

Convention Policy Manual

**This policy manual outlines the procedures
for hosting the Chesapeake and Potomac Regional Convention
of Narcotics Anonymous (CPRCNA)**

Approved Date

By the

Chesapeake & Potomac Regional Service Committee

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The CPRC Inc. was formed at the behest of the C&P RSC to be responsible for the C&P Region's annual convention. This most recent update is the result of the experience gathered from our previous Conventions.

Introduction

These procedures were written to give direction to the Chesapeake and Potomac Regional Convention Host Committee (Host Committee), who is responsible for organizing and putting on the Chesapeake and Potomac Regional Convention of Narcotics Anonymous (Convention), with guidance from the Chesapeake and Potomac Regional Convention, Inc. (CPRC, Inc.) Board of Directors (BoD). The Host Committee will operate both as a subcommittee of the Chesapeake and Potomac Regional Service Committee ("C&P RSC") and as an agent of the BoD.

This Convention is held by members of the Chesapeake and Potomac Region to bring our members together in a celebration of recovery and to share our experience, strength, and hope. Meetings, workshops, and activities are scheduled to encourage unity and fellowship among our members and to help us learn and understand our fellowship, the Steps, and the Traditions. In the spirit of not endorsing outside issues, NARANON is not a part of our Convention.

These procedures are meant to cover a number of different areas. One of these are the handling and reporting of the funds it takes to put on the Convention. We have also created eight (8) subcommittees and an administrative committee to cover all of the tasks. It is the Host Committee as a whole that approves all subcommittee proposals. The BoD has general oversight and approves all contracts and expenditures. All print and digital media (flyers, etc.) shall be presented to the BoD before any distribution.

We recognize that new ideas or processes may be suggested that are not covered by these guidelines. Such ideas should be considered on their merit by the Host Committee and BoD. Open and honest communication within the Host Committee and with the BoD is essential.

Conflicts of Interest

Host Committee members must maintain strict fiduciary and ethical standards and avoid the appearance of conflicts of interest. Conflicts appear when trusted servants who are representing the Convention, or their family members, spouses, or sponsors, have significant personal or financial interest in the vendors contracted for the Convention. When a conflict exists, the Host Committee or Board member must disclose it prior to presenting a vendor contract for consideration. If the BoD finds the relationship to be inappropriate, it may choose not to approve the vendor. In some cases, conflicts may exist, but it is still appropriate and beneficial to the Convention to contract the vendor.

Contracts

All contracts shall be reviewed, approved, and executed by the BoD. All contractual arrangements shall be in writing, and presented for approval to the BoD with sufficient copies for each Director for review. **All contracts concerning the Convention are finalized with the signature of the BoD President. All contracts are to have the name Chesapeake and Potomac Regional Convention, Inc. spelled out.** Where applicable, the standard CPRC Inc. contractual service agreement (Appendix A), artist release form (Appendix B), request for proposal (“RFP”) (Appendix C), or other BoD created document(s) will be furnished to the Host Committee to present to the prospective contractor, artist, entertainer, vendor, or hotel.

THE NA LOGO

All NA Logos are protected by trademark. In order to maintain this protection, the trademark symbol must be included whenever these symbols of our Fellowship are used. A very important task is to ensure that the convention as a whole adheres to “Guidelines for Use of NA Trademarks”, see Appendix D.

BID COMMITTEE

An Area who wants to host the Convention creates a Bid Committee. The Bid Committee presents the bid to the October C&P RSC. The bid includes a suggested theme for the convention taken from NA approved literature, an explanation of where in the literature the theme is found, and a nomination of a Chair for the Host Committee.

The bid provides evidence that the Area(s) presenting the bid is (are) capable of finding people to fulfill the functions necessary to host the convention.

Once a bid is accepted, the Bid Committee shall host two meetings. The first meeting is for the initial nomination for the various elected positions; the second meeting shall be for additional nominations and elections. Nominees must be present to accept their nomination and be elected. Both meetings shall be open to all members of the Fellowship for nominations, elections and voting. Once the nominees are elected, their first obligation shall be to attend the existing Host Committee, attend and participate with the current Administrative/Subcommittee counterpart. Membership on the Bid Committee does not imply or guarantee membership on the Host Committee.

HOST COMMITTEE

All Host Committee positions are unpaid and volunteer. Each position requires a large commitment of time, effort, and usually, some personal resources to properly fulfill the position. Where necessary or appropriate, the Host Committee may request permission from the BoD to offer some formal training or other assistance to individuals elected to the various positions.

The Administrative Committee consists of a Chair, Vice Chairs, Treasurer, Vice Treasurer, and Secretary. Experience, leadership skills, dedication, enthusiasm, and willingness to complete

the required tasks are the essential qualities to keep in mind when filling these positions. Requirements for administrative and subcommittee positions are detailed below. All Host Committee Administrative, Subcommittee Chairs and Vice Chairs should have no history of financial impropriety with NA funds at any level of service.

1. **Chair** - More than 5 years clean time. Demonstrated stability, experience performing NA service, experience handling administrative duties, and experience facilitating large meetings. Previous convention experience preferred. The Chair of the Convention Host Committee for the most recent Convention shall be nominated by the Board of Directors for the position of Vice-President.

2. **Vice Chairs** - More than 5 years clean time, familiar with the responsibilities of the subcommittees. Be able to remain aware of the activities of the subcommittees and coordinate their interactions. Provide assistance to each subcommittee, and where necessary, assume the responsibilities of the Chair of that Subcommittee. Previous convention experience preferred. One shall be designated First Vice Chair and the other Second Vice Chair.

3. **Treasurer** - Minimum of 5 years clean time. Detail oriented, computer literate and willing to learn the financial reporting and recordkeeping software provided by the BoD. The Treasurer must be able to oversee the budget process for each subcommittee and work with the entire Host Committee to balance budgetary priorities.

4. **Vice Treasurer** - Minimum of 5 years clean time. Detail oriented, computer literate and willing to learn the financial reporting and recordkeeping software provided by the BoD.

5. **Secretary** - Minimum of 3 years clean time. Computer literate and detail oriented. Capable of organizing and managing the flow of paper and information associated with the Convention. Willing to ensure that everyone stays up to date concerning what is happening with the Host Committee.

6. **Registration and Merchandising Subcommittee Chairpersons** - Minimum of 5 years clean time. Able to plan, manage, and document the major business side of the Convention while handling large crowds and providing effective customer service in a chaotic environment.

7. **Program, Entertainment, and Hospitality Subcommittee Chairpersons** - Minimum of 5 years clean time. Able to plan, manage, and document the major business side of the Convention while handling large crowds and providing effective customer service in a chaotic environment.

8. **Additional Needs, Arts & Graphics, and Convention Information Chairpersons** - Minimum of 3 years clean time.

Additional requirements for all Host Committee members are as follows:

- Working knowledge of the Twelve Steps and Twelve Traditions.
- Familiar with Host Committee, BoD and C&P RSC Regional policy & procedures.
- Willingness to give the time, energy, and resources necessary.

- Commitment to continue to work until all final reports are made and all remaining goods and equipment has been inventoried and turned back over to the BoD.
- Ability to exercise patience, tolerance, and acceptance.
- Active participation in Narcotics Anonymous.

HOST COMMITTEE MEETINGS

The Host Committee shall be responsible for deciding issues, evaluating bids from vendors, reviewing the activities and financial records of each of the Subcommittees. All Host Committee motions shall be determined by vote of the voting participants. Motions shall be in writing and shall identify the maker and the second. Voting members of the Host Committee are the Administrative Committee members and the Subcommittee Chairs. Host Chair votes only in the event of a tie. Vice Chair of a Subcommittee may vote if the Subcommittee Chair is not present. Quorum consists of 51% of the Administrative Committee and Subcommittee Chairs or Vice Chairs. Motions shall not be determined if a quorum is not present.

Host Committee meetings shall take place at a regularly scheduled time and place and are open to anyone who desires to attend. Host Committee meetings may utilize the Standing Rules, and Robert's Rules of Order Parliamentary Short Form, (see Appendix E), or similar written guidelines (including facilitation) for conducting business meetings.

If a Host Committee member misses two meetings, the position becomes vacant and will be filled at the third meeting.

Emergency meetings may be called by a minimum of three Host Committee members. Emergency meetings shall deal only with matters that cannot wait until the next regularly scheduled Host Committee meeting and shall be limited to the issues detailed on a pre-announced agenda agreed upon by those calling the meeting. Notice of the emergency meeting shall be given to all Host Committee members and the President of the BoD. This notice shall include the agenda, time, date, and location of the meeting.

Host Committee meetings will be scheduled at least monthly until three months prior to the Convention, at which time they will be scheduled biweekly. Each Host Committee member will present a written report at each Host Committee meeting. Prior to the Convention the entire Host Committee may be scheduled to meet in the Convention Center. The agenda of this meeting may include a review of the schedule of events, a confirmation of shift schedules by all Host Committee members, a review of the on-site financial procedures, a discussion of how emergencies shall be handled, and, where possible, a meeting with the Convention Center staff. Other agenda items may be added if necessary.

ADMINISTRATIVE COMMITTEE

The Administrative Committee executes the will of the overall Host Committee. Its function is to ensure that the various Subcommittees work together and to assist Subcommittees which may need extra help.

The Administrative Committee may meet regularly in open meetings to discuss the performance of the various Subcommittees, the implementation of the Convention budget, the Host Committee's adherence to the time line, and other matters that affect the Convention. If it is necessary for the Administrative Committee to hold separate, closed subcommittee meetings to discuss, for example, the financial impropriety of a member, the President and Vice President of the BoD shall be invited to such meeting. The results of both open and, to the extent possible, closed discussions, will be included in reports at Host Committee meetings.

As soon as possible after its formation, the Administrative Committee will draft a schedule of meeting dates for the Host Committee. This schedule, once approved by the Host Committee, will be distributed to all members and throughout the Fellowship.

ADMINISTRATIVE COMMITTEE RESPONSIBILITIES

Chair:

The Chair will organize the operation of the Host Committee by facilitating the Host Committee meetings, provide administrative leadership and logistical support to each subcommittee as needed, and act as the voice of the Host Committee to the BoD and the C&P RSC. The Chair's primary responsibilities include:

- Chair all Host Committee meetings and attend all C&P RSC and BoD meetings.
- Ensure adherence to C&P RSC and BoD policies, procedures, and standardized timelines.
- Report Host Committee activities including a written financial statement, to both the BoD and the C&P RSC.
- Coordinate the presentation of contracts or other Host Committee business before the BoD.
- Facilitate the resolution of disputes between Host Committee members; ensures adequate discussion to foster understanding by the entire Host Committee prior to taking action.
- Receives all media (main meeting presentations, main meetings & workshop CDs, etc.), after which said property is turned over to the BoD.

Other responsibilities include working with the Treasurer to track fund flow, ensuring adherence to the budget, preparing an agenda for each Host Committee meeting, drafting responses to special requests for information, and, voting only to break a tie vote of the Host Committee.

The Chair is the Secretary for the Saturday night main speakers meeting.

Vice Chairs:

Responsibilities of the Vice Chairs are:

- The First Vice Chair acts as Chair in the Chair's absence
- The Second Vice Chair acts as First Vice Chair when the First Vice Chair is unavailable.
- First Vice Chair is a signatory on the Host Operating account
- Acts as subcommittee liaison with the Administrative Committee.
- Acts as a Subcommittee Chair when necessary.
- Attend all C&P RSC and BoD meetings.
- Arrange for the necessary First Marshal clearances and any necessary permits

The (First) Vice Chair shall be the Secretary of the Friday night opening meeting.

The incoming Vice Chairs are responsible for the loading of the truck after the Convention, assisting in the proper storage and maintenance of banners, display cases, left-over merchandise, etc.

Secretary:

- Maintains minutes and reports from all Host Committee meetings.
- Distributes minutes within 7 days after each Host Committee meeting to committee members, and the President and Vice President of the BoD.
- Maintains a list of names, addresses, email, and phone numbers of committee members.
- Retains all motion forms, and shall record the votes taken on each issue.

Treasurer and Vice Treasurer:

The Treasurer and Vice Treasurer are responsible for budgets, tracking, disbursing and receiving funds, making bank deposits (within 72 hours of receiving funds), and preparing reports on fund activity. To perform these responsibilities, the Treasurer and Vice Treasurer shall:

- Manage expenditures from the Host Operating Account, and make deposits to the Host Reserve Account. The signatories for the operating account are the BoD President and Treasurer, Host Committee Chair, First Vice Chair, and Treasurer. To be valid, each check will be signed by two of these signatories.
- Responsible for all revenues from registration, merchandise sales, and all events, and advise the Host Committee on cash flow, and adherence to budgets.
- Report all revenue and expenditures to the BoD, using the Record-keeping software provided by the BoD. Reports include a breakdown of income and expenditures for each Subcommittee; and a current check register.
- Prepare and submit funds transfer request to the BoD to cover approved expenditures. Each request shall include the reason(s) and amount(s) for each item in the request.

- Writes all checks and is responsible for collecting receipts for all funds disbursed. Each check will be separately recorded in the check register, subcommittee ledger, and general ledger. All checks written for contracted services shall be made payable to the vendor. All checks written to reimburse trusted servants must have a check request form. (In rare cases, an advance payment may be necessary, provided that: (1) the amount is \$100.00 or less; and (2) a signed and dated promissory note is provided by the recipient indicating the purpose of the expenditure; receipts shall be provided at the next Host Committee meeting).
- Manage and oversee all financial transactions during the Convention weekend.
- At the June BoD meeting, provide a final report of all monies received and disbursed, a list of all outstanding payables, and turn over the Host Operating checkbook.

SUBCOMMITTEES

Subcommittees plan the activities of the Convention; bring proposals to the Host Committee for approval: and are responsible for carrying out decisions made by the Host Committee. Subcommittee Chairs will submit reports; flyers; and should be able to explain and answer questions about contracts, spending requests, and other business brought to the Host for approval. Subcommittee Chairs are responsible for ensuring that BoD provided forms (e.g., Artist Copyright Release Form (Appendix B), Liability Waiver (Appendix F), Contractual Service Agreement (Appendix A), IRS W-9 Form (Appendix G)) are completed and presented to the Chair of the Host Committee for transmittal to the BoD. The Subcommittee Chair is to recruit members as needed; any member of NA is entitled to join any Subcommittee unless specifically prohibited by the BoD. The subcommittees elect a Vice Chair, Treasurer, Secretary and hold regularly scheduled meetings at a public location that do not conflict with any other subcommittee meetings; the time, date and location of the meetings are to be well advertised within the Fellowship. A Subcommittee Chair's commitment continues until the turnover meeting. Administrative Committee members' commitments extend until the final report is submitted.

All requests for funds and/or reimbursements should be initially approved at the subcommittee level, and then brought to the Host for approval.

The BoD is responsible for obtaining a storage facility for use by the entire Host Committee. The storage facility will be climate controlled to prevent mildew and deterioration of banners and leftover merchandise. The storage facility should be on the first floor.

Duties of Subcommittee Chairs and Vice-Chairs:

The primary responsibilities are to follow the standardized time-line, adhere to the budget; report plans, activities, and progress, and serves as a member of the Host Committee. Reports are written and include any proposals, recommendations, contracts, and subcommittee progress. A financial report will include; anticipated needs; expenditures; projected revenue; and receipts. Subcommittee decisions are presented as motions to the Host Committee for approval. Subcommittee Chairs must know the progress of all tasks assigned, make sure each member has sufficient resources to meet these responsibilities, and ensure that every task assigned is carried

out. Subcommittee Chairs are responsible for preparing an agenda and conducting meetings in an orderly fashion.

Voting

Voting privileges shall be determined by each Subcommittee. The Subcommittee Chair votes only in the event of a tie. Refer to Program Subcommittee section for additional voting policies.

Treasurer

Each subcommittee shall have a Treasurer who is responsible for maintaining a current record of all requests for funds, tracking fund flow and anticipating fund flow needs. In the event a Subcommittee does not have a Treasurer, the Subcommittee Chair shall assume this responsibility.

Bids, Proposals and Contracts

Subcommittees may be responsible for assembling contracts for submission to the Host Committee. Subcommittees must obtain three or more bids; using the request for proposal (RFP); this requirement may be waived in cases where it is not feasible to consider three alternatives, such as for shadow boxes. All contracts are to Chesapeake and Potomac Regional Convention Inc. (not CPRC Inc); must include terms, schedule of payment(s); who payment is made to (see Appendix A) and must match W-9's (Appendix G) where applicable. Where a contract is not applicable, three online or written quotes from the vendor will be acceptable. Sufficient copies need to be provided to the BoD of all documents needing approval. Electronic submissions are welcomed 72 hours in advance for early review, in addition to the required paper copies. The Subcommittee Chair shall inform vendors/contractors that only the BoD has the authority to sign or modify contracts that bind the Convention. Host must provide three signed originals of all approved contracts for BOD signature.

Subcommittee Chairs shall also be responsible for ensuring that vendors understand that all copyrights are held by CPRC, Inc.

Travel Expense

The standardized budget typically includes a flat allowance for Host Committee travel to the Convention walk-through and stipends for CI Subcommittee travel to ASCs (Area Service Committee Meetings).

Additional Needs Subcommittee

- Provides special services to persons attending the convention, American sign language, and acts as a point of contact for those with physical challenges
- Provides minor first aid and completes BoD provided incident/accident reports forms¹ (Appendix H)

1. Reports must be completed for these types of incidents: accidents, medical emergencies, police activity, lost children, vandalism or damage to the facilities, drug use, and incidents involving CPRC Inc. sponsored guests staying in hotels.

- Contacts all registrants with special needs prior to the convention
- Children’s registrations are paid at Registration & packages picked up at Additional Needs, two on-site contacts must be provided for each child
- Additional Needs booth will be available at all times and may benefit by combining resources with Convention Information

Arts and Graphics Subcommittee

- Solicits artwork and or logo ideas from the Fellowship
- Reviews all logos and makes recommendations to the Host Committee , e.g. banners, registration brochure, registration packet items, flyers, merchandise to include those developed by other committees
- Ensures the Convention follows “Guidelines for Use of NA Trademarks” see Appendix D
- All artwork must have a signed Artist release form (Appendix B) provided by BoD giving sole use to CPRC Inc.²
- Procures numbered event tickets from an outside vendor, not to exceed room capacity, opens in presence of Host Chair & Treasurer and reviewed for accuracy two weeks prior to convention, tickets become Host treasurers responsibility.
- Creates vendor badges.
- Procures banner in durable material, 10x10 standard size; works with Convention Center staff for display of all banners, properly maintains and stores banners.
- Procures an archival display case similar to previous years, displays memorabilia reflecting the convention, works with Staff to display case, properly maintains and stores cases
- Produces a variety of signs for use at the convention reusing signage/poster boards where possible, to include directional, informational, cautionary, & promotional signs, where possible produce signs that can be reused.
- Develops mechanism for other Subcommittees to request signage.
- Incoming chair supervises the taking down and storage of banners.

Convention Information Subcommittee

- Communications conduit to NA as a whole, including World Services (NAWS); Regional, Area Services Committees, and the media and public at large.
- Creates and maintains website; official email addresses for Host Admin and Subcommittee members; ensures immediate transfer of phone lines “numbers” after previous Convention.
- Create flyer (“scroll”) with subcommittee meeting schedules, contact information
- Sends reps to all areas within C&P and Free State Regions as well as Area and Regional events to inform members about the convention and distribute registration brochures.
- Email registration link to as many Regions as possible nationwide.
- Convention Information booth serves to collect and total clean time; lost and found; information about local attractions, restaurants and transportation, as well as emergency

2. If the artwork is not used by CPRC Inc., the artwork and Artist Release Form shall be released to the artist at the conclusion of the Convention for which it was submitted.

care facilities; and a Statement to the Press for media. May benefit by combining resources with Additional Needs.

Entertainment Subcommittee

- Responsible for entertainment events at the Convention, to include dances, live performances, beach parties, open mike/karaoke, bonfires, and athletic activities. The committee will offer a diverse range of entertainment, and at least one free event both Friday and Saturday.
- Ticket sales are handled through the Registration Subcommittee, each event shall have a maximum capacity, ensures that room capacities are not exceeded, and takes measures to prevent fraud and counterfeiting.
- Makes recommendations of Entertainment to Host Committee, will not enter into any commitments, either verbal or written.
- Entertainers who are being considered to perform must submit a written contract proposal covering all terms of their appearance for consideration, e.g., beverage, food. Performers are required to sign the drug-free addendum (Appendix I) and agree to not use drugs prior to or during their performance.
- Recommends floor plans and seating charts for each event to the Host Committee for review, final responsibility for floor plans and seating charts rest with the Administrative Committee.

Hospitality Subcommittee

- Serves as Convention host; responsible for welcoming attendees, monitoring events and facilities, planning and hosting events when meals are served, scheduling and set up of rooms, and crowd management.
- Acts as the conduit between the Host Committee and Convention Center Staff
- Serves as the primary point of contact with hotels, negotiates contracts, rates, and coordinates the use of complimentary rooms.
- Complimentary rooms are used by H&I Scholarships first, if additional rooms are available, they may be used for other purposes, such as indigents, main meeting speakers, interpreters and other appropriate uses as approved by the Host Committee on a case by case bases; **these rooms are not available to entertainers.**
- Provides the Registration Subcommittee with a list of contracted hotels and rates for inclusion in the registration brochure.
- May host events at which meals are served, if an event is decided upon, all aspects must be contracted in time for publication in the registration brochure. Contract should include the venue, food, entertainment, sound, tickets, give-aways and decorations. Fees charged for any food event must cover the full cost of hosting the event, based on expected attendance.
- Beverage service is coordinated by the Subcommittee and Host Committee, in cooperation with the Convention Center staff. The decision to provide additional beverage service, e.g., coffee and/or water, if necessary during the course of the convention will be made by the Hospitality Chair, Host Chair, or the BoD President **only**.

- Organizes a group of volunteers to welcome attendees and monitor Convention events and facilities, the activities may be assigned to separate groups, e.g., Hug Squad and Serenity Keepers; they ensure an appropriate atmosphere of Recovery is maintained during the Convention, comply with Fire Code regulations, maintain order and safety, and to report injuries and illegal activity to appropriate Host Committee members.
- Secures contracts for radios (walkie-talkies) for all Host Committee and key BoD members, and is responsible for issuing and tracking the inventory and training members on their use.
- Coordinates layouts and setups for all rooms, coordinates the walk through of the Convention facility six to eight weeks prior to the Convention date with the Host Committee and Convention Center staff, final responsibility for room/space assignment rests with the Administrative Committee.
- Manages the Regional Hospitality Room, provides refreshments, and arranges space for the marathon meetings. Attendance at marathon meetings shall be open to Convention attendees and the general public.
- All events will be seated on a first to arrive, first to be seated basis. No preferential treatment will be given to members of the Host Committee or other Convention volunteers. Provides adequate seating for those with additional needs.
- Subcommittee members shall wear ribbons or articles of clothing that identify them as a Convention volunteer to attendees and convention facility staff.

Merchandise Subcommittee

- Is responsible for the sale of merchandise at the Convention as well as selling leftover items throughout the year, accepts bids from outside vendors to sell items at the Convention, analyzes previous years' sales to help determine the proper amounts to order, adheres to "Guidelines for Use of NA Trademarks", see (Appendix D)
- Presents a spreadsheet of the items to be ordered to the Host Committee for approval, spreadsheet includes the cost of goods sold (COGS), proposed sales prices, and total revenue expected at 80, 90, and 100 percent. Merchandise sales should generate an expected revenue of 200 percent of COGS (e.g., if the purchase cost of merchandise is \$25,000, expected sales revenue should be a minimum of \$50,000 if all is sold).
- Proposals should include comparable bids and terms from at least three qualified vendors, Caution should be used in proposing high-ticket items, as they use a disproportionate share of the budget, have a low margin, and often do not sell well, where possible, samples of items to be sold should be presented to the Host Committee with the list.
- Artwork must be developed early and in the necessary format, as this will greatly impact the quality and cost of merchandise.
- Accepts bids from outside vendors to sell items at the Convention, all outside vendors must be on the NAWs list of approved vendors, a maximum of three outside vendors may be used, vendors cannot sell items that will be in competition with items being sold by the Merchandise Subcommittee. All contracts for outside vendors are presented to and approved by the BoD. Ensures NA approved literature is available for sale through the Free State Service Center (not considered an outside vendor)

- When a jewelry vendor provides a medallion(s), the subcommittee, will decide how to securely display the medallion and will determine the method for sale or award of the medallion(s) to a convention attendee, such as by auction or drawing.
- Responsible for storing and selling leftover merchandise from the current and previous Conventions, outgoing subcommittee provides a final inventory of unsold items for inclusion in the Treasurer's final report, materials will be stored securely, and the incoming subcommittee will maintain continuous inventory and financial/sales records.
- Space will be made available in the Merchandise Room on Sunday morning for the sale of "alternative merchandise" by other Conventions and/or NA Service Committees; Committees that want to sell this merchandise are expected to submit a letter in advance stating their intentions. Individuals selling their own merchandise shall not be allowed to participate.

Program Subcommittee

- Is responsible for main speaker meetings, marathon meetings and the schedule of workshops. It develops a Program booklet for inclusion in each registration package, solicits bids for recording and audio-visual needs, and recommends seating plans for each meeting and workshop.
- The Subcommittee is comprised of the following voting members:
 - 1) Chair - elected at the regular Bid Committee meeting;
 - 2) Two members elected from the Host area;
 - 3) One member elected from each other area in the Chesapeake & Potomac Region; and
 - 4) One member elected from the Region.
- These will be the only voting members; officers will be selected from these members. Voting members are encouraged to solicit input from other NA members and the goal is diversity and inclusion in both workshop topics and speakers. Speakers will not be asked to speak more than once every other year although workshop speakers can be asked as main speaker.
- Workshop topics shall be chosen to reflect a clear NA message of Recovery, current issues affecting the NA Fellowship, and spiritual discussions, topics will be carefully chosen to provide a balance for newcomers, service-oriented members, and those with substantial clean time. The list of topics shall be submitted to the Host Committee for approval. In the spirit of inclusiveness, workshops will include no special-interest meetings, e.g., women, men, or gay. All Regional Subcommittees that request Service Workshops will be granted timeslots by contacting the Program Subcommittee no later than the December RSC meeting.
- Makes recommendations for main meeting speakers, chooses workshop and marathon speakers, selected speakers will represent all the Areas of the C&P Region as well as members from outside the Region to share the NA message, the Friday main speaker will be from the Region, Spanish-speaking meetings should be included, potential speakers are people who base their Recovery on powerlessness over addiction, identify themselves as addicts, and attend NA meetings to sustain their Recovery, qualifications ensure an NA member an NA Convention.

- The process of the speaker selection shall include contacting the potential speakers to determine if they meet the qualifications, a survey may be used. Main-meeting speakers will have a minimum of eight years clean time and the ability to keep the attention of several thousand addicts, main speaker selection will be done by voting members reviewing the speakers' recordings when possible, main speakers are submitted to the Host Committee for approval. Workshop speakers will have five years clean time and an understanding of their chosen topic.
- Speaker travel and accommodations usually refers to the Main Speaker Meetings. Occasionally the Subcommittee may request funds to cover the travel for a speaker who has unique experience on a particular topic.
- Sends confirmation letters to speakers with the details of their commitment and instructions to check in at the Program desk upon arrival, speakers will be asked to sign a written consent form developed by the BoD to allow the meeting to be recorded and posted online, they may choose to opt out. The Subcommittee also develops a pool of members from which to select replacements in the event of a no-show, which could come from the Registration process.
- Schedules secretaries to open each workshop, hand out Readings, welcome attendees, introduce speakers, starts and ends the workshop on time, secretaries have a minimum of one year clean time
- Recommends floor plans and seating charts for each meeting and workshop to the Host Committee for review. The final responsibility for floor plans and seating charts rests with the Administrative Subcommittee.
- Ensures that the meeting script, Readings, Statement to the Press, Fire Marshall Statement, Social Media Statement, and the responsibility Statement, are available in each room before each meeting.
- Develops a draft Program at least four months prior to the Convention so other Subcommittees have time to review and correct the draft, once approved by the Host Committee, the approval review copy of the Program should be presented at the February BoD meeting with printing bids. The Programs must be printed in time for the stuffing party. A program booklet may be provided in Spanish, large print, and/or Braille.
- Solicits bids for recording and A/V needs, recommends vendors for Host Committee and BoD approval, contract must clearly state that the copyrights are held by Chesapeake and Potomac Regional Convention, Inc.
- The Program Chair acts as Secretary for the Sunday morning meeting.

Registration Subcommittee

The Subcommittee is responsible for processing all Convention registrations, storing the data associated with registrations, distributing a registration package and applicable event tickets to Convention attendees, producing a registration brochure, distributing registration brochure copies to previous attendees, working with the Hospitality Subcommittee to assign housing for scholarship and indigent newcomer attendees, and securing and distributing meal vouchers for scholarship and indigent newcomer attendees.

The Subcommittee with assistance from other Subcommittees produces a registration brochure. The Subcommittee will exercise care in the design and production of the registration brochure. The final version of the registration brochure shall be approved by the Host Committee and the BoD prior to printing. The registration brochure will be available for distribution at the October RSC. The Host Committee and Bod determine the number of copies produced, and ensure that a supply is given to the Convention Information Subcommittee once the general mailing has been completed.

All Convention attendees must be registered; there are six types of registrations:

- (1) Pre-registrations are those paid for at the previous Convention. Proper records will be maintained about the receipt of each registration form and payment instrument to maintain a link between the registration forms and the funds received. Numbered, duplicate receipts shall be issued for all pre-Convention transactions from a set of receipt books. Records of the use of these receipt books shall be maintained. The incoming Registration Subcommittee is responsible for the pre-registration sales
- (2) Early Registration consists of paid registrations received by mail or online sixty (60) days prior to the Convention. A mail box will be obtained to which registration forms and funds for registration are sent. Copies of each registration form and payment instrument will be produced. The Subcommittee will develop a system for recording registration data and funds received. Duplicate copies of this data shall be maintained. The original registration forms should be alphabetized and brought to Ocean City to resolve any conflicts regarding registrants that may arise. The subcommittee maintains, manages and provides regular reports from the electronic database.
- (3) Regular registrations consist of (mailed) paid registrations received thirty (30) days prior to the Convention and online registrations received seven (7) days prior to the Convention. The recordkeeping requirements are the same as for Early Registration.
- (4) Onsite registration consists of all paid registrations received at the Convention.
- (5) No charge registrations consist of H&I Scholarships, Indigent Newcomers, and Treatment or Transitional Housing residents.
- (6) Special registration badges are provided to vendors, entertainers and crew. Subcommittees must request these badges in advance from the Arts and Graphics Subcommittee.

The deadline in the brochure for accepting online registrations is seven days prior to the Convention. The deadline for accepting mail registrations is thirty days prior to the Convention. The deadline for accepting early registrations is sixty days prior to the Convention. An email confirmation will be sent to all attendees whose registrations are received by the registration deadline in the brochure. The Subcommittee should capture email addresses for all registrants, with the goal of reducing printed registration materials and improving communications.

The Subcommittee selects the contents of the package given to each attendee. The Host Committee shall approve the contents of the package. The package includes, at a minimum, a name badge and a program. These packets shall be prepared prior to the Convention. The Subcommittee coordinates the awarding of no-charge housing with the Hospitality Subcommittee. The BOD Treasurer secures meal vouchers and distributes them to the Registration Subcommittee

No Charge Registration

There are three types of registrations given away at no charge: H&I Scholarships, Indigent Newcomers and Treatment or Transitional Housing residents.

Hospital & Institutions (H&I) Scholarships

- 1) Four H&I Scholarships will be provided to each Area in the C&P Region; two males and two females. The names of the four individuals and the names of four alternate candidates shall be provided by the H&I subcommittee or ASC to the Indigent Registration Subcommittee at least one month prior to the Convention. These registrations may be donated to other Area H&I recipients area, however, failure to provide this information means the packages will no longer be available. Packages not claimed by noon on the Saturday of the Convention will be made available as Indigent Newcomer packages.
- 2) The H&I Scholarships will be accounted for as a newcomer expense line item in the BoD annual report for accounting purposes.
- 3) H&I Scholarships consist of a Registration package, four Dough Roller tickets and shared accommodations with one other recipient (See Hospitality pg. 10, bullet #4).

Treatment and Transitional Housing Residents

- 1) Treatment or Transitional residents who arrive with a Counselor or Representative of their facility will be given a Registration package, which allows admittance to all workshops, meetings and free dances. All persons must be registered including the chaperone or counselor.

Indigent Newcomers

- 1) Up to 600 registration packages will be available for Indigent Newcomers on a first come first served basis. Indigent newcomers with 90 days or less clean time or 90 days or less out of an institution who are financially unable to afford to attend the convention. Registration will consist of a Registration package, admittance to all workshops, meetings and free dances as well as two Dough Roller tickets. The intent of Indigent Newcomer Registration is to allow newcomers who have not had time to become fully self supporting or develop a strong support group or those who have just gotten out of long-term facilities but have not had time to gain employment, to experience the convention.
- 2) An "Indigent Newcomer Fund" will be created to defray the cost of the Indigent Newcomer packages. The funds come from both paid attendees and the newcomer recipients. For accounting purposes the value of these packages is calculated at the cost of Early Registration.

- 3) Indigent Newcomers who receive any available complimentary rooms will sign a Housing Agreement form (Appendix J) created by the BoD. This form explains that housing is provided as a gift from the Convention to the individual and is **NOT A RIGHT GRANTED THE INDIVIDUAL**. Housing is provided contingent on acceptable behavior, and the gift of housing may be withdrawn without advance notice.

Chesapeake and Potomac Regional Convention, Inc.

Procedures Manual Appendices

Appendix A - Contractual Service Agreement

Appendix B - Unconditional Artist Release

Appendix C - Request for Proposal

Appendix D - Guidelines for Use of NA Trademarks

Appendix E - Standing Rules & Roberts Rules of Order Parliamentary Short Form

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Appendix H - Incident/Accident Report

Appendix I - Drug Free Addendum

Appendix J - Acceptance of Housing Invitation (House Agreement Form)

Appendix A



**Chesapeake & Potomac Regional Convention, Inc.
P.O. Box 8361
Silver Spring, MD 20907**

CONTRACTUAL SERVICE AGREEMENT

THIS AGREEMENT, made this ___ day of _____, 20___. By and between _____ (First Party) and Chesapeake & Potomac Regional Convention, Inc. (CPRC, Inc.) (Second Party):

WITNESSETH: that in consideration of the mutual covenants and agreements to be kept and performed on the part of said parties hereto, respectfully as stated, the parties agree as follows:

1. The First Party shall provide _____ who will provide services on April ___, 20__ from ___ p.m. to ___ a.m. on April ___, 20__ at the Ocean City Convention Center, Ocean City, Maryland.
2. The Second Party shall pay the First Party a deposit of \$ _____ on or before _____, ___, 20___. The Second Party shall make a final payment of \$ _____ April ___, 20___, after the services have been provided.
3. The First Party and all service providers or other employees or assistants shall be responsible for their own transportation and lodging to and in Ocean City, Maryland.
4. The First Party understands that this is a drug and alcohol free event, and agrees to ensure that its employees and assistants understand and respect that the audience will consist of persons seeking recovery from addiction.

This Agreement shall be binding upon the parties, their successors, assigns and personal representatives. Time is of the essence on all undertakings. This Agreement shall be enforced under the laws of Maryland. This and any attached Addendums constitute the entire agreement between the parties.

Authorized Signature for

Date

Printed Name and Position

Company Name

Authorized Signature for Chesapeake & Potomac
Regional Convention, Inc.

Date

APPENDIX B



Chesapeake & Potomac Regional Convention, Inc.
P.O. Box 8361
Silver Spring, MD 20907

Unconditional Artist Release

By this document, I give for their unconditional and exclusive use, to the Chesapeake and Potomac Regional Convention, Inc. (hereinafter "CPRC, Inc."), a company incorporated in Maryland for the purpose, inter alia, of hosting Narcotics Anonymous conventions, and to its successors and assigns, all the rights, privileges, and benefits of creation or ownership of the original work I have created which I have entitled

By my signature I affirm that I am the sole creator of this work, that the work is mine to give unconditionally and without restriction, and that it is my intention to gift the CPRC, Inc. with this piece free and clear of any current or future obligation, duty, or future royalty to me from its use or display. I further agree to help CPRC, Inc. protect and establish, where necessary, CPRC, Inc. rights of ownership and control over this material.

I understand that CPRC, Inc. intends but undertakes no obligation to create banners, flyers, posters, programs, gift items and merchandise bearing representations or duplications of this work and the CPRC, Inc. may be required to modify the work to suit those purposes. I hereby agree to hold blameless CPRC, Inc., its assigns and successors, for any use to which this material may be put and for any decision to pursue or not pursue its right to this material in the event of forgery, loss of copyright, or any other reason.

Artist Signature: _____

Print Name Date

Notary:
State of _____
City/County of _____

To-Wit:
I, _____, a notary public of the City/County of _____, State of _____, do hereby certify that individual(s) named above signed this writing above on the _____ day of _____, _____.

Notary Public

Appendix C

**Chesapeake & Potomac Regional Convention, Inc.
P.O. Box 8361
Silver Spring, MD 20907**

REQUEST FOR PROPOSAL

CPRC, Inc. is a non-profit 501(c) 3 corporation formed primarily to bring about an annual Narcotics Anonymous convention. You have been selected as an organization, which may be interested in responding to a Request for Proposal from CPRC, Inc.

This year's convention, CPRCNA, _____, will be hosted at the Rowland T. Powell Convention Center, Ocean City, Maryland, April _____ - _____, _____. In your proposal, please acknowledge the following by filling out all required information at the bottom of this page and including it with your proposal.

In keeping with the traditions of Narcotics Anonymous, CPRC, INC. does not accept charitable donations from any sources out side of Narcotics Anonymous and those attending the convention. Narcotics Anonymous is a program of recovery from active addiction.

As such, NA supports total abstinence from all drugs, including alcohol, cocaine, and marijuana. As a condition of your association with CPRC, Inc. you, your employees and agents, and any guests you are permitted to bring to the convention must commit to not using alcohol, marijuana, or any other drugs immediately before and during your presence at the convention.

Narcotics Anonymous does not endorse or support any causes, politics, organizations, or institutions. The acceptance of your proposal by The Chesapeake & Potomac Regional Convention, Inc. "CPRC, INC". therefore does not constitute either support or an endorsement by Narcotics Anonymous.

Narcotics Anonymous strongly supports the continued anonymity of its members, and therefore, no digital, audio, or video recording of any event, presentation, artwork, or other representation of your services provided to CPRC, INC. may specifically identify any member of the CPRCNA _____ Host Committee or convention attendees. Members of the CPRC, INC. Board of Directors may be identified as part of CPRC, INC. only with prior Board of Director's approval.

Your proposal will be evaluated by the CPRC, INC. Board of Directors. In the event that a final contract is created, this contract will be between you and CPRC, INC. You may be contacted by members of the CPRCNA XIX Host Committee on our behalf. Such members are empowered to act as our agent in helping you develop your proposal and may act as our agent in the implementation of any such contract. However, members of the CPRCNA _____ Host Committee are not authorized to make binding oral or written agreements with you, only the CPRC, INC. Board of Directors has such authority.

By my signature, I signify my understanding and acceptance of these terms and conditions.

Signature Date

_____ Print Signer's Name and Position
_____ Company Name
_____ Address
_____ Telephone Number

Appendix D

NA Intellectual Property Bulletin #1

Internal Use of NA Intellectual Property (July 2010)

A statement of the NA Fellowship's policy on the reprinting of copyrighted NA recovery literature and the use of registered NA trademarks and service marks by NA groups, service boards, and committees.

NA Intellectual Property Bulletin #1 *was approved by the Fellowship of Narcotics Anonymous as given voice by its groups through their regional service representatives at the World Service Conference on 27 April 1993, applicable as of 1 May 1993. It was amended at the World Service Conference in 1997 and 1998. This bulletin supersedes all previous Bulletins and policies pertaining to the use of copyrighted literature and registered trademarks and service marks by NA groups, service boards, and committees.*

The Fellowship Intellectual Property Trust (FIPT) describes in detail how NA's name, trademarks, and recovery literature are protected and administered by Narcotics Anonymous World Services, Inc. (NAWS). It covers NA's name, trademarks and recovery literature in all forms, including translations, and all mediums, whether printed, electronic and any other media that may be developed in the future. Additional guidelines, contained in this and the other Intellectual Property Bulletins, for the use of NA's intellectual properties by the fellowship are presented as an adjunct to the FIPT. The guidelines are based partly on legal considerations and partly on the nature of NA. By following these simple steps, the fellowship will help ensure that NA's name, trademarks, and recovery literature will always be available to fulfill our primary purpose.

All matters not specifically addressed by the Intellectual Property Bulletins will be considered under the conditions of the *Fellowship Intellectual Property Trust*. Any questions or concerns about the Bulletins should be directed to NA's World Service Office.

This Bulletin reflects the policy affecting the use of NA intellectual property within the NA Fellowship. Use of the fellowships trademarks and recovery literature is a commitment to comply with these Guidelines. Usage inconsistent with the Guidelines is improper. Usage disputes are dealt with in *Intellectual Property Bulletin #5*.

Use by NA groups

These Guidelines outline the appropriate uses of NA logos and recovery literature by NA groups. The Guidelines also lay out criteria a group can use to avoid improper use. A description of the NA group--its nature, function, and role in the NA Fellowship--can be found in current NA service manuals. You are encouraged to review those sections describing groups prior to attempting use of the Guidelines described below.

Use by NA service boards and committees

Service boards and committees created directly or indirectly by NA groups may use NA logos and recovery literature in the ways described in these Guidelines so long as they register with NA World Services.

Use by individual NA members or others

Guidelines, in this or other Intellectual Property Bulletins do not grant individual NA members or those outside NA permission to use NA trademarks or intellectual property. Individual NA members or others who wish to use NA's trademarks or copyrighted recovery literature should write directly to NA World Services.

GUIDELINES FOR USE OF NA TRADEMARKS

Some of the NA Fellowship's registered trademarks are: the name "Narcotics Anonymous," the stylized NA initials, the diamond in a circle, original NA group logo, and the "PR stamp" all shown below:



Guidelines for Use

Use of Narcotics Anonymous trademarks should always reflect the seriousness of our primary purpose and our spiritual foundation of anonymity. The Narcotics Anonymous name or trademarks should not be used by an NA group, service board or committee in any way that would imply legal liability or financial responsibility by or to another part of the fellowship, service structure, or outside enterprise.

Narcotics Anonymous trademarks should not be used in any way that would serve to endorse, finance, promote, or affiliate the NA Fellowship with any outside enterprise.

Narcotics Anonymous trademarks should not be used in conjunction with any law enforcement, political, medical, or religious slogans, themes, or other related materials.

Narcotics Anonymous trademarks should not be used or displayed in such a manner as to possibly offend or disrespect the sensibilities of other organizations, groups or NA as a whole.

Narcotics Anonymous trademarks should not be used in any manner that could draw us into public controversy.

Narcotics Anonymous trademarks should not be used on locally developed recovery literature.

"NA Fellowship Approved" trademark

The "NA Fellowship Approved" trademark is used to indicate that a piece of recovery literature has been approved by the Fellowship of Narcotics Anonymous as given voice by its groups through their regional delegates at the World Service Conference. The "NA Fellowship Approved" trademark may not be used on any other materials.



Marking trademarks

Either the capital letter "R" or a "TM" should be placed inside a small circle to the right of all NA trademarks every time any of them are used. By doing so, we are showing that these logos are legally owned or registered trademarks. This is one way in

which we help preserve the fellowship's legal right to ownership of its trademarks.

Protecting artwork

Whenever an NA group, service board, or committee has an artist create original artwork, drawings, designs, or screens using any NA trademark, the NA body should always be sure the artist signs a document releasing to the NA body his or her rights to the artwork, including the original rendering. By doing so, we ensure that neither the NA logos nor any artwork that has been created for the benefit of the fellowship can later be used to benefit a private individual or an outside business enterprise.

GUIDELINES FOR REPRODUCTION OF NA RECOVERY LITERATURE

NA World Services acts as the publisher of all NA Fellowship-approved recovery literature. As such, it has been entrusted with the responsibility to obtain copyright protection for these items on behalf of the fellowship. This ensures that the fellowship's message as presented in our books and pamphlets is not tampered with.

Narcotics Anonymous World Services is largely dependent on the income generated from the sale of NA recovery literature. This income is used to cover the costs of publishing as well as the expenses associated with other services provided to the World Service Conference and the NA Fellowship-at-large. A large part of NA World Service's income comes from NA groups who purchase recovery literature to distribute at their meetings. Many groups consider their purchase of NA Fellowship-approved recovery literature as one way in which they contribute to the unity and growth of NA as a whole.

Use by NA groups

As a general rule, no one has the authority to reproduce NA Fellowship-approved recovery literature without prior written permission from Narcotics Anonymous World Services. However, given the nature of our fellowship, our experience indicates that NA groups *and only NA groups* should have the authority to reproduce fellowship-approved recovery literature in certain instances. When preparing to reproduce NA Fellowship-approved recovery literature, NA groups should discuss the Fourth

Tradition and follow all of these general guidelines:

1. An NA group should only reproduce NA Fellowship-approved recovery literature when it has a clear need to do so.
2. NA Fellowship-approved recovery literature reproduced by an NA group should be distributed only within that group. Such materials should always be given away free of charge; they should never be sold to generate income.
3. The text of NA Fellowship-approved books and pamphlets reproduced by an NA group should not be altered or modified in any way.
4. The copyright for the item being reproduced should be shown prominently as follows: "Copyright © [year of first publication], Narcotics Anonymous World Services, Inc. Reprinted by permission. All rights reserved."

Use by registered NA service boards and committees

Registered NA service boards and committees who wish to quote or reprint portions of NA Fellowship-approved recovery literature should always include the proper notation or credit identifying the origin of the quote or reprinted portion they wish to use. Generally speaking, the length of a reprint or quote should not exceed 25% of the original piece. In the case of NA books, reprints or quotes should not exceed 25% of a single chapter or section. In the case of an article from *The NA Way Magazine*, the entire piece may be used if the source is fully cited.

Any use of NA's name, trademarks or recovery literature that is not specifically covered is reserved to NAWS, Inc. The use covered in the Intellectual Property Bulletins does not create any other right or claim by the user to any of the fellowships marks under any theory of law, fact, or equity.



This is the document identified by name in the Fellowship Intellectual Property Trust Operating Rules, Article V, Section 1.

It was approved by the Fellowship of Narcotics Anonymous as given voice by its groups through their regional service representatives at the World Service Conference as Trustor of the Fellowship IP Trust on 27 April 1993,

and revised by the regional delegates at the World Service Conference on 30 April 1997, and 27 April 1998. It may be changed only by the Trustor.

**To register, or for more information, contact NA World Services,
PO Box 9999, Van Nuys, CA 91409 USA, Tel: (818) 773-9999, Website: www.na.org.**



**Chesapeake & Potomac Regional Convention, Inc.
P.O. Box 8361
Silver Spring, MD 20907**

Standing Rules

The following four (4) rules of procedure are proposed for adoption by the RSC to be standing rules by which the RSC will be governed in the conduction of business. The procedures were adopted together at one (1) time.

- 1) There shall be a limit on debate by any member. No individual shall speak longer than three (3) minutes on a motion for each time he or she is recognized by the chair to speak. No member may speak on a motion more than once unless all others desiring to speak on the motion have exercised their opportunity.
- 2) There shall be a limit on debate the number of speakers on any motion. There shall be no more than three (3) members to speak in favor of any motion and no more than three (3) members to speak in opposition of any motion.
- 3) Every main motion must be presented in writing on the appropriate form and contain the name of the individual proposing the motion and the name of the individual seconding the motion. Every amendment to a main motion must be presented in writing and contain the name of the individual proposing the amendment and the name of the individual seconding the amendment.
- 4) The attached Parliamentary Short Form of "Robert's Rules of Order" shall be adopted and provide the basis for procedures that are not otherwise detailed in the **Convention Policy Manual**

**ATTACHMENT 2
Roberts Rules of Order
Parliamentary Short Form**

POINT OF ORDER: When a member thinks that the rules of the **Host Committee** are being violated, he/she can make a "Point of Order" which is simply to obtain recognition from the chair and ask from the chair a determination as to whether or not the procedure that the member feels is pertinent is being violated. A "point of order" is not a method or procedure to dispute the accuracy of something that another member has stated. The "point of order" is a tool used only to keep the **Host Committee/Subcommittee** working on the subject that the **Host Committee/Subcommittee** is supposed to be working on at that time and in accordance with the **Convention Policy Manual**.

CALL FOR VOTE: This is not made while another member is speaking or has the floor, it does require a second, is not debatable and requires a 2/3rds vote in order to end debate and force an immediate vote on the matter.

PARLIAMENTARY INQUIRY: This is a question directed to the chairperson to obtain information on a matter of parliamentary procedure or the guidelines as they apply to the business being considered. It is the duty of the chair to answer such a question when it may assist a member to make an appropriate motion, raise a proper point of order, understand the parliamentary situation or effect of a motion. The chair is not obligated to answer hypothetical questions.

POINT OF INFORMATION: This is a request directed to the chair for the chairs to respond to, or have another member respond to, a point [one (1) point] that would provide additional information on the

subject being considered, but is not a matter related to parliamentary procedure. If the point is raised while another member has the floor and is speaking, the chair will ask the member who correctly has

Appendix E

the floor if he will yield to a "point of information;" the member has the right not to yield. If the member does yield, the member raising the point is required to raise the issue in the form of a question directed at the chairperson, but the chairperson usually allows the member who correctly has the floor to answer. A "point of information" is not used to create a discussion between two (2) members. After the question is stated, the member raising the matter is obliged to remain silent and allow the member who has the floor to continue.

POINT OF PERSONAL PRIVILEGE: This is a device that permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for immediate consideration because of its urgency. This is a manner of correcting problems affecting the privileges of all the members (its too noisy and we can't hear) or affecting an individual (I have to use the restroom and don't want to miss the vote while I'm gone). It is not a device to interrupt a speaker or obtain the floor to give an opinion, extend debate, debate in general or argue a point made by the current speaker or previous speaker. There are motions that arise from the statement and acceptance of a "point of personal privilege," but these are acceptable only after the chair has accepted the member's personal privilege point as having merit on the discussion at hand.

Motion	2nd Required	Debatable	Interrupt Speaker	Amendable	Vote Required
Main Motion	Yes	Yes	No	Yes	Majority (10)*
Recess (1)	Yes	No (2)	No (8)	Yes	Majority
Point of Personal Privilege	No	No	Yes	No	Chair
Appeal the Chair (3)	Yes	1 Pro/Con	Yes	No	Majority*
Point of Information	No	No	Yes	No	Chair
Withdraw of Motion (4)	Yes (5)	No	No	No	Majority*
Suspension of Rules	Yes	No	No	No	2/3**
Change the Orders of the Day	Yes	No	No	No	2/3**
Motion to Table (6)	Yes	No	No	No	Majority*
Call For Vote	Yes	No	No	No	2/3**
Postpone to a Definite Time (6)	Yes	Yes	No	Yes	Majority*
Amendment	Yes	Yes	No	Yes	Majority*
Take from the Table	Yes	No	No	No	Majority*
Reconsider (7)	Yes	Yes (9)	No	No	2/3**
Adjourn	Yes	No	No	No	Majority*

* Majority of those voting yes or no

** 2/3rds of those voting yes or no

KEY TO MOTIONS CHART

- (1) Time must be stated with the motion.
- (2) Motion is debatable, if amended.
- (3) Must be made immediately following decision.
- (4) Must be made by the maker of the motion.
- (5) Must be made by the seconder of the original motion.
- (6) Applies to the entire motion pending.
- (7) Must be made by a member who voted on the prevailing side of the original vote.
- (8) No, if other motion is pending. Yes, if no other motion is pending.
- (9) Yes, if original motion was debatable.
- (10) To amend the Standing Rules requires 2/3rds of those voting yes or no.

Appendix F



Chesapeake and Potomac Regional Convention, Inc.
P.O. Box 8361 - Silver Spring, MD 20907

Waiver and Release of Liability

In consideration of the risk of injury while participating in Chesapeake and Potomac Regional Convention, Inc. ("CPRC"), and as consideration for the right to participate in the Convention, I hereby, for myself, administrators, and assistants knowingly and voluntarily enter into this waiver and release of liability and hereby waive any and all rights, claims or causes of action of any kind whatsoever arising out of my participation in the Convention, and do hereby release and forever discharge CPRC, located at P.O. Box 8361, Silver Spring, MD 20907, their affiliates, managers, members, agents, volunteers, representatives, and assigns, for any physical or psychological injury, including but not limited to illness, paralysis, death, damages, economical or emotional loss, that may arise as a direct result of my participation in the aforementioned Convention, including traveling to and from where services are to be provided, and assume all related risks, both known and unknown to me, my associates and assistants.

I agree to indemnify and hold harmless CPRC against any and all claims, suits or actions of any kind whatsoever for liability, damages, compensation or otherwise brought by me or anyone on my behalf, including attorney's fees and any related costs, if litigation arises pursuant to any claims made by me or anyone acting on my behalf. If CPRC incurs any of these types of expenses, I agree to reimburse CPRC.

I acknowledge that CPRC, their directors, officers, volunteers, representatives, and agents are not responsible for errors, omissions, acts or failures to act of any party or entity conducting services on behalf of CPRC. I acknowledge risks may include, but are not to, those caused by terrain, facilities, temperature, weather, lack of hydration, condition of participants, equipment, vehicular traffic and actions of others, including but not limited to, participants, volunteers, and spectators.

In the event that medical care or treatment is required, I agree to be financial responsible for any costs incurred as a result of such treatment and or care. I am aware and understand that I should carry my own health insurance.

In the event that any damage to equipment or facilities occurs as a result of my or any associate or assistant's willful actions, neglect or recklessness, I acknowledge and agree to be held liable for any all costs associated with any actions.

This Agreement was entered into at arms-length, without duress or coercion, and is to be interpreted as an agreement between Party of the First Part (Service Provider) and Party of the Second Part ("CPRC") which agree that this Agreement is clear and

Appendix F

unambiguous as to its terms, and that no other evidence will be used or admitted to alter or explain the terms of this Agreement, but that it will be interpreted based on the language in accordance with the purposes for which it is entered into.

In the event that any provision contained within this Release of Liability shall be deemed to be severable or invalid, or if any term, condition, phrase or portion of this agreement shall be determined to be unlawful or otherwise unenforceable, the remainder of this agreement shall remain in full force and effect, so long as the clause severed does not affect the intent of the parties. If a court should find that any provision of this agreement to be invalid or unenforceable, but that by limiting said provision it would become valid and enforceable, then said provision shall be deemed to be written, construed and enforced as so limited.

I acknowledge that I have carefully read this "Waiver and Release" and fully understand and agree to release and discharge CPRC, its directors, members, agents, and volunteers from any and all claims or causes of actions, and I agree to voluntarily give up and/or waive all rights to otherwise bring a legal action against CPRC for personal injury and/or property damage.

I, the undersigned service provider, affirm that I am of the age of 18 years or older, and that I am freely signing this agreement. I certify that I have read this agreement, that I fully understand its content and that his release cannot be modified ORALLY. I am aware that this a Release of Liability (Liability Waiver) that I am signing of my own free will.

Print Name of Service Provider

Print Name, Authorized for Chesapeake and Potomac Regional Convention, Inc.

Signature of Service Provider

Authorized Signature for Chesapeake and Potomac Regional Convention, Inc.

Address

Date

Date

Appendix G

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;"> </td> <td style="width: 10%; text-align: center;"> </td> <td style="width: 10%; text-align: center;"> </td> <td style="width: 10%; text-align: center;">-</td> <td style="width: 10%; text-align: center;"> </td> <td style="width: 10%; text-align: center;"> </td> <td style="width: 10%; text-align: center;">-</td> <td style="width: 10%; text-align: center;"> </td> <td style="width: 10%; text-align: center;"> </td> <td style="width: 10%; text-align: center;"> </td> </tr> </table>				-			-			
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or											
Employer identification number	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;"> </td> <td style="width: 10%; text-align: center;"> </td> <td style="width: 10%; text-align: center;"> </td> <td style="width: 10%; text-align: center;">-</td> <td style="width: 10%; text-align: center;"> </td> <td style="width: 10%; text-align: center;"> </td> <td style="width: 10%; text-align: center;"> </td> <td style="width: 10%; text-align: center;"> </td> <td style="width: 10%; text-align: center;"> </td> <td style="width: 10%; text-align: center;"> </td> </tr> </table>				-						
			-								

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*
- By signing the filled-out form, you:
- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
 - Certify that you are not subject to backup withholding, or
 - Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
 - Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



Chesapeake & Potomac Regional Convention, Inc.
P.O. Box 8361
Silver Spring, MD 20907

INCIDENT/ACCIDENT REPORT

Date: _____ Time: _____ a.m. /p.m. *(Please circle one)*

Name of Person(s) involved *(Please include any witness with a "W" after their name):*

Location of Incident/Accident:

Nature of the Incident/Accident: *(In simple terms – What happened?):*

Assistance required: Medical__ Law Enforcement__ Other *(Please specify)* __
(please include Badge and/or ID names and numbers, if applicable), Medic Unit #

Was anyone transported by ambulance? Yes__ No__ *(if yes please list names)*

Appendix H

Actions taken at the time of this report:

Name of Person taking this report: _____
(please print)

Please turn this report over to the "Additional Needs Subcommittee Chairperson"

Note: The information contained on this form will be given to the Board of Directors, CPRC Inc.

Appendix I



**Chesapeake & Potomac Regional Convention, Inc.
P.O. Box 8361
Silver Spring, MD 20907**

DRUG FREE ADDENDUM

This addendum applies to all contracts between the Chesapeake & Potomac Regional Convention, Inc. (hereinafter referred to as "CPRC") and the undersigned vendor or performer for any and all goods and services provided at or in connection with the Convention hosted by CPRC in Ocean City, Maryland on April ___ to _____, 20___, also known as CPRCNA _____.

CPRC is a non-profit 501(c)(3) corporation formed primarily to put on an annual Narcotics Anonymous convention. The undersigned vendor or performer has agreed to provide certain services to said Convention. **Narcotics Anonymous is a program of recovery from addiction. One of its most basic tenets is the total abstinence from all drugs, which includes alcohol.** As a condition of your being contracted to provide services to CPRC, you agree that neither you, your employees, agents or any guests you are permitted to bring to the Convention shall not use, possess or be under the influence of alcohol, any controlled dangerous substance or any other mind or mood altering substance while on the premises. Any violation of this Addendum may result in the immediate termination of your contracts and ejection from the premises and CPRC shall not be liable for any further payment to you or for any other damages you may incur as a result of such violation.

By my signature, I signify my understanding and acceptance of the above terms and conditions of this Contract Addendum.

Authorized Signature for

Date

Printed Name and Position

Company Name

Authorized Signature for Chesapeake & Potomac
Regional Convention, Inc.

Date

Appendix J



Chesapeake & Potomac Regional Convention, Inc.
P.O. Box 8361
Silver Spring, MD 20907

ACCEPTANCE OF HOUSING INVITATION

Congratulations! You have been invited to be our guest if you are willing to observe the following rules. If our requests do not seem fair or appropriate, please decline our invitation. If we feel you are not following them, we will withdraw our invitation. **No Warning** is necessary. You may leave at any time. If any infraction of the rules occurs, we **WILL** ask you to leave without a warning.

1. No guest may use or possess alcohol or drugs. Possession of any alcohol or drugs will result in you being asked to leave **IMMEDIATELY**.
2. Possession or use of prescription drugs, even when ordered by a physician must be reported to the Hotel & Hospitality Housing Representative prior to accepting our invitation.
3. Weapons, threatening physical harm and physical altercations of any kind are prohibited. When necessary, the police will be called and charges filed.
4. Theft, destruction, or vandalism to other guest's property or to the hotel is strictly prohibited. When necessary, the police will be called and charges filed.
5. No one other than those we have invited to use a room may enter the room at any time (including girlfriends, boyfriends, spouses, support groups, mothers, fathers, pets, etc).
6. Please wear proper attire, maintain adequate hygiene, and keep your part of the room neat. Please keep common areas in bathrooms and kitchens completely free of personal items.
7. Obey the Sleeper Rule – if someone wants to sleep, let them! Turn off lights, TV, radios, etc., and take talking outside the room.
8. No phone calls (either local or long distance) are permitted on the hotel phone and room service is prohibited.
9. Smoking is **NOT** permitted in any room. Please smoke outside.
10. Guests must follow instructions given by hotel staff. In case of emergency, reentry into the room will be permitted only when authorized by the Hotel.

We insist on having a healthy, safe, and NA recovery-oriented place for guests to stay. This starts with practicing civility and common courtesy. Please be nice to each other!

SIGNED: _____ **DATE:** _____