THE TEXAS STATE CONVENTION COMMITTEE GUIDELINES OF NARCOTICS ANONYMOUS

REVISED 8/15/2026

“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.”

Narcotics Anonymous It Works How and Why page 193

Active Copy August 2026

POLICY

Texas State Convention Committee of Narcotics Anonymous

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1.1 Name

The bodies shall be known as the Texas State Convention Committee (Hosting City) and The Texas State Convention Advisory Board. The Convention Committee and Advisory Board policies will apply to the body as a whole.

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 Narcotics Anonymous (TSCNA). The purpose of the annual convention is to celebrate recovery throughout the State of Texas and in Narcotics Anonymous as a whole. The bodies will provide information about NA, recovery, practice unity and provide service for our primary purpose of Narcotics Anonymous "to stay clean and carry the message of recovery." The State Convention Planning Committees will be a diverse body of men and women, from all walks of life. The bodies shall represent the diverse cultures of the State of Texas and Narcotics Anonymous as a whole. So, any Addict who attends the convention may overcome the isolation and loneliness from the Disease of Addiction and witness the work of a High Power.

1.3 Advisory Board

Facilitates the election for the chair and secretary of the Hosting City Committee.

1.4 Membership for the Hosting City Convention Committee

1. The committee may consist of a variable number of members who meet general membership requirements outlined below.
2. The hosting city convention committee may consist of addicts from different geographic regions of Texas and consist of addicts from different ethnic backgrounds and genders.
3. Convention Committee persons must belong to a service body within the State of Texas. A move outside the State of Texas may require an automatic resignation.
4. Advisory Board members may serve as convention committee members as needed.
5. A good working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous.
6. Attendance at TSCNA Annual Convention.
7. Have a commitment, willingness, time, and resources to serve.
8. Have the ability to exercise patience and tolerance.

1.5 Convention Committee

1. The Chairperson and the Treasurer of the Convention committee are eligible to be a member of the Advisory Board after the convention has concluded.
2. The Convention Committee shall be directly responsible to the Advisory Board for all fiscal activities relating to the annual convention.
3. At each Advisory Board Meeting a complete financial statement will be given for the Convention.
4. The Convention Committee is subject to audit at any time by the Texas State Advisory Board Committee.
5. The Convention Committee prepares a budget for the Convention. The budget is based on sub-committee recommendations as to the monies they will need to carry out their tasks. The budget can be a rough estimate at the beginning of the planning and revised.
6. The Convention Committee drafts a schedule of dates for their meetings. The schedule is then approved by the committee as a whole and distributed to all members.
7. The Executive Committee consists of the Chair, Vice-Chair, Treasurer and Secretary.
8. All convention committee meetings shall be in person. Approved on 9/9/2023
9. Attendance is required by all Convention Committee members.
10. Absences will be approved by the Convention Committee.
11. Notice of absence is required. Approved on 9/9/23

1.6 Qualifications for the Hosting City Convention Committee Executive Members

1. Chairperson
    - **a.** Five (5) years clean time.
    - **b.** Experience with an activities committee or prior convention experience.
    - **c.** Area or regional experience.
    - **d.** Must have a checking account in good standing.
    - **e.** Must have the time and resources to serve.
2. Vice-Chairperson
    - **a.** Four (4) years clean time
    - **b.** Experience with an activities committee or prior convention experience.
    - **c.** Area or regional level experience
    - **d.** Must have a checking account in good standing
    - **e.** Must have the time and resources to serve
3. Treasurer
    - **a.** Five (5) years clean time
    - **b.** Must have a checking account in good standing and have personal financial stability.
    - **c.** Experience as group or area treasurer.
    - **d.** Must have the time and resources to serve.
4. Secretary
    - **a.** One (1) year clean time

b. Experience as group or area secretary.
c. Has the ability to keep and record accurate meeting minutes.
d. Must have the time and resources to serve.

1.7 Duties and Responsibilities of the Chairperson

1. Chairs the annual convention
2. Presides at the Convention sub-committee meetings; notifies the Vice-Chairperson prior to a meeting if unable to attend for any reason
3. Is a co-signer on the checking account and signs all contracts on behalf of the Convention Committee;
4. Must attend the Advisory Board meetings and act as a liaison between the Advisory Board and Convention Committee.
5. Must delegate another member of the Convention Committee to represent the Convention Committee at the Advisory Board meetings if he or she is unable to attend for any reason.
6. Votes only to break a tie.
7. Is responsible for the budget for the Convention Committee functions; monitors the flow of funds and overall convention costs; helps organize the sub-committee budgets.
8. Prepares the agenda for the Texas State Convention Committee meetings; drafts a schedule of meeting dates for the Texas State Convention Committee.
9. Organizes sub-committees and delegates major tasks to specific sub-committees; stays informed of the activities of each sub-committee and provides guidance and support for sub-committee chairpersons.
10. Fosters and seeks support from NA Groups, Areas, and Regions around the State to participate in the Convention Committee.
11. Keeps activities within the principles of the 12 Traditions and in accordance with the mission statement.
12. Helps resolve personality conflicts; helps foster an atmosphere of teamwork and good communication to prevent premature action on important issues and questions.
13. Serves 2 years on Advisory Board after convention has concluded. Approved on 8/15/26
14. Is responsible to ensure that all merchandise is sold at the conclusion of the convention.
15. Can form an ad-hoc committee within the hosting city to pursue hotel negotiations
16. Is responsible to bring to the Advisory Board all policy recommendations and suggestions from the Policy Chair.

1.8 Duties and Responsibilities of the Vice-Chairperson

1. Assumes all duties of the Chairperson in his/her absence.
2. The Vice-Chairperson may be a co-signer of convention checking account.
3. May act as a liaison between Texas State Convention Committee and the Advisory Board.
4. Coordinates sub-committee meetings to provide support and guidance, as needed, to sub-committee chairpersons; works closely with the chairperson to help delegate responsibilities to sub-committee chairpersons.
5. Have a current copy of policy available for the Convention Committee for reference.

1.9 Duties and Responsibilities of Treasurer

1. Maintains the Convention checkbook and fiscal records of the Texas State Convention Committee. Two signatures will be required on all checks written. The Convention Committee may sign a check or money order. Makes sure that all account numbers are blacked out before dispersal.
2. The treasurer may be automatically nominated to the Advisory Board after his/her term has been fulfilled.
3. Provides a quarterly financial report to the Advisory Board.
4. Makes monthly financial reports to the committee.
5. Prepares a written financial report to be presented to the convention committee at the closing meeting on Sunday. Will give a copy of the report to the Treasurer and Chairperson of the Advisory Board for audit
6. Writes all checks and is responsible for collecting all receipts from all sub-committees. If there are no receipts, there can be no money reimbursed.
7. Responsible for all monies, including revenues from registration and banquet tickets, pays all bills and regularly updates the chairperson on cash flow, income flow and rate of expenditures.
8. Monitors spending by subcommittees and notifies the sub-committee chairperson if the committee is overspending or falling below their financial goals.
9. Should attend all Advisory Board meetings.
10. Maintain donations directly to TSCNA through the online donation button and in-person events as a separate line item in the treasurer's report.

1.10 Duties and Responsibilities of the Secretary

1. Records minutes at all committee meetings.
2. Notifies all committee members of the time and place of all meetings.
3. Provides minutes to all committee members and posts on the web page after approval by the committee chairperson; minutes to be approved within ten (10) days after meetings.
4. Works with all committee members to prepare a written agenda for each meeting. The agenda is distributed to members prior to each meeting and may be sent to members with the minutes of the previous meeting.
5. Maintains extra minutes for distribution, as needed, at each convention meeting.
6. Maintains a file of all correspondence and contracts relating to the annual convention.

1.11 Sub-Committee Chairpersons

1. Sub-committee chairpersons are elected by a simple majority vote from those attending the Texas State Convention Committee meetings who meet the general requirements for committee membership. Employment and/or specific service experience should be taken into consideration when selecting sub-committee chairpersons.
2. All Texas State Convention sub-committees that handle money must present a budget to the Convention Committee no later the January of the year of the convention and turn in a copy of the budget to the Convention Treasurer
3. All Texas State Convention sub-committee chairpersons keep a financial ledger. When any money changes hands between Vendors, Suppliers, Treasurers, and other members of Texas State Convention Committee. Appropriate receipts are given included with the purpose for the money.
4. Sub-committee chairpersons are responsible for maintaining accurate record of the activities of the sub-committee, including any financial reports and correspondence.
5. Each sub-committee chairperson shall have a written report at each meeting. Each report shall include, but may not be limited to, financial needs, expenditures and receipts.
6. The Texas State Convention Committee may elect to combine the functions of various sub-committees after careful evaluation of the anticipated workload and the number of individuals available to serve on the sub-committees.
7. Because of the work, the sub-committees are vital to the success of the annual convention, members who are unable to meet their sub-committee commitments for any reason should be replaced. Relapse requires replacement because it would be a contradiction of N.A.'s primary purpose to allow someone to serve who chooses not to stay clean.
8. The sub-committee meetings should follow the Narcotics Anonymous Twelve Traditions and the TSCNA policy. The sub-committees may operate according to the current edition of "Roberts Rules of Order" or Consensus Based Decision Making to ensure that business is conducted in a smooth and orderly fashion.

9. All members of the Convention sub-committees must have the time and resources to serve.
10. Any flier that represents the Texas State Convention should have the web-site email posted on it.
11. All money handlers must have a minimum of three (3) years clean.

1.12 Financial Stipulations

1. The Texas State Convention Committee should show a positive balance at the close of the annual convention. The committee shall hand the net proceeds of the convention to the Texas State Advisory Board.
2. All monies from registration, event-support and merchandise sales will be given to the Treasurer and/or deposited into the TSCNA banking account within 72 hours of receipt.
3. Three persons i.e., Treasurer, Chairperson, Advisory Board member will make night deposits at the end of business Friday, Saturday, and Sunday of the Convention.
4. A convention operating checking account will be maintained at Bank of America **ONLY**:
    a. At least two executive committee members will be signers on the convention operating account.
5. Within 30 days after the convention the committee must hold its final meeting. All final reports and any outstanding expenses must be submitted. All accounts must be reconciled and submitted to the Advisory Board.
6. No check may be personally written for reimbursement purposes to any person for expenses for over $50.00. The Convention committee prior to the check being written must approve any expense for the Convention or the expense is incurred, and it must be posted in the meeting minutes. Any expenses for future conventions must be approved by the Advisory Board and posted in the Advisory Board minutes.
7. Advisory Board must approve all Hotel contracts.

1.13 Convention Logo

1. The Arts and Graphic sub-committee shall present a minimum of three (3) designs, which incorporate the Narcotics Anonymous logo into the convention theme, to the committee for final selection.
2. The logo design selected by the Texas State Convention Committee shall be presented to the Texas State Advisory Board for approval.
3. All printed material (including merchandise) of the convention shall be approved by the Arts and Graphics Sub-committee to ensure uniformity of the convention Logo artwork.
4. The official logo for the Texas State Convention will be 4’x 6’

5. The official logo for the Texas State Convention shall have **"The Journey Continues…"** preceding the current theme of the Hosting City.
6. If the registered trademarks are used, the convention must include the symbol that shows it is a registered trademark. Below are examples. When using the registered trademarks include the marking either the capital letter "R" or a "TM" placed inside a small circle to the right of all NA trademarks every time any of them are used.

1.14 Amending Convention Committee Guidelines

The guidelines for the Texas State Convention shall be amended only by a 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.

1.15 Entertainment Sub-Committee

This sub-committee is responsible for securing any entertainment for the convention and scheduling such in cooperation with the program sub-committee.

1. Plan dances, talent, and fashion, etc.
2. Must have 3 three years clean.
3. Assist in planning golf, dominos, card tournaments, etc.
4. Work with other committees to provide entertainment for convention guests in conjunction with our "primary purpose" in Narcotics Anonymous
5. The sub-committee should obtain three (3) separate bids on entertainers, DJs, and musicians, etc. that are hired for event-support or for the convention over $150.00.
6. Monitor Doors and ticket sales for all events.

1.16 Hotels Sub-Committee

This Sub-Committee contacts various hotels and collects information that will enable it to select the site for the annual convention. This sub-committee is responsible for arranging meeting rooms, meals, and banquets. Note: A good negotiator, especially one with hotel, food, and beverage experience, can be an asset in obtaining the best convention package.

1. Hotel
    - **a.** Contact the local Chamber of Commerce or Convention Bureau for assistance in determining which hotels/motels might be suitable as a convention site. If these organizations do not exist in your area or cannot be of assistance, contact the major hotels/motels directly. You will need to provide them with some basic information including:
2. Dates of the convention
3. The hotel liaison should work closely with the hotel staff and should be the single point of contact
4. Approximate number of people expected to attend
5. What meals you plan to include as part of the convention package
6. The number of people you want to be able to accommodate at each workshop or meeting.
7. A tentative schedule of convention events.
8. You will want to know what the hotel can offer the convention such as:
    - **a.** Room rate discounts or a certain number of free rooms based on the number of registrants or the number of people attending the banquet.
    - **b.** Does the hotel require the convention sponsors to carry liability insurance? If so, can the hotel extend coverage through their group plan or can the hotel suggest a resource for liability insurance?
    - **c.** Will the hotel negotiate a reduced rate for its meeting rooms, or will the meeting rooms be free based on the number of room nights booked at the hotel?
    - **d.** The size and set up of conference/meeting rooms is important. Certain seating arrangements for meeting rooms and banquets can accommodate more people.
    - **e.** Refreshments for meeting rooms, particularly coffee, can be a major expense. If possible, try to supply refreshments for these events from sources other than the hotel, keeping in mind the 12 traditions.
    - **f.** Reserve hotel rooms for use as Hospitality rooms and to house 3 main speakers. Any additional rooms for speakers must be approved by convention committee.

1.17 Hospitality Sub-Committee

This sub-committee recruits people to staff the Hospitality Room, greet registrants, and to provide information about alternative lodging adjacent to the convention site.

1. A Hospitality Room is staffed by volunteers, should be open to convention attendees from the opening of the convention to conclusion. The Hospitality Room can be used to provide interaction between attendees, speakers, and meeting/workshop chairpersons.
2. Hospitality Committee should post hours of operation.
3. Works with the Hotel sub-committee.
4. The hospitality staff should wear badges or colored ribbons that will easily identify them as people who can answer questions about the convention.
5. Beware of open-end charges, which may be made to the Hospitality Room. Those staffing the room should be cautious in permitting visitors to use these facilities.
6. New people should be encouraged to volunteer for a one- or two-hour shifts in the Hospitality Room.

1.18 Transportation Sub- Committee

This subcommittee recruits volunteers to assist with providing transportation for main speakers from the airport to the Hotel.

1. One or two individuals should be responsible for providing transportation from airport to the convention.
2. One or more individuals should be responsible for meeting speakers and other individuals as they arrive at the airport and to provide transportation to the convention.
3. The chairperson should check with the Program, Hotel and Hospitals and Institutions Chairpersons regarding transportation needs. Transportation service to and from airport, and availability of private transportation to be supplied by volunteers.

1.19 Arts and Graphics Sub-Committee

This sub-committee is responsible for the design and printing of the convention logo, as well as banner, programs, tickets flyers, posters, etc. This sub-committee is responsible for proofreading and approving artwork on all printed material prior to final printing. This sub-committee should work closely with all other sub-committees that may require printed materials of any kind.

1. Make sure that the website is on all printed material.
2. A minimum of three (3) designs, which incorporate the Narcotics Anonymous logo into the convention theme, shall be presented to the Hosting City Convention Committee for final selection. The design selected shall then be presented to the Texas State Advisory Board Committee for approval.
3. The sub-committee shall insure uniform use of the convention logo and theme by

approving artworks for all printed material, including merchandise.

4. The official size of the convention banner shall be 4’ wide X 6’ long and not to exceed $ 400.00.
5. Arts and Graphics shall include the official Logo for the State convention **“The Journey Continues…”** preceding the current theme of the hosting city.

1.20 Event-Support Sub-Committee

This sub-committee raises start-up funds needed to print flyers, to pay for postage, etc. to promote the convention, as well as possibly reduce the overall costs of the convention package to N.A. members. This sub-committee is also responsible for arranging event-support activities. All monies from registration, event-support and merchandise sales will be given to the Treasurer and /or deposited into the TSCNA banking account within 72 hours of receipt.

1. Event-Support activities should involve participation by all areas of the State of Texas to foster unity within the State of Texas.
2. Must have 3 three years clean.
3. The Hosting City Convention is expected to show a positive balance after all expenses are paid. Event-Support is necessary to meet convention expenses, particularly if the convention appears to be heading into the negative.
4. When promoting or organizing Event-support activities, it is important to emphasize to the fellowship why the money is being raised, who will benefit and how they will benefit.
5. A wide variety of Event-Support activities may be explored including auctions, dances, raffles, sale of merchandise and car washes. These activities may be scheduled prior to the convention or in conjunction with the convention.
6. If Event-Support activities are held in conjunction with the convention, admission to the activity, such as a dance, should be included in the registration cost.
7. The sub-committee should obtain three (3) separate bids on any items or merchandise it is considering purchasing over $150.00

1.21 Merchandising Sub-Committee

This sub-committee is responsible for obtaining and selling N.A. approved literature and various other event-support items (coffee cups, T-shirts, etc.) prior to and during the convention. All monies from registration, event-support and merchandise sales will be given to the Treasurer and/or deposited into the TSCNA banking account within 72 hours of receipt.

1. All merchandise should reflect the uniform theme of the convention and utilize the approved convention logo whenever possible.
2. Must have three (3) years clean

3. All merchandise should adhere to the main theme “The Journey Continues …”
4. The sub-committee should obtain three (3) separate bids on any merchandise it is considering purchasing over $150.00.
5. It should present a list of items it wants to sell for final approval to the convention committee. The list should include a statement of actual and marketing costs, with the time frame for obtaining these items ninety (90) days prior to the date of the convention.
6. Responsible for selling alternative merchandise at other conventions.
7. Responsible for obtaining all N.A. approved literature for the convention.
8. It will keep an accurate inventory of merchandising items at all times. The Chairperson shall maintain accurate records to assure accountability for all merchandise and expenditure of funds.
9. The Chairperson will deliver all money and approved receipts promptly to the Treasurers, along with a list of out-standing inventory items. They will also maintain accurate records to assure accountability for all merchandise and expenditure. A final statement of income and inventory shall be provided to the Treasurer no later than seven (7) days after the closing date of the convention. No trading of the convention t-shirts.
10. All merchandise should be sold by the close of the convention.
11. Any Group, Area, Region and an NA Service Office in the State of Texas or an approved vendor that does not conflict with convention merchandise may sell alternative merchandise.
12. An alternate merchandise form must be submitted and approved to sell on Sunday.

1.22 Vendor

Sales on site by vendors

1. Only NA merchandise can be sold by vendors
2. Get bids from a list of approved vendors.
3. Set a time for selling items during the convention
4. The vendors must conduct themselves professionally and must be dressed appropriately.
5. Private vendors must be approved and have a contract from the TSCNA to sell merchandise.
6. All vendors must provide vendor umber from WSO.

1.23 Convention Information Sub-Committee

This sub-committee is charged with distributing convention information to N.A. members. It also handles arrangements including release forms for recording, keeping within the guidelines of the Eleventh Tradition.

1. It should interact with all other sub-committees, which may need to distribute information to the general fellowship.

2. It may want to explore a variety of ways to distribute information about the convention
    a. Mailing flyers and/or registration forms to all GSR's in the State asking them to distribute them in their individual groups.
    b. Provide information about the convention to the N.A.Way, "na.org events" Regional & Area Websites, A.S.O.' Newsline, regional newsletters, etc.
    c. Preparing a media information kit including basic information about N.A. (including approved Literature), the purpose of the convention, a schedule of convention events, also a P.I. forum for the news media to make them aware of guidelines regarding anonymity.
3. It should provide a brief guideline sheet for all convention activities chairpersons to avoid violations of the Traditions regarding personal anonymity.
4. It may arrange with a commercial enterprise to record portions of the convention for distribution to the fellowship.

1.24 Program Sub-Committee

This sub-committee plans and organizes all the workshops and meetings at the convention. It selects speakers, meeting/workshop chairpersons and others to help with the program, subject to final approval.

1. Will prepare a written program of convention events, detailing the meetings, workshops, and speakers.
2. The Program Chairperson is responsible for assigning chairpersons for workshops and speaker meetings. The Program Chair will chair the Friday night meeting; the current convention and next year's chair will conduct the Saturday night main speaker meeting and the vice-chair Sunday morning main meeting.
3. The chairperson should endeavor to create a balance of workshops for newcomers, service-minded members, and spiritual discussions. Workshops should provide information and interaction between members on topics relating to recovery.
4. Workshops and meetings should be scheduled to allow members to attend a series of related events.
5. All speakers prior to being recorded should sign a release form. This sub-committee should work closely with the C.I. sub-committee regarding release forms and the taping of speakers and workshops.
6. The sub-committee should incorporate an equal balance of speakers and chairpersons from different ethnic backgrounds and genders.
7. The sub-committee must use chairperson, workshop speakers and main speakers from different geographic areas and regions of Texas.
8. It may invite a local civic leader (mayor, sheriff, etc.) to deliver a brief welcoming message at the opening of the convention, being mindful of the Traditions in choosing this person.
9. It may offer to reimburse travel and lodging expenses of main convention speakers, subject to final approval of the overall convention committee

10. Programming committee should be responsible for meeting convention speakers and other individuals on the program as they arrive at the convention hotel and assist them in making any necessary arrangements for accommodations, registrations, etc. These volunteer hosts should work closely with the hotel staff and may act as problem solvers for individuals.
11. Shall hold marathon meetings during the convention. Marathon meetings generally begin the afternoon of the opening of the convention and continue until the morning of the final day. The leaders change hourly and occasionally the topic of discussion.
12. No relatives (including husbands or wives) of the Hosting Area Convention Sub-Committee or the Advisory Board shall be speakers, nor shall any member of the Hosting Area Convention sub-committee be a speaker. All liaisons are exempt and are eligible to speak.
13. Speakers and meeting/workshop leaders must identify themselves as addicts, using N.A. terminology. It is essential that the basic qualification for participation is that the speakers be an active member of Narcotics Anonymous, that the speaker reflects their personal experience of recovery in N.A. and bases their recovery on powerlessness over addiction.
14. All recordings of prospective speakers should be submitted to the Program sub-committee no later than 90 days before the convention.
15. Final selection of convention speakers and participants should be made 60 days prior to the convention.
16. Speakers at the main meetings should have a minimum of five (5) years clean time.
17. Workshop speakers should have a minimum of three (3) years clean.
18. Workshop chairpersons should have a minimum of six (6) months clean.

1.25 Registration Sub-Committee

This sub-committee handles registration and pre-registration for the convention and all related activities. It also recruits volunteers to staff the Registration Desk during the convention. All monies from registration, event-support, and merchandise sales will be given to the Treasurer and / or deposited into the TSCNA banking account within 72 hours of receipt.

1. Pre-registration forms must be sent out to N.A. members as early as possible. It must have a cut-off date for pre-registration, particularly if a discount is offered for members who pre-register. The last push for pre-registration should occur about six weeks prior to the convention.
2. Early bird registration coordinated with the current chair and held after the main meeting on Saturday.
3. Personal contact is the best way to get advanced registrations. It is essential to have someone from the sub-committee at all event-support activities with a table set up with flyers, information posters, and registration receipt books.
4. In order to keep accurate records, separate receipt books should be kept for pre-

registration and onsite registration packages, as well as for banquet and other optional event support activities.

5. The accuracy and upkeep of a mailing list is essential to the success of future conventions. In addition, the convention committee may make its list available to other N.A. convention committees.
6. Copies of the finalized flyer and registration forms should be sent to WSO for inclusion in the NA Way. This magazine reaches thousands of members around the world. It is an excellent way to circulate information at no cost. Also send fliers or information to “na.org-events calendar” for posting.
7. The registration package should include the convention program, a name badge, and tickets to the banquet dance or other optional activities that may be needed. A map of the general area around the convention site and/or a map of the hotel showing where specific meetings are to be held may also be included.
8. Receipts and return receipts envelopes should be marked with a stamp that says one individual should be responsible for picking up mail and forwarding it to the appropriate people. The Chairperson or Secretary should have a separate key to the P.O. Box as a backup.
9. The registration desk should be open for 8 hours a day on the first day of the convention and for 10 hours on the concluding day. Most convention participants will pick up their registration packages on the first day.
10. Only one person per shift will be responsible for handling money at the registration desk. At the close of each shift, a money tally sheet will be filled out to provide accountability. Money will be turned over to the Treasurers at regular intervals for deposit
11. The shift leader acts as a troubleshooter during the shift, handling any problems that may arise. Committee members and/or volunteers should staff at the Registration desk in 2-to-3-hour shifts. About six (6) people are needed per shift: On the first day of the convention, the number of people staffing the registration desk should be doubled
    - **a.** 1 person for pre-registration
    - **b.** 2 people for general registration
    - **c.** 1 person to count clean time
    - **d.** 1 person to be responsible for monies
    - **e.** 1 person overall shift leader
12. Be sure to set a cut-off date for banquet tickets and adhere to it. Most hotels must plan on the number to be served, and their cutoff date is usually several days in advance of the banquet. Be sure to keep track of vegetarian banquets.
13. All registration materials should be assembled and ready for use at least (2) weeks prior to the convention. This may require recruiting volunteers.
14. Members who are unable to pay the registration fees are usually allowed to attend the convention free of charge. The sub-committee should set aside a certain number of "free" registrations to accommodate non-paying attendees. Anyone who cannot pay the registration fee should be referred to a member responsible for monitoring "free" registrations.

1.26 Serenity Keepers

This committee is responsible to help maintain the atmosphere of recovery in the hotel or convention center during convention.

1. Assist convention guests with directions to events, workshops, and meetings
2. Try to work with another Serenity Keeper and not alone.
3. Assist the Convention Committee with respectfully conveying to the Convention guests that the Convention represents NA to the public and we should follow the Hotels rules because we are guests of the Hotel or Convention Center.
4. Clean time requirements 30 days
5. Treat the Convention guests with courtesy.

1.27 Hospital and Institutions Sub-Committee

This sub-committee works directly with the hospital and institutions within the State of Texas to provide an opportunity for addicts in those facilities to attend the convention.

1. About 45 days prior to the convention, this sub-committee will contact hospitals and institutions to notify them about the convention and encourage them to allow their clients to attend.
2. The following is essential: After the initial notification, send another letter (on convention stationary) stressing the benefits of attending the convention and enclosing a form asking the following information.
    - **a.** How many can we expect from your facility?
    - **b.** Will they need help with transportation?
    - **c.** Will they be staying at the hotel?
    - **d.** Any other information that we should be aware of, pertaining to your facilities policy?
3. For private institutions, a statement concerning the cost of the convention needs to be included in the follow up. Usually privately run institutions are offered a group rate for the Number of patients they are sending. This is not breaking the Traditions because the patient/addict is paying for treatment.
4. For state-funded institutions, such as halfway houses, a statement can be made to the effect that any person who wants to attend the convention can do so and will be able to attend free of charge, if the institution cannot pay. Sometimes members or groups from the community will sponsor such people
5. The sub-committee should notify the Registrations sub-committee as soon as possible regarding how many free registrations this committee expects. A member of the committee will be at the registration desk to greet patients and staff members and make them feel welcome

1.28 Removal Policy

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. Failure to perform responsibilities and duties.
2. Misappropriation of NA funds
3. A breach of the Traditions.
4. Malicious misuse of terms and conditions.
5. Unethical conduct inconsistent with the role of a Convention Committee.
6. Relapse.
7. Three consecutive absences from planning meetings without excuse or reason
8. Removal procedure
    - **a.** Sent the motion in writing to the Chairperson, stating due cause, prior to the beginning of the Convention Committee meeting.
    - **b.** The respondent is given a rebuttal (if so desired, not to exceed 10 minutes).
    - **c.** A closed ballot is taken if the respondent is present.
    - **d.** A simple majority is necessary to remove.
    - **e.** All voluntary resignation needs to be reflected in the minutes.
        i. May be in writing.
        ii. May be handed in, e-mailed, or faxed to Chairperson or Secretary.
        iii. May be verbally made at a committee meeting

1.29 Discussion Limits

1. Committee Members and Convention Chairperson have a voice in session.
2. Committee Members can make or second motions.
3. Debate on Motions
    - **a.** Main motions 2 pros, 2 cons.
    - **b.** Amendment 2 pros, 2 cons.
    - **c.** Reconsider 2 cons.
    - **d.** Raising a hand or standing shall be used to recognize someone.

1.30 Quorum

1. Quorum MUST be present to do business.
2. Quorum is defined as 2/3 of committee.
3. No proxies for committee members.

The Twelve Steps of Narcotics Anonymous

If you want what we have to offer and are willing to make the effort to get it, then you are ready to take certain steps. These are the principles that made our recovery possible.

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God as we understood Him.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

The 12 Traditions of Narcotics Anonymous

We keep what we have only with vigilance and just as freedom for the individual comes from the Twelve Steps so freedom for the group springs from our traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

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 out-side contributions.
8. Narcotics Anonymous should remain forever non-professional, 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. NA 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, every reminding us to place principles before personalities.

Twelve Concepts for Narcotics Anonymous

These concepts have been crafted from our experience. They are not intended to be taken as the “law” for NA service, but simply as guiding principles. We find that our services are stabilized when we conscientiously apply these concepts, much as our steps have stabilized our lives and our traditions have stabilized and unified our groups. The Twelve Concepts guide our services and help ensure that the message of Narcotics Anonymous is available to all addicts who have a desire to stop using and begin practicing our way of life.

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 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 is highly valued in Narcotics Anonymous. 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 God 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.

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.”