THE TEXAS STATE CONVENTION ADVISORY BOARD GUIDELINES OF NARCOTICS ANONYMOUS

Revised 8/15/2026

The Narcotics Anonymous Service Prayer

“God, grant us knowledge that we may write according to Your Divine precepts. Instill in us a sense of Your purpose. Make us servants of Your will and grant us a bond of selflessness, that this may truly be Your work, not ours – in order that no addict anywhere, need die from the horrors of addiction.” Basic Text 6th edition p.xxvi

Tradition Nine

“The boards and committees we do organize, we organize on the basis of need only, using the simplest guidelines possible. We organize them solely to serve us, not to establish a complex governing bureaucracy.” It Works How and Why, Tradition Nine p.193

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1.1 Name

Hereafter the bodies shall be known as the Texas State Convention of Narcotics Anonymous (TSCNA). The Texas State Convention Committee will be referred to as (TSCC) and the Texas State Convention Advisory Board will be referred to as (AB). The Convention Committee and Advisory Board policies will apply to the Body as a whole. Approved 8/1/15

1.2 Mission Statement

The purpose of the Advisory Board and Convention Committee is to plan, coordinate, and conduct the annual Texas State Convention of NA (TSCNA). The purpose of the annual convention is to celebrate recovery throughout the State of Texas. The Bodies will provide service, unity, and recovery to further the primary purpose of Narcotics Anonymous. The Committees shall represent the diverse cultures of men and women from all walks of life. It is our hope that every addict who attends TSCNA will witness the work of a Higher Power, overcome isolation from the disease of addiction, experience the gift of freedom from active addiction and join us in this new way of life. Approved 8/1/15

1.3 The Advisory Board

Texas State Convention Advisory Board of NA is honor-bound to serve The Texas State Convention of NA. The following Annual and Final reports provide transparency. Our meetings are open to the Fellowship. Annual report details the history of the conventions. Final report details current convention. Approved 8/1/15

A. All Advisory Board meetings shall be in person. Approved 9/9/23

   1. Attendance is required by all advisory board members. Approved 9/9/2023

   2. Absences will be approved by the Advisory Board. Approved 9/9/2023

   3. Notice of absence is required. Approved 9/9/23

B. AB meetings will start at 12:00 PM to 6:00 PM. Changes to the time frame will occur with discussion and consensus.

C. All AB elections shall be held in person. Approved 3/16/23

D. Printed flyers representing the Texas State Convention will include the following website: www.tscna.org and the TSCNA Facebook page. Approved 1/28/23

E. Any Narcotics Anonymous member may have a voice in the discussion at all AB meetings: however, only AB members may vote.

F. Elected Advisory Board Members may change AB policy by Consensus.

G. The Advisory Board year runs from the end of the previous convention through the beginning of next convention.

1.4 Advisory Board Qualifications

A. Reside within the State of Texas

B. Applicable knowledge of The Twelve Traditions and Twelve Concepts of NA

C. Previous involvement with Service to The Fellowship

D. Possess good written & verbal communication skills

E. Trustworthy Team Player.

F. Area located in the State of Texas Approved 8/1/15

H. Have the resources to serve and the time to travel Approved 3/18/17

1.5 Advisory Board Responsibilities

1) Chairperson

A. Attends and presides over Advisory Board Meetings

B. Applicable knowledge of Twelve Steps, Twelve Traditions, and Twelve Concepts

C. Signs yearly Contract for hotel and purchase insurance as required

D. Files Federal taxes with CPA Franchise

E. Ensures the Convention operates within the principles of the Twelve Traditions and Twelve Concepts

F. Resolve personality conflicts; fosters an atmosphere of teamwork and good communication to prevent premature action on issues

G. Facilitates the election for the chair and secretary of the Hosting City Committee. Approved 8/1/15

2) Vice Chairs 1

A. Attends Advisory Board Meetings

B. Delegates major task: stays informed of the activities, provides guidance, and support for TSCC

C. Applicable knowledge of Twelve Steps, Twelve Traditions, and Twelve Concepts

D. Works closely with the Chair to assist with responsibilities of the AB; and performs the duties of the Chair in their absence

E. Assumes the responsibilities of the Policy Chair, Treasurer, and Secretary in their absence or when the position is vacant. Approved 8/1/15

3) Vice Chair 2

A. Attends Advisory Board Meetings

B. Applicable knowledge of Twelve Steps, Twelve Traditions, and Twelve Concepts

C. Works closely with the Chair and Vice Chair 1 to learn and assist with the responsibilities of the AB

D. Assumes the responsibility of the Vice Chair 1 in their absence or when the position is vacant. Approved 1/28/23

4) Treasurer

A. Attends Advisory Board Meetings.

B. Applicable knowledge of Twelve Steps, Twelve Traditions, and Twelve Concepts.

C. Works with CPA for audits and paperwork as needed.

D. Must have a checking account in good standing and have personal financial stability.

E. Maintains the checkbook for the Advisory Board bank account and provides a bank statement with a financial statement for each Advisory Board meeting; making sure all account numbers are blacked out before dispersal.

F. Maintain donations directly to TSCNA through the online donation button and in-person events as separate line items in the treasurer's report. Approved 3/16/23

G. Responsible for transfer of all money online and distributes this money accordingly, also sends these transfers and all information to the Convention Committee Chair, Convention Committee Treasurer, and the Convention Committee Registration Chair

H. Responsible for providing the Convention Committee Treasurer electronic balance sheet for the convention and maintaining an accurate balance of the upcoming convention committee throughout the year. Approved 11/14/15

5) Secretary

A. Attends Advisory Board Meeting

B. Applicable knowledge of Twelve Steps, Twelve Traditions, and Twelve Concepts

C. Proficient with Word and Excel

D. Records and maintains accurate Minutes of the Advisory Board meetings

E. Distributes those Minutes to AB members and posts on the Website for TSCNA

F. Experience as a Group or AREA secretary

G. Posts all absences of AB members; indicating excused or unexcused for Roll Call

H. Secures a P.O. Box (2 keys) in the name of Texas State Convention Advisory Board of NA; collecting the mail weekly.

I. Key #2 is assigned to AB member residing closest to the Secretary; to collect the mail when the Secretary is unavailable. Approved 11/14/15

6) Policy Chair

A. Attends Advisory Board Meeting

B. Applicable knowledge of Twelve Steps, Twelve Traditions, and Twelve Concepts

C. Suggest guideline updates for The Texas State Convention Committee and The Advisory Board of Narcotics Anonymous; according to the recorded Minutes of both Bodies.

D. Record the revision date of the policy

E. Submit written report as needed for guideline updates.

7) Member at Large

A. Attends Advisory Board Meeting

B. Applicable knowledge of Twelve Steps, Twelve Traditions, and Twelve Concepts

C. Will be available in any aspects of the convention as needed. Approved 8/15/26

8) Public Relations Liaison

A. Attends Advisory Board Meeting

B. Applicable knowledge of Twelve Steps, Twelve Traditions, and Twelve Concepts

C. Informs the Fellowship, the professionals and others about TSCNA; maintains an open, attractive attitude in order to create and improve TSCNA reputation as a viable convention of recovery in our NA community and NA conventions throughout The State of Texas.

D. Maintain contact with Groups, Areas, and Regional members who request information concerning the TSCNA and or the AB. Keeps open communication between the NA community and TSCNA.

E. Well versed in NA services, practices and principles; the ability to travel. Good communication skills, work well with others, and be a good listener. An understanding of the TSCNA and Advisory Board guidelines. Have knowledge of the History of TSCNA.

F. Performs duties as noted in the Narcotics Anonymous Public Relations Handbook; creates and chairs Public Relations subcommittee meetings.

G. Submits a written report to the AB.

H. Creates a list of establishments to contact regarding our Public Relations.

I. Maintains TSCNA Facebook page with updates to the annual TSCNA Convention and links to other Texas NA conventions Approved 1/28/23

9) Web Server

Special Worker; works with Policy Chair

10) Regional / Area Liaison

May be considered for travel expenses and if asked to speak at a convention, they are eligible to speak. Approved 3/18/17

1.6 Suggested Terms of Advisory Board Positions single line Approved 8/15/26

1) No member may hold two or more elected positions

A. Chair .....5 years

B. Vice Chair .....5 years

C. Vice Chair 2…Approved 1/28/23.....5 years

D. Secretary ..... 5 years

E. Treasurer.....5 years

F. Policy Chair…..... 3 years

G. Public Relations..... 3 years

H. Current Convention Chair or Delegate..... 1 year

I. Member at Large (5) …single line Approved 1/28/23 ..... 3 years

J. Best Little Regional Liaison ..... TBD

K. Lone Star Regional Liaison ..... TBD

L. Red River Regional Liaison ..... TBD

M. Tejas Bluebonnet Regional Liaison ..... TBD

N. El Paso Area Liaison ..... TBD

M. The Hosting City Convention Chair is automatically seated on the AB after their term of service on the TSCC has been fulfilled.

1.7 Possible/Suggested Reasons for Removal for Advisory Board
but Not Limited to the Following: Single Line Approved 8/15/26

The following are grounds that represent the prerequisites for removal. They are NOT meant to imply that removal is necessary in every case in which these grounds are present. They are simply intended as a guide when removal proceedings are instigated.

1. Relapse

2. Unethical conduct inconsistent with the role of an Advisory Board member

3. Failure to perform responsibilities and duties

4. Excused/unexcused absences within one calendar year not to exceed two (2) consecutive meetings

5. Misappropriation of NA funds

1.8 Removal Procedure for The Advisory Board

1. May present the motion in writing to the Chairperson, stating due cause, prior to the beginning of Advisory Board meeting.

2. The respondent is given a rebuttal (if so desired, not to exceed 10 minutes)

3. A closed ballot is taken if the respondent is present

4. A simple majority is necessary to remove.

1.9 Convention Proceeds Disbursement

A. Off the top expenses include, but not limited to $2200.00 Seed Money. Additionally, proceeds will go the AB to restore the AB to its prudent reserve of $12500.00. however, the AB may choose less. Approved 8/15/26

B. The AB will evenly divide the total amount to be distributed amongst the following: WSO, Best Little Region, Lone Star Region, Red River Region, Tejas Bluebonnet Region, Hosting Area and El Paso Area.

C. In order to receive donations from The Texas State Convention, the AREA and the REGION must have a Texas Post Office Box.

D. The Advisory Board shall disperse the monies after all Convention expenses have been paid.

1.10 Financial Stipulations

1. Two checking bank accounts will be maintained:
   A. The Texas State Advisory Board bank account
   B. The Hosting City Convention bank account

2. No check may be personally written for reimbursement purposes to any person for expenses over $50.00. Prior to the check being written, The Advisory Board must approve any expenses for the AB, or the expense is incurred and must be posted in the meeting minutes. Expenses for future conventions must be approved by the AB and posted in the AB minutes.

3. Advisory Board must approve all hotel contracts.

4. January 1st – December 31st will be the fiscal year for Texas State Conventions.

5. The Treasurer, Secretary and Policy Chair have the authority to purchase clerical supplies and copies for the AB meeting and MUST present an approved receipt for reimbursement with a $50.00 policy limit.

6. The web site shall contain a donation button to TSCNA. Approved 3/16/23

1.11 Convention Logo

1. The Logo design selected by the Texas State Convention Committee shall be presented to the Texas State Advisory Board for approval.

1.12 Bidding for the Annual Convention

When a Hosting City is considering placing a bid to host the annual convention or considering presenting a Letter of Intent to hold a future convention, the NA members of that city would take the responsibility for assessing the resources available in the geographical area. The committee should also take into consideration the local NA groups to provide adequate emotional and financial support to reasonably assure success of the convention.

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2. Bidding Criteria:

1. The city seeking to host the annual convention must be in the State of Texas.

2. The bidding city or Area should have at least two (2) NA Groups duly registered with NAWS.

3. It is suggested that a Hosting City may not bid again for five (5) years after hosting the Texas State Convention.

4. The presenters from the city or Area should have at least three members in attendance. Two of the members must have a minimum of five (5) years clean time when the bid or the intent is presented.

5. The bidding city should submit a bid package detailing the resources of the city or Area. The bid package must be sufficient to ensure a vote of confidence from the NA member of the local vicinity.

6. Members may present a Token Bid at the current convention. The Token Bid will be finalized no later than the next scheduled AB meeting.

3. Bid Package

The purpose of the bid package is to provide the Texas State Advisory Board Committee with information about the bidding city; in order to select the next Hosting City which has the best resources to assure the success of the convention. The bid package should contain as much of the following information as possible.

1. Hotel/Motel accommodations: room rates, banquet facilities, and other amenities or special discounts.

2. Transportation to and from the convention site; shuttle or limousine service, taxi, and/or city bus.
3. Letters of support, i.e., from local community leaders, Mayor, Chamber of Commerce, and Business Associations, etc.

4. Letter detailing why the city/Area should be selected or considered to host the Convention.

5. A Letter of Intent expresses the interest of a city or locality to hold future TSCNA, no earlier than the preceding two (2) years of the current convention date.

4. Bid Selection

1. The bid for the next convention will be presented during the current convention. The bid must be turned into Registration by noon on Saturday for review by the Advisory Board Committee.

2. Members presenting bids or a Letter of Intent at the current convention will have a fifteen (15) minute presentation to the members and the Advisory Board Committee.

3. The Advisory Board Committee may ask questions to the members presenting the bid; and will select the Hosting City by a paper ballot. The Chairperson and Secretary of the Advisory Board will tally the ballot. The choice will then be sealed; and opened at the annual convention. The choice will be announced by the acting Chairperson at the Saturday night meeting.

4. All bid packages and Letters of Intent for future conventions must be submitted to the Advisory Board Committee no later than two (2) years preceding the convention date.

5. After the Hosting City has been selected, the presenter of the bid package should coordinate a meeting and schedule elections. The elections are to be held after December of the preceding year; at which time a Convention Chairperson and Secretary will be elected for the upcoming Convention.

6. The Advisory Board Committee may ask the city/Area to bring a full bid package to the next Advisory Board Committee meeting for further consideration. The Advisory Board Committee would do this before selecting a city or an Area that presents a Letter of Intent to host a future convention.

1.13 Merchandise

1. All merchandise should adhere to the main theme, “The Journey Continues…”

2. All NA symbols will have the trademark.

1.14 Program

1. No relative (including husbands or wives) of the Convention Committee or Advisory Board shall be speakers, excluding Regional and Area Liaisons.

2. All NA symbols will have the trademark.

3. Convention Program/speakers must be submitted and approved prior to printing the Program and making the travel arrangements.

1.15 Amending Convention Committee Guidelines

The guidelines for the Texas State Convention shall be amended only by majority vote of the Advisory Board. The Convention Committee may make suggestions to the Advisory Board to consider changing or amending any part of the policy.

Appendix 1

WSO Bulletin #30

See bulletin #30 at WSO.org approved 1.27.2024

Appendix 2.

The Twelve Traditions of Narcotics Anonymous

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose – to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.

10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

Twelve Traditions reprinted for Adaption by permission of AA World Services, Inc.

Appendix 3.

Twelve Concepts for NA Service

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on the behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving Gid to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.

8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

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