

# CLOSE ENCOUNTERS OF THE CLEAN KIND GUIDELINES

Approved 2008 updated March 2009

## Article I

### Name and Purpose

- Section A: The name of this subcommittee shall be CLOSE ENCOUNTERS OF THE CLEAN KIND. This subcommittee shall be directly responsible to the Eastern Nebraska Narcotics Anonymous Area Service Committee. (ENNA ASC).
- Section B: The purpose of this subcommittee shall be to plan, organize and hold an annual area convention, traditionally held on or near the last weekend in February. This subcommittee shall operate in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous, CLOSE ENCOUNTERS Guidelines and ENNA Guidelines.

## Article II: Meetings

- Section A: The CLOSE ENCOUNTERS subcommittee shall meet a minimum of once a month. The time and location shall be maintained as much as possible. As the convention date gets closer this subcommittee shall meet more often. Any meeting changes should be provided to the ASC, CLOSE ENCOUNTERS committee members and the Hotline as soon as possible.
- Section B: The CLOSE ENCOUNTERS chairperson may call a special meeting at any time but must have at least two other voting members present in order to conduct business. All CLOSE ENCOUNTERS subcommittee members must be notified prior to the special meeting taking place.
- Section C: The committee operates utilizing consensus based decision making. A *consensus* is defined as an opinion or decision reached by a group as a whole. If it appears that the committee is not in consensus, the issue will be voted upon.

## Article III: Elections

- Section A: Any member of the area may nominate a qualified person as a trusted servant for a subcommittee position.
1. A simple majority consensus is required to elect officers. (see Article III, Section C)
  2. All elected subcommittee offices are for one (1) year term. Officers may serve no more than two (2) consecutive terms in any one office or four (4) terms in any elected position. There are no limitations as to longevity of service on the committee; however, a system of rotating leadership usually best serves the fellowship.
  3. Elections for the executive board (chair, v-chair, treasurer, secretary) and other committees shall be held at the March committee meeting annually. The chair, treasurer, and vice treasurer require a vote of confidence from the ASC.

Section B: Any officer may be removed from office for non-compliance, after written notification. A majority vote is necessary for removal from office.

Non-compliance includes, but is not limited to:

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

Section C: Waiving Clean Time

Significant consideration should be given before waiving clean time for any position. A 75% consensus of the committee chairs is necessary to waive clean time. (8 out of 11 – excluding the chair- if all in attendance) The individual must have at least 75% of the required clean time in order for waiver to be considered.

#### **Article IV: Trusted Servants**

Section A: The trusted servants of the CLOSE ENCOUNTERS subcommittee shall be the Chairperson, Vice-Chairperson, Treasurer, Vice Treasurer, Secretary, Merchandise, Programming, Registration, Hotel Liaison, Hospitality, Entertainment, and Hugger Committee. These trusted servants would perform tasks as deemed necessary by the subcommittee and in accordance with the Twelve Traditions, the Twelve Concepts, CLOSE ENCOUNTERS Guidelines, ENNA Guidelines, and appropriate NA service manuals. Each subcommittee chair shall submit a report at the monthly meetings.

**No member** shall take independent action without the direction of the CLOSE ENCOUNTERS subcommittee.

#### Requirements

Listed below are the clean time requirements for each position as well as the duties each position is expected to fulfill. All positions require a basic understanding of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts of Narcotics Anonymous, and a willingness to serve.

Each position is also required to be present at all CLOSE ENCOUNTERS subcommittee meetings, events, and functions unless an excused absence is arranged.

Section B: **Chairperson:**

The chairperson should have a required three (3) years clean time. Must provide a service resume and be present at the ASC for approval after committee election.

**Duties:**

1. Chairs and maintains focus at all CLOSE ENCOUNTERS subcommittee meetings.
2. Oversees all CLOSE ENCOUNTERS subcommittee meetings and functions, unless an excused absence is arranged or an emergency arises.
3. Attends and presents a report at the following meetings: CLOSE ENCOUNTERS subcommittee and ASC.
4. Authorized signer on CLOSE ENCOUNTER account.
5. Provides to ASC all CLOSE ENCOUNTERS financial reports.
6. In the event that a vote is needed, the chair may vote only to break a tie.

**Section C: Vice-Chairperson:**

The vice-chairperson should have a required two (2) years clean time. Must provide a service resume and be present at the ASC for approval after committee election.

**Duties:**

1. Performs any and all of the duties of CLOSE ENCOUNTERS subcommittee trusted servants in their absence.
2. Authorized signer on CLOSE ENCOUNTERS checking account.
3. Responsible for contacting the Hotline regarding any changes in CLOSE ENCOUNTERS monthly meetings or information on upcoming events, as soon as possible.
4. Responsible for copy of key for the post office box.
5. In the event that a vote is needed, the vice-chair carries one vote.

**Section D: Treasurer:**

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

**Duties:**

1. Maintains an updated checking account balance and is responsible for all banking transactions.

2. Reconciles the checking account register with the bank statement each month and prepares a monthly financial statement for CLOSE ENCOUNTERS subcommittee. CLOSE ENCOUNTERS chairperson to ASC will submit this report.
3. Responsible for all final monetary transactions. This includes collecting and depositing all funds from subcommittee members and making all payments to vendors throughout the year. This also includes collecting and counting all money and presenting written receipts at the convention.
4. Deposits all CLOSE ENCOUNTERS funds in the CLOSE ENCOUNTERS checking account within 48 hours upon receiving funds.
5. Prepares a final year-end financial report for the incoming CLOSE ENCOUNTERS treasurer. The CLOSE ENCOUNTERS chairperson will submit this report to ASC.
6. Responsible for maintaining an accurate signature card at the bank.
7. Calls the regularly scheduled CLOSE ENCOUNTERS subcommittee meeting to order and presides over the meeting if the chair and vice chair are absent.
8. In the event that a vote is needed, the treasurer carries one vote.

**Vice Treasurer:**

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

**Duties:**

1. Responsible for all final monetary transactions in the absence of the treasurer,
2. Works hand in hand with the treasurer to provide full accounting of funds to the ASC. The treasurer and vice treasurer review the treasurer's log and journal monthly in order to insure accuracy.
3. Authorized signer on the CLOSE ENCOUNTERS account.
4. This is considered a 2 year position, with the vice treasurer becoming treasurer the following year with committee and ASC approval.
5. In the event that a vote is needed, the vice treasurer carries one vote.

**Section E: Secretary:**

The recording secretary should have a required one (1) year clean time.

**Duties:**

1. Records CLOSE ENCOUNTERS meeting minutes
2. Responsible for providing copies of minutes to the committee via email or paper copy within one week of the committee meeting.
3. Types, copies and distributes the minutes to all CLOSE ENCOUNTERS subcommittee members to include copies or reproductions of the reports from each subcommittee.
4. Establishes and maintains the subcommittee's phone list and keeps an open line of communication.
5. Provides, upon request, copies of any subcommittee meeting minutes to CLOSE ENCOUNTERS subcommittee members.
6. Responsible for checking mail from the CLOSE ENCOUNTERS PO Box regularly (should be checked bi-weekly) and distributing mail to committee members.
7. Responsible for ensuring the annual rent is paid on PO Box 8770.
8. In the event that a vote is needed, the secretary carries one vote.

**Section F: Merchandise Chairperson:**

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

**Duties:**

1. Sets up annual logo and main theme request flyer for distribution at ASC by March and presents submissions to the committee for consideration.
2. Researches ideas for merchandise to be sold at fundraisers and the convention.
3. Solicits bids for merchandise and presents written bids to the full CLOSE ENCOUNTERS subcommittee for approval. Must receive prior approval from CLOSE ENCOUNTERS subcommittee for all purchases. (see Article VI, section B)
4. Orders, distributes, and sells merchandise during the convention, during the committee year and at fundraisers.
5. Keeps an up-to-date inventory and **provides** a written account of inventory at CLOSE ENCOUNTERS subcommittee meetings.
6. Contacts other Narcotics Anonymous event committees to obtain permission to sell CLOSE ENCOUNTERS merchandise during other events.
7. Orders the convention banner.

8. Schedules an Alternative Merchandise Session on the Sunday of the convention or after the convention merchandise is sold out whichever comes first, in order to provide an opportunity for ONLY NA groups, committees, areas, and regions to recoup the costs of producing merchandise previously offered for sale and left over from past events, activities, and programs. Such entities apply for space and must be accountable to an NA service body. No private sales other than approved vendors will be allowed.

9. Researches and obtains contracts from two (2) vendors to sell NA merchandise at the convention. All vendors must have a current WSO license issued in their name and be able to provide a copy to the committee for inclusion in the minutes or be part of a service body or RSO. (see Article VI, Section A)

10. In the event that a vote is needed, the merchandise chair carries one vote.

### Section G: **Programming Chairperson:**

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

#### **Duties:**

1. Forms and maintains a programming subcommittee for research and decision-making, assuring the convention and fundraisers with Narcotics Anonymous speakers and facilitators.

2. Plans all workshops and meetings at the convention, keeping within the theme of the convention and in keeping with our spiritual principles.

3. Coordinates the schedule for the marathon meeting room.

4. Coordinates the program for the convention.

5. Researches speakers and makes recommendations for speakers\* and travel arrangements and receives approval from the full CLOSE ENCOUNTERS subcommittee.

\*Kickoff speaker, workshop facilitators, midnight speakers, main speaker and Sunday morning speaker. (Main speakers should be chosen as soon as possible.)

6. Arranges for transportation to and from the convention.

7. Works with hotel chair to provide hotel accommodations for the kickoff, main and Sunday morning speaker.

8. Works with registration to provide full registrations for the kickoff, main and Sunday morning speaker.

9. Responsible for providing bids and obtaining contracts for taping of speakers at the convention.

10. Contacts in writing and confirms all speakers and workshop facilitators twice before the convention, and follows up with thank you letters after the convention is over.

12. In the event that a vote is needed, the programming chair carries one vote.

#### Section H: **Hotel Liaison Chair:**

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

##### **Duties:**

1. Researches convention locations and facilities. Presents appropriate choices to the full CLOSE ENCOUNTERS subcommittee for final selection.
2. Obtains written contracts from convention location for presentation and approval by the full CLOSE ENCOUNTERS subcommittee.
3. Co-ordinates with the treasurer to make appropriate deposits as necessary to the hotel.
4. Establishes a good working relationship with the hotel and makes regular contact throughout the year to insure that relationship.
5. Communicates with hotel to insure room blocks are filled according to the contract.
6. Coordinates the Saturday night banquet with the hotel or caterer.
7. Researches meal choices and presents a menu to the full committee for approval.
8. Responsible to report meal counts to the hotel as necessary.
9. Budgets and co-ordinates, with committee input, coffee distribution at the convention insuring the schedule of coffee delivery by the hotel is accurate and (see Article VI - Section H)
10. Obtains an estimated hotel bill prior to the convention to review for accuracy.
11. In the event that a vote is needed, the hotel liaison chair carries one vote.

#### Section I: **Registration Chairperson:**

The registration chair should have a required three (3) years clean time. The registration chair should also possess basic math skills and the ability to be trusted with moderately large sums of money.

##### **Duties:**

1. Creates and distributes registration forms.

2. Submits all funds to the treasurer at the monthly CLOSE ENCOUNTERS meeting. At the convention, submits all funds immediately to the treasurer.
3. Provides registration forms to all areas as determined by the committee as well as other event subcommittees.
4. Creates and mails confirmation letters one month prior to the convention.
5. Responsible for putting together registration packets.
6. Attends the event and hands out registration packets.
7. Plans and co-ordinates the registration desk at the convention.
8. Creates a group of no less than four (4) volunteers.
9. Insures adequate manpower to keep registration open throughout the convention.
10. Creates a “super pre-registration” for the succeeding year to be sold at the current convention. (see Article VI - Section G)
11. In the event that a vote is needed, the registration chair carries one vote.

**Section J: Entertainment Chairperson:**

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

**Duties:**

1. Creates a group of no less than three (3) volunteers as necessary to support the CLOSE ENCOUNTERS entertainment subcommittee.
2. Researches, plans and coordinates non-merchandise fundraising ideas and events for presentation to the CLOSE ENCOUNTERS subcommittee.
3. Coordinates ideas with CLOSE ENCOUNTERS and the ASC Activities committee for dates for fundraising events.
4. Works closely with the merchandising committee to provide shirts or other merchandise for sale at all fundraising events.
5. Coordinates communication on upcoming CLOSE ENCOUNTERS fundraising events with the hugger committee to insure that current info is available throughout the area, region, zone and with NA WSO.
6. Presents written bids from DJ's, live bands, comedians, etc. for the committees' approval.
7. Coordinates the raffle at all functions.

8. Obtains special raffle items for the convention in connection with the merchandise committee.

9. In the event that a vote is needed, the entertainment chair carries one vote.

**Section K: Hospitality Chairperson:**

The hospitality chair should have a required two (2) year clean time

**Duties:**

1. Creates a list of volunteers needed to support the CLOSE ENCOUNTERS hospitality subcommittee.

2. Responsible for planning and implementing a menu for the fundraisers and convention hospitality room as available.

3. Coordinates with groups and other service bodies to “sponsor” the hospitality room during specific time slots. Communicates with such groups to insure that refreshments are available as needed during the convention.

4. Collects information on required equipment needed for review at CLOSE ENCOUNTERS subcommittee meeting.

5. Ensures that the hospitality room is kept clean, orderly and inviting and that the “coffee is on”.

6. Rotates refreshments as prudent at the fundraiser and convention.

7. Prepares an inventory of soft drinks needed for fundraisers and the convention and sets up and mans a concession.

8. Creates and maintains an inventory of all supplies submitted before and after every event.

9. In the event that a vote is needed, the hospitality chair carries one vote.

**Section L: Hugger Committee Chair:**

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

**Duties:**

1. Creates a group of no less than six (6) volunteers as necessary to support the CLOSE ENCOUNTERS hugger subcommittee.

2. Responsible for set up and clean up of facilities used by CLOSE ENCOUNTERS as necessary.

3. Collects information on required equipment needed for review at CLOSE ENCOUNTERS subcommittee meeting.

4. Ensures that the facility is kept clean, orderly and that event and convention attendees are reminded to be responsible.
5. Greets attendees and provides info at the convention.
6. Enlists the help of all members of the hugger committee to announce fundraisers and other CLOSE ENCOUNTERS information at meetings and other events.
7. In the event that a vote is needed, the hugger committee chair carries one vote.

## **Article V**

### **Financial Procedures**

#### **Section A: Banking**

1. Authorized signers and internet banking users (if applicable) on the CLOSE ENCOUNTERS checking account are:  
CLOSE ENCOUNTERS treasurer, vice treasurer, chair, and vice chair unless nepotism exists or two of the above officers occupy the same household, then an alternate will be determined within the committee.
2. A debit bank card will be issued to the treasurer and vice treasurer. The PIN for cards will be kept secure and separate from the card.
3. All checks require two signatures.
4. The checking account shall be reconciled monthly.

#### **Section B: Deposits:**

1. CLOSE ENCOUNTERS treasurer or vice treasurer shall deposit funds into the CLOSE ENCOUNTERS checking account within 48 hours upon receiving funds.

#### **Section C: Expenditures**

1. All expenditures shall be decided at the monthly CLOSE ENCOUNTERS subcommittee meeting.
2. Payments shall be made directly payable to businesses whenever possible.
3. Receipts are required for all purchases. No exceptions.

#### **Section D: Reimbursements**

1. When necessary, reimbursement for purchases made by an individual, with prior approval of the committee, requires the approval of the treasurer or vice treasurer and must be accompanied by an itemized receipt.
2. Absolutely no reimbursements will be made without a valid receipt. Items requiring reimbursement should be made as a separate purchase with its own receipt.

### **Section E: Misappropriation of Funds:**

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

1. Misappropriation of funds will be reported to the ASC treasurer immediately and in the next ASC report at area.
2. Charges of misappropriated funds shall be decided by a vote of the CLOSE ENCOUNTERS subcommittee.
3. Members who have misappropriated funds shall be immediately removed from their position and not allowed to hold a position on the CLOSE ENCOUNTERS subcommittee for one year.
4. Misappropriated funds shall be returned within 24 hours of a subcommittee vote.

### **Section F: Seed Funds :**

1. The ENNA ASC will insure a seed fund of \$3000 to the succeeding CLOSE ENCOUNTERS committee.
2. Donations over and above the seed funds and any “super early pre-registrations” for the following year shall be made to the ASC after all CLOSE ENCOUNTERS bills are satisfied.

### **Section G: Miscellaneous Financial Issues:**

1. Treasurer will issue receipts to subcommittee members for all monies received. For example, the treasurer will issue the fundraising chair a receipt for money turned in from a fundraising event, relieving the fundraising chair of responsibility for those funds.
2. There shall be a written financial request submitted for any contracted services over \$100.
3. The convention financial records and bank account will be audited by the outgoing chair, treasurer, incoming treasurer and ASC treasurer or other person or persons as delegated by the ASC immediately preceding the final report to the ASC. No records or funds will be transferred to the incoming treasurer until the audit for the prior convention is complete.
4. Any volunteer handling funds must have full committee approval and two (2) years clean or with supervision may have no less than one (1) year clean.

## **Article VI Historical Considerations**

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

## Section A: **Vendors**

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

## Section B: **Fund Raising Merchandise**

1. Two (2) different pre-convention merchandise choices for sale at fund raisers or within the fellowship. Since 2002, that has generally included a tie-dye shirt and one other article of clothing.
2. All fundraiser merchandise should have convention info printed on it.

## Section C: **Fundraising Events**

1. Two separate fundraising events during the convention year are customary. This is not to say that other events cannot be planned if deemed necessary.

## Section D: **Raffles**

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

## Section E: **Registration database**

1. Registration chair maintains an accurate database regarding all registrants. This should include contact, meal choice, payment, and registration type (basic, full, etc) information.

## Section F: **Newcomer Registrations**

1. Newcomer registrations are provided to local and regional service bodies (groups, H&I, etc.) one month prior to the convention, for distribution to newcomers in order to encourage our newest members to attend. Newcomer registrations are generally given to members with less than 30 days clean. Groups and service bodies should be given adequate instructions to insure that registrations are used appropriately.

## Section G: **Start-up Money – Convention Subcommittees**

1. Registration: \$250 – 50 \$1, 20 \$5, 10 \$10
2. Merchandise: \$200 – 50 \$1, 10 \$5, 10 \$10
3. Raffle: \$50 – 30 \$1, 4 \$5

4. Pop concession: \$50 – 3 rolls of quarters (\$10/roll), 20 \$1

**Section H: Super Pre-Registration Merchandise**

1. Pre-registration merchandise is offered as part of the super pre-registration package as well as all pre-registrations. This merchandise is generally available only on a preorder, prepay basis.

**Section I: Coffee Distribution (hotel catered)**

1. Generally no more than \$900 is budgeted for catered coffee at the convention. If the hotel liaison feels that number should be increased, a majority consensus (75%) of the committee should be necessary.