Copies of all receipts will be kept and passed to the subcommittee throughout each year.

Section E: Misappropriation of Funds:

Misappropriation of funds is defined as taking, stealing or borrowing money or property or making purchases without the consent of the CLOSE ENCOUNTERS subcommittee.

1. Misappropriation of funds shall be reported to the ASC treasurer immediately and included in the next

- written subcommittee report to be submitted to the ASC.
2. Questions regarding misappropriated funds shall be decided by a 2/3 vote of the CLOSE ENCOUNTERS subcommittee excluding member or members in question.
  3. Members of the subcommittee who have misappropriated funds shall be removed immediately from their position and not allowed to hold a position on the CLOSE ENCOUNTERS subcommittee for one year.
  4. Misappropriated funds shall be returned within 24 hours of the subcommittee vote.
  5. Failure to comply will result in the involvement of ASC.

#### Section F: Changeover of account:

1. The ENNA ASC will insure a seed fund of \$3000 for the succeeding CLOSE ENCOUNTERS subcommittee. \$1000 will be placed in the succeeding year's account (odd or even) and \$2000 will go to the current CLOSE ENCOUNTERS subcommittee.
2. Donations over and above the seed funds, shall be made to the ASC after all CLOSE ENCOUNTERS subcommittee bills are fully satisfied less \$1000 for the subsequent year and \$2000 for the current year's funds.
3. The account will be balanced and all checks cleared before the donation is made to the ASC.
4. The convention financial records and bank account statements shall be audited by the outgoing chairperson, treasurer, incoming treasurer and ASC treasurer or other person or persons as delegated by the ASC immediately preceding the final report to the ASC. No records or funds shall be transferred to the incoming treasurer until the audit for the prior convention is complete.
5. When the donation is made to the ASC all signers on the account will change within 5 business days.

#### Section G: PayPal:

1. The Close Encounters Committee shall maintain two PayPal accounts. One for odd years and one for even year's conventions.
2. The Treasurer and Vice-Treasurer shall have the account information and password
3. The Registration Chairperson shall be granted limited access to the account above deposit only.
4. Other Trusted Servants may be granted deposit only access to the account to conduct credit card charges.

#### Section H Miscellaneous Financial Issues:

1. The subcommittee treasurer shall issue receipts to subcommittee members for all monies received, regardless of source. For example, the treasurer will issue the fundraising chairperson a receipt for money turned in from a fundraising event, relieving the fundraising chairperson of responsibility for those funds.
2. A written financial request shall be submitted to the CLOSE ENCOUNTERS subcommittee for any contracted services over \$100.
3. Any volunteer handling funds must have full subcommittee approval and two (2) years clean or with supervision may have no less than one (1) year clean.

### **Article VII**

#### Historical Considerations

*Note: Historical considerations supply the subcommittee with past experiences for current perusal. This affords the subcommittee the ability to make better current decisions without "reinventing the wheel".*

#### Section A: Vendors

One (1) vendor should have NA approved literature available for sale at the convention. This exposes attendees to a full sampling of NA WSO approved literature and gives all attendees access to NA books, etc. for purchase. Regional service offices such as the Wisconsin RSO are a good resource for providing this service.

#### Section B: Pre Convention T-Shirt.

1. The next committee should have a t-shirt for sale during the Alternative Merchandise Session. Since 2008 this has been a t-dye or elbow tie dye t-shirt.
2. All pre convention merchandise should have the convention information printed on it.

#### Section C: Raffles

1. Two (2) raffles are held at the convention.
  - a. One is a silent raffle, with tickets generally sold at 3/\$1, consisting of general merchandise such as donated shirts, etc.
  - b. The other is a live raffle, with tickets generally sold at a higher rate of \$1 consisting of items such as a convention quilt, jackets, jewelry and other special items. The live raffle should be conducted in such a way that it does not take large amounts of time away from the Saturday night activity.
2. A live 3/\$1 raffle is also generally held at other fundraising events.

Section D: Newcomer Registrations

Newcomer basic registrations are generally provided to members with less than 90 days clean for participation in any “non up-charged” events such as speakers, workshops and included entertainment. (Excludes comedy shows, banquets, live bands, etc. as deemed by subcommittee)

Section E: Start-up Money – Convention Subcommittees

1. Registration: \$250 – 50 \$1, 20 \$5, 10 \$10
2. Merchandise: \$200 – 50 \$1, 10 \$5, 10 \$10
3. Raffle: \$50 – 30 \$1, 4 \$5
4. Pop concession: \$50 – 3 rolls of quarters (\$10/roll), 20 \$1

# Consensus Based Decision Making

