

Iowa Regional Convention of NA Policy

I. VISION STATEMENT

The Iowa Regional Convention Sub/committees exist for the purpose of perpetuating the Iowa Regional Convention experience. The Standing committee's role is to develop/recommend policy and Fiscal Processes [to IRSC], collect and distribute resource procedures, maintain the Material Inventory and the Memorial, lend experience and support to the Host Subcommittee(s), protect the autonomy of the Host Subcommittee(s), and help ensure the growth and continuity of the convention. Our vision is that the Host Subcommittee develops a theme, art, merchandise, program [topics, speakers & location], and with the assistance of the Standing committee, provides an experience where addicts can come together to celebrate the unity and recovery that we have found in the Iowa Region.

II. DEFINITIONS

IRCNA Standing is recognized as a committee of the IRSC. The IRCNA Host Subcommittee is accountable to the IRCNA Standing committee and shall report to the Standing committee.

III. IRCNA STANDING COMMITTEE

A. PURPOSE & SCOPE

1. To maintain an inventory of physical and intellectual properties necessary to the annual production of IRCNA which include but are not limited to:
 - a) Banners of previous conventions.
 - b) Record of all final reports of previous conventions.
 - c) Flyers and registration database.
 - d) One tee shirt and one mug from each IRCNA
 - e) Other archival material (see Resource Binder)
2. To help ensure the continuity of functions during the planning and production of the convention. Standing officers may attend Host subcommittee meetings via Skype as long as they also make one personal appearance per cycle of planning for each IRCNA.
3. To coordinate the bid/rotation process.
4. Maintains the Memorial Plaque: Submissions to be added to the Memorial must include a name and last initial, a date, and a history of residency in or involvement with Iowa recovery.
5. To present to the IRSCM a final report after the closing of the each convention.
6. Approves quantities of merchandise to order, and advises on other concerns.
7. Assists the Host Subcommittee in developing contracts with the hotel and/or vendors.
8. Coordinates with Regional PR to oversee any planned encounters with the press.

B. ELECTIONS OF OFFICERS

1. Standing committee officers other than the Facilitator are elected by Standing.
2. The Standing Facilitator & Co-Facilitator are selected at the Autumn weekend every **odd** year. The nomination for Standing Facilitator is forwarded to the IRSC for consideration every November, regardless of term.
3. Nominations for Standing Auditor and Secretary also take place in Autumn every **even** year.
4. Officers assume responsibilities in February, or the Region after being selected.
5. Any officer missing two consecutive Standing meetings scheduled for a regular Regional weekend is automatically resigned from office.

C. OFFICER DUTIES & QUALIFICATIONS

1. Standing Facilitator (Clean time requirement of five [5] years.)
 - a. Previous IRCNA and executive officer experience preferred to be a part of service resume.
 - b. Term of service shall be two (2) years.
 - c. Shall not serve on an IRCNA Host while serving on the Standing committee.
 - d. Facilitates the regular quarterly meeting and all other meetings of the Standing committee.
 - e. Reports directly to the IRSCM quarterly in person with a written report.
 - f. Will be available to assist the hosting IRCNA (Host) Subcommittee as needed throughout the planning time as well as during the actual convention.
 - g. Will attend a minimum of two Host Subcommittee meetings during the planning process and when requested.
 - h. With the Host Chair, co-signs the hotel contract.
 - i. During the convention, the Standing committee along with the Host Subcommittee shall record any difficulties incurred and resulting solutions in an ongoing log.
2. Standing Co-Facilitator (Clean time requirement of three [3] years.)
 - a. Previous IRCNA officer experience shall be a part of service resume.
 - b. Term of service shall be two (2) years.
 - c. Shall not serve as a member of an IRCNA Host while serving on the Standing committee.
 - d. Facilitates meetings of the Standing committee in the absence of the Facilitator.
 - e. In the absence of the Facilitator, reports directly to the IRSCM in person with a written report.
 - f. Will be available to assist the hosting IRCNA Subcommittee as needed throughout the planning time as well as during the actual convention.
 - g. Will attend a minimum of two Host Subcommittee meetings during the planning process and when requested.
 - h. With the Host Chair, in the absence of the Standing Facilitator, co-signs the hotel contract.
3. Standing Secretary (Clean time requirement of two [2] years.)
 - a. Term of service shall be two (2) years.
 - b. Shall not serve as a member of an IRCNA Host while serving on the Standing committee.
 - c. Records and presents minutes of all Standing committee meetings.
 - d. Organize and maintains all IRCNA archival materials, including inventories and possessions of all physical IRCNA property.
 - e. Will be available to assist the hosting IRCNA Subcommittee as needed throughout the planning time as well as during the actual convention.
 - f. Will attend a minimum of two Host Subcommittee meetings during the planning process and when requested.
4. Standing Auditor (Clean time requirement of three [3] years.)
 - a. Must have previous treasury experience; and convention experience is recommended.
 - b. Monitors the checking account and financial activities of the Host Subcommittee.
 - c. Term of service shall be two (2) years.
 - d. Shall not serve as a member of an IRCNA Host while serving on the Standing committee.
 - e. It is requested that the IRCNA Standing Auditor holds no Treasurer positions.
 - f. Is responsible for maintaining the standard accounting method for all Host treasury accounts.
 - g. Conducts and presents the final audit report at the November Standing committee meeting following the convention.

- h. Will be available to assist the hosting IRCNA Subcommittee as needed throughout the planning time as well as during the actual convention, especially with the monies of the convention.
- i. Will attend a minimum of two Host Subcommittee meetings during the planning process and when requested.

5. Standing Archivist (Clean time requirement of two [2] years.)

- a. Maintains historical records & collections of the Iowa Regional Convention**
- b. Coordinates with the Regional Archivist on common interests**
- c. A preference for previous convention & record-keeping experience is recommended**
- d. Term of service shall be two (2) years, elected in even years**
- e. May serve as a member of an IRCNA Host Subcommittee while serving Standing**
- f. Will attend at least the February Regional Committee meeting each year**

6. Coverage

In the event of open positions on the Standing committee, coverage shall be attempted first as follows, or by any proposal receiving consensus from the remaining Standing committee:

- a. Facilitator covers Co-Facilitator, and/or Auditor responsibilities
- b. Co-Facilitator covers Facilitator, and/or Auditor, and/or Secretary
- c. Secretary covers Vice Chair
- d. Auditor covers Secretary

IV. IRCNA HOST SUBCOMMITTEE

A. PURPOSE & SCOPE

- 1. Develops the convention theme using Chapter 10 of the Basic Text “More Will Be Revealed.”
- 2. To develop workshop themes and assign workshop leaders.
- 3. To design the convention logo.
- 4. To design the convention banner (See Banner Guidelines, section IX)
- 5. To obtain speakers for the convention, all speakers will be members of Narcotics Anonymous, and any clean time requirements for speaking will be set by the Host Subcommittee.
- 6. To secure an appropriate location available for use in late June or early July.**
- 7. To organize volunteers to man the convention.
- 8. To prepare the standardized final report and present it to the Standing committee.
- 9. The Host Chairperson or a representative of the Host Subcommittee will attend the quarterly Standing committee meeting as well as the IRSCM.
- 10. The Host Subcommittee shall meet on a regular and timely basis. The Host Subcommittee will communicate with the Standing committee their schedule of meetings.

B. HOST SUBCOMMITTEE OFFICERS-DUTIES & QUALIFICATIONS

- 1. Host Chairperson (Clean time requirement of five [5] years.)
 - a. The Host Chairperson must submit a service resume and be present at the IRSCM in order to be approved of by the IRSC.
 - b. Is a co-signer of Host Subcommittee checking account.
 - c. With the Standing Facilitator, co-signs the hotel contract.
 - d. Is a signer of the final report.
 - e. Attends and presents a written report to Standing committee Meetings
 - f. Before each IRSCM will report the following details to the Standing committee:
 - i) Number of registrations received

- ii) Number of brunch tickets sold
 - iii) Number of banquet tickets sold
 - iv) Number of Hotel rooms booked
 - v) Balance of Checking accounts
 - vi) Progress along timelines for each work group
 - vii) And, any issues the Host Subcommittee may have
 - g. During the convention, the Standing committee along with the Host Subcommittee shall record any difficulties incurred and resulting solutions in an ongoing log.
 - h. To delegate authority when necessary.
2. Host Vice-Chairperson (Clean time requirement of two [2] years.)
 - a. Facilitates the Host Subcommittee Meeting in the absence of the Chairperson.
 - b. To oversee the work group activities.
 - c. In the absence or vacancy of any work group chair, the Vice-Chair will assume responsibilities of the work group chair until the work group chairperson is in attendance or has been elected.
 3. Host Secretary (Clean time requirement of two [2] years.)
 - a. Accurately Records and files minutes of all Host committee Meetings.
 - b. Responsible for the maintenance of all material provided by the Secretary of Standing.
 - c. Will forward all copies of the minutes to the IRCNA Standing committee members.
 4. Host Treasurer (Clean time requirement of five [5] years.)
 - a. The Host treasurer shall submit a service resume which includes previous experience with an NA treasury, and shall be reviewed and approved of by the IRSC.
 - b. It is suggested that the IRCNA Host Treasurer hold no other Treasurer positions.
 - c. Co-signer of Host Subcommittee checking accounts.
 - d. Will work with the IRCNA Standing Auditor and the Host Co-Treasurer in order to maintain the standardized method for tracking all IRCNA monies.
 - e. The Host Treasurer will manage all monies received at the convention, with the assistance of the Host Co-Treasurer and help from the Standing Committee, as requested.
 - f. Maintains records of all transactions of the Convention Treasury, assists with preparation and co-signs the Final Report, and participates in the final audit.
 5. Host Co-Treasurer (Clean time requirement of five [5] years.)
 - a. The Host Co-Treasurer shall submit a service resume and be approved of by the **Standing Committee**,
 - b. Whenever possible, it is suggested that the IRCNA Host Co-Treasurer hold no other treasurer positions.
 - c. Co-signer of Host Subcommittee checking accounts.
 - d. Maintains records of all transactions of the Convention Treasury, assists with preparation and co-signs the Final Report.
 - e. Will work with the IRCNA Standing Auditor and the Host Treasurer in order to maintain the standardized method for tracking all IRCNA monies.
 - f. Assists the Host Treasurer in managing all monies received at the convention.

6. Host Subcommittee Working Group Chairs (Clean time requirement of eighteen [18] months.)
 - a. As necessary to the Subcommittee
 - b. Attend Host Subcommittee Meetings
 - c. Present a written report to the Host Subcommittee.

V. FINANCES

- A. IRCNA shall be responsible for their own budgeted finances/funds. IRCNA shall not depend on additional IRSC monies.
- B. There is a \$2,000.00 start up fee given to each IRCNA Host Subcommittee and distributed in the following way:
 - 1) Once the Host Subcommittee has been selected by the IRSC, and at least two of the Host Treasurer, Co-Treasurer or Chairperson has been elected, the Regional Treasurer will issue a check to the Host Subcommittee Treasurer in the amount of \$200.00.
 - 2) The remaining \$1,800.00 will be issued by the outgoing Host Subcommittee after the convention and presented to the incoming Host Chairperson no later than the first IRSCM following the convention.
- C. After the start-up fee is presented to the Host Subcommittee, the previous Host Subcommittee shall turn over any excess funds to the IRSC.
- D. The IRCNA Standing committee and representative(s) of the outgoing Host Subcommittee will inventory leftover merchandise; after the inventory is completed all necessary items become property of the new Host Subcommittee. (This may be done at the end of the IRCNA weekend.)
- E. IRCNA funds are to be used only for the planning of and/or the property of IRCNA, subcommittee travel expenses excluded. Individuals serving the Region and the convention are to pay for their registration, food and merchandise; Trusted Servants are not to profit from service.
- F. No fund raising (special event) shall be done by an IRCNA Subcommittee. Note: This pertains to raising funds for the IRCNA Treasury, or any projects that pertain to enhancing IRCNA Property.

Funds are accepted, however, to pay for newcomers to attend the convention at the rate of the earliest registration. Such donations will be tracked and expended as newcomers with up to six months of their first time in the Fellowship are admitted to the function. Volunteer service is encouraged from those who receive such a benefit.
- G. IRCNA will accept payments that the Host Treasurer deems as good at the time of receipt. IRCNA shall not refund any registration costs. Except for the weekend of the convention, all IRCNA Host expenses will be paid out of the IRCNA Host checking account; cash disbursements must always be signed off by two of the three check signers on the Host Subcommittee.
- H. No check cashing will be done at IRCNA, or against IRCNA funds.
- I. **People who cohabitate shall not both be signers on an IRCNA account**

VI. ROTATION

- A. IRCNA shall be rotated around the Iowa Region by the following process:
- B. No area may host more than once every five (5) years.
- C. In the absence of eligible bids, the following process will take place:

- 1) If no bid is approved in November, the Regional chair will place IRCNA bids on the agenda under Unfinished Service for the February Regional.
- 2) All areas of the Iowa Region will then be eligible to place bids with Standing, following the established process, for the subsequent IRCNA.
- 3) If no bid is approved in the February Regional meeting, then IRCNA Standing will recruit a Host subcommittee and submit for the RCM's consideration at the June Region a location, date and venue for the next IRCNA.

VII. CONVENTION BIDS

- A. All ASCs that per policy are available to host the Convention will be notified by the Standing committee at the August IRSCM approximately 24 months prior to the convention. This written notification shall include the Iowa Regional Bid (IRCB) form, will be emailed when personal contact cannot be made, or mailed to eligible ASCs P.O. Boxes.
- B. Hosting Areas shall submit a completed IRCB to a closed session of the Standing committee at the November IRSCM approximately 18 months prior to the Convention. If all information is not completed, the bid will be called out of order by the Standing committee and will not be presented to the IRSC for consideration.
- C. Bid packages must include the following:
 - 1) City and facility where the convention will be held.
 - 2) Approximate room costs
 - 3) Any guarantees or deposits that the hotel may require.
 - 4) Any plans the Bid committee has developed, including theme, logo, etc.
 - 5) The proposed Host Chairperson, and at least one of the Treasurers, along with service resumes, must be present at the November IRSCM.
 - 6) Why the Area placing the bid thinks they are the best Area for the convention.
- D. The Standing committee will confirm the theme originates in Chapter Ten of the Narcotics Anonymous Basic Text, "More Will Be Revealed," that clean time checks out, and compile all the basic information from the Iowa Regional Convention Bid forms to a spreadsheet to be presented to the RCMs at the November IRSCM.
- E. All RCMs will be given time on the floor for questions and answers for the proposed Host Chairperson and/or Host Treasurer(s) of areas placing bids.
- F. If only one (1) bid is presented, approval of that bid could take place at that time.
- G. There will be no recommendations from the Standing committee on which area would be best suited to host the convention.
- H. In case of multiple bids, the Executive Officers of the Standing committee, in an additional closed session, will take a vote and present their sealed vote to the IRSC Chairperson to be used in case of a tie vote by the RCMs. (If a Standing committee officer is from an area putting in a bid, that committee member will not be included in the tie-breaking vote.)

VIII. CONVENTION POLICY

- A. Any NA entities may sell merchandise on Sunday morning with prior approval. This shall be done away from IRCNA's merchandise. For profit entities will be approved by the Standing committee 30 days prior to the convention. Others will be approved by the Host Subcommittee 30 days prior to the convention.

- B. The next Host Subcommittee may sell pre-registrations on Sunday morning at the convention.
- C. It is suggested that the IRCNA Host Subcommittee provide travel arrangements, hotel room, and registration package (full) for the main speaker and their significant other.
- D. It is suggested that the Sunday morning speaker shall be chosen from the hosting area.
- E. No IRCNA Subcommittee shall produce, copy, or distribute any video or photographic images of convention proceedings or participants.
- F. Those contracted to tape IRCNA conventions must release copyrights and a complete digitized set of recordings to the Standing Committee of the Iowa Region, who will post copies on the iowa-na.org website for download.**

IX. BANNER POLICY

- A. Banners of IRCNA past and present shall be displayed on the weekend of the convention.
- B. Latex house paint shall be used to paint the banner.
- C. The size of the banner should not be smaller than 3x5 and not larger than 4x7. All banners shall be hemmed at the top and bottom to allow room to insert wooden dowels for hanging purposes.
- D. Host Subcommittees are responsible for the purchase and labeling of PVC pipe container with end caps for storage of the banner.
- E. Host Subcommittees are also responsible for acquiring a 4' x 6' vinyl copy of their banner.**
- F. Keep the design simple.