

GREATER PHILADELPHIA REGIONAL CONVENTION *POLICY & PROCEDURES*

Approved For Use By The

Regional Service Committee

August 2024



STATEMENT OF PURPOSE

The Greater Philadelphia Regional Convention is held to bring our membership together in the celebration of recovery. Meetings, workshops, and other activities are scheduled to encourage Unity and Fellowship among our members.

Because conventions are sponsored by service committees of Narcotics Anonymous, they should conform to the N.A. principles and reflect our primary purpose.

FUNCTION OF THE CONVENTION COMMITTEE

The function of the Greater Philadelphia Regional Convention Committee is to operate, at the will of the Greater Philadelphia Regional Service Committee of Narcotics Anonymous, a regional convention that will create a collective demonstration of unity and celebration of recovery. The GPRCNA is a subcommittee of the GPRSC and is subject to the group conscience of the Greater Philadelphia Region as expressed through Regional Committee Members.

The GPRCNA shall also operate under the legal umbrella of Greater Philadelphia Regional Services, Inc. GPRSO, Inc. may also provide direction to the convention committee particularly in matters affecting the corporation, subject to the will of the RSC.

It is also imperative that the convention committee forms a working relationship within its membership and with the rest of the regional service structure. In the spirit of unity no part of the regional service structure should ever be in competition with or fail to support the rest of that structure or its member areas.

FORMATION OF THE CONVENTION COMMITTEE

The Chairperson will be elected at the RSC meeting in June every two years in accordance with RSC Policy. The first meeting to form the new committee will be held on the 1st Saturday in July following the RSC elections. Voting privileges are extended only to Area Representatives during the formation of the committee. The quorum for the formation meeting will consist of 50% plus one of active Areas of the RSC meeting in June, the purpose being to facilitate the committee formation. After nominations and elections of the new committee are completed, unfilled positions notwithstanding (i.e. a position with no one nominated or volunteered at the formation meeting), voting privileges are extended to the Co-Chair, Secretary, and Treasurer. The Chairperson may only vote in the case of a tie. All nominees must be present during nomination and elections. Clean time is not suggested. **It is required to run for a position.**

In accordance with the RSC policy the person elected GPRCNA Treasurer must be confirmed by the RCMs at the next RSC meeting following convention elections. A description of all committee qualifications and duties is presented in these guidelines. The elected committee trusted servants and chairpersons hold their positions for two years in accordance with the election cycle of RSC policy.

In the event that there is no quorum at the formation meeting, another formation meeting will be rescheduled ASAP. At that meeting the RCMs or any member with the conscious of their Area will carry the vote for their perspective Areas. Afterwards the RCMs will no longer have voting privileges.

Elected Trusted Servants on the GPRCNA may not serve concurrently on an Area Convention committee within the Region.



Any member of the Executive Committee or Subcommittee Chairperson may not hold that position for more than two (2) consecutive terms.

QUORUM AND ATTENDANCE

Quorum shall be 50% plus one of active voting members (established at the previous meeting from the total of active area reps and officers). Quorum must be present for any type of voting to occur. If quorum is not present the committee may handle any business not requiring a vote. At the end of each meeting the Secretary shall determine the quorum required for the next meeting based on the attendance of the current meeting and the previous meeting. Any Area that misses two consecutive meetings shall be dropped from the quorum. The Chairperson will contact the Area to inform them of the problem. The Area will be added back to the quorum at the next meeting they attend.

Any nominated and elected member of the committee that misses two (2) consecutive meetings will forfeit their position, unless the meetings were missed in the case of emergency. Nominations and elections will be held at the following meeting.

CONVENTION COMMITTEE MEETINGS

As with any other service body in NA the GPRCNA will operate within the Twelve, Steps, Twelve Traditions, Twelve Concepts, and the Guide to Local Services of Narcotics Anonymous. In addition the convention committee will operate in compliance with RSC GPRSO, GPRS, Inc. Bylaws and corporate policies (in particular RSC Policy Article 9-12, Article 13 section 10, Article 14-15, and GPRS, Inc. Bylaws Article 2 section 4 and Article 5). In addition the current Fellowship Approved Convention Guidelines should also be regularly consulted for issues not covered in existing policy. All convention meetings shall be held at a regularly scheduled place and time. The GPRCNA Chairperson shall create a schedule of all convention committee meetings for at least the next three (3) months. It is suggested that the convention committee meet the 1st Saturday of every month in accordance with the Regional schedule of meetings. However, the committee is required to meet every Regional weekend. The convention committee must approve all additional meetings. The approved schedule of meetings must be coordinated with the GPRS, Inc. staff to prevent scheduling conflicts. The purpose of these meetings is to gather and share information regarding planning and execution of the annual convention and its related activities. In accordance with the 7th Concept all members of the committee are encouraged to participate fully.

The following is the meeting agenda for all regularly scheduled convention committee meetings:

Open with a moment of silence, followed by the Serenity Prayer.

Twelve Traditions

Twelve Concepts

Purpose of Convention

Introductions of Convention Committee Members in Attendance

Reading of Minutes (**old & new business only!**)_____



Reports:

Executive Committee: To be given by the Chairperson
Treasurer
Facility Committee

Subcommittees:

Fundraising Committee
Registration Committee
Merchandising Committee
Programming Committee
Hospitality Committee
Convention Information
Arts & Graphics Committee
Serenity Keepers Committee

Area Concerns:

Old Business:

New business:

Close with serenity prayer

EMERGENCY MEETINGS

In times of crisis an emergency meeting may be necessary. If the crisis cannot be resolved within the Convention Committee, the RSC Chairperson must call an emergency meeting of the RSC, which consist of no less than of one- half (1/2) of the Executive Committee or one-third (1/3) of the active voting membership. The RSC Secretary shall call and inform all members at least one (1) week prior to the meeting (if possible).

The RSC Chairperson must automatically call an emergency meeting if directed to do so by the RSC. In addition, if the crisis occurs between RSC meetings, the RSC Administrative Committee must attempt to resolve any issues and may also direct the RSC Chairperson to call an emergency meeting if necessary.



MEMBERSHIP AND REQUIREMENTS

The Convention Committee consists of the Executive Committee, Area Representatives, Sub-Committee Chairpersons and attending members. Requirements are as follows:

Executive Committee

- | | |
|---------------------|---|
| A. Chairperson | 5 years clean |
| B. Co-Chairperson | 5 years clean |
| C. Secretary | 2 years clean |
| D. Treasurer | 5 years clean and a legal source of income |
| E. Co-Treasurer | 5 years clean <i>and a legal source of income</i>
<i>(only votes in the absence of the Treasurer)</i> |
| F. Policy Person | 3 years clean <i>(has a vote on the convention committee)</i> |
| G. Co Policy Person | <i>3 Years clean (same duties and responsibilities)</i> |

Area Representatives

- | | |
|-----------------------------|--|
| A. Area Representative | Actual Requirements come from the area. Suggested 3yrs clean |
| B. Alternate Representative | Actual Requirements come from the area. Suggested 2yrs clean |

Subcommittees

- | | |
|--|---|
| A. Facility Liaison | 4 years clean |
| B. Co- Facility Liaison | 3 years clean |
| C. Fundraising Chairperson | 3 years clean <i>and a legal source of income</i> |
| D. Registration Chairperson | 3 years clean <i>and a legal source of income</i> |
| E. Merchandising Chairperson | 3 years clean <i>and a legal source of income</i> |
| F. Programming Chairperson | 2 years clean |
| G. Hospitality Chairperson | 2 years clean |
| H. Convention Information Chairperson | 2 years clean |
| I. Arts and Graphics Chairperson | 2 years clean |
| J. Security Chairperson (Serenity Keepers) | 2 years clean |

The clean time requirements for subcommittee co-chairs are one year less than that of the chairperson. All convention committee members must base their recovery in Narcotics Anonymous. They must have a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts and Guide to Local Services of NA. Some convention experience is helpful. All members who handle NA funds or property should have a job or source of income and meet all the requirements set in RSC Policy Article XI "Comprehensive Theft".



REMOVAL FROM OFFICE

All positions on the convention body are vital to the convention and individuals should expect to be replaced if they are unable to serve for any reason. The following constitute grounds for automatic removal:

1. Relapse as defined by the Fellowship of Narcotics Anonymous.
2. Theft of NA funds or property (as defined by the RSC Policy Article 11 “Comprehensive Theft”).
3. Failure to follow Policy in the performance of their duties.
4. Deviation from policy without consent of the Convention Committee.
5. Loss of NA funds or property due to irresponsibility.
6. Absence for two (2) consecutive meetings unless in the case of an emergency and with proper notification.
7. Submission of a letter of resignation with sixty (60) days’ notice.
8. Inappropriate or threatening behavior towards another member.

The following reasons for removal require a two-thirds vote of the simple majority or area reps present from either the RSC or the Convention Committee:

1. Continued documented tradition or concept violations as documented by the RSC or GPRCNA.
2. Failure to perform the duties of the commitment.
3. Refusal to follow a directive from the RSC or GPRCNA.
4. Repeat or gross violations of RSC Policy Article 10 “Conduct of Trusted Servants”.

THE EXECUTIVE COMMITTEE

The executive committee executes the conscience of the overall committee. It functions as the administrative committee of the convention and holds separate regular and special meetings. The Executive Committee shall meet at least once a month. Its function is to ensure the various committees work together and to assist subcommittees which may need additional help. The members of the Executive Committee discuss the performance of each subcommittee as well as the convention budget, projected timeline and other matters that affect the convention. The results of the discussions are included in reports at the Convention Committee meetings. It usually is not necessary to involve itself directly in the day-to-day workings of each subcommittee. However, if a subcommittee is in crisis or is not able to perform its functions adequately, the Executive Committee is responsible for examining the problem and attempt to address it. Then, if necessary, it brings the problem to the attention of the Convention Committee or to the RSC if the committee cannot resolve it appropriately.

The Executive Committee is responsible for seeing that all convention related vendors sign personal service contracts provided by GPRS, Inc. It ensures that wherever possible convention-related contracts do not include cash payments. The executive committee ensures that all bids for entertainment are submitted to the main convention body 90 days prior to the convention.

In the event of a vacancy on the Executive Committee during the convention cycle the Convention Committee will appoint a member of its body (preferably the Co-Chairperson or other Executive Committee member) to fulfill the duties of that position until an election can be held, and the position is filled. The purpose is to ensure that minutes and financial reports will still be generated on time.



CHAIRPERSON

Must demonstrate stability in the local community and have administrative and leadership skills. Must have prior convention experience.

1. Organizes committee meetings and delegates specific tasks to appropriate subcommittees. Stay informed of the activities of each subcommittee and provides help when necessary.
2. Helps resolve personality conflicts.
3. Keep activities within the principles of the Twelve Steps, Twelve Traditions, Twelve Concepts and Guide to Local Service of NA and in accord with the purpose of the convention.
4. Monitor the fund flow and overall convention cost and coordinates the subcommittee budgets with the Treasurer and subcommittee chairs. Prepare the budget for the Executive Committee.
5. Coordinate projected timeline for all pre-convention events and convention planning activities with the subcommittees. Works with the Co-Chairperson to draft overall timeline. Prepares timeline for Executive Committee.
6. Prevent important questions from being decided prematurely in order to foster understanding by the entire committee prior to action.
7. Allows the subcommittees to do their jobs while providing guidance and support. Only major issues need to be brought to the convention committee meetings.
8. Prepares the agenda for the convention committee and executive committee meetings.
9. Votes only in the case of a tie. (To break the tie if the chairperson votes in favor the proposal carries, against the motion fails, in abstention the motion fails.)
10. Attends all RSC, JAC and Administrative meetings and gives convention committee reports. Comments and suggestions from those bodies as well as directives from the RSC are included in the Chairperson's report at the beginning of each meeting. All directives from the RSC represent the conscience of the region and cannot be overturned by the convention committee.
11. Is responsible along with the Treasurer to submit a complete final report including line item financials and a comparison to the previous year to the RSC at the conclusion of the convention. If the Convention is less than two weeks prior to the RSC meeting the Final Report will be presented at the following meeting to allow the convention committee sufficient time to compile the final report.
12. Shall conduct all meetings in accordance with the RSC Policy Article 6 "Rules of Procedure" with the exception that a revisited proposal once confirmed cannot be revisited or a similar proposal brought for one (1) month (instead of six (6) in RSC Policy).

CO-CHAIRPERSON

Personable and familiar with all committee members in order to serve as liaison between the subcommittees. Must have prior convention experience.

1. Acts as Chairperson if the Chairperson is unavailable.
2. The Co-chair shall proactively undertake to learn the duties and responsibilities of the Convention chair, and be prepared to assume the role of Convention Chair if necessary.
3. Coordinates subcommittees and attends subcommittee meetings to ensure they get the necessary support to do a good job.
4. Works closely with the Chairperson to delegate responsibilities to the subcommittee chairpersons. Communicates the progress toward completion of those responsibilities to the Chairperson and Executive Committee.



5. Assists Chairperson in drafting overall timeline for completion of convention activities.
6. Is a signer on the convention account. (Other signers are the GPRCNA Treasurer, Chairperson of GPRS, Inc and the Treasurer of GPRSO.)
7. Is responsible for collecting hotel deposit slips and receipts from the Treasurer or Co Treasurer during the Convention.
8. Will carry a hotel or radio during the convention to be coordinated with the Facility/Liaison.
9. Will provide the Convention Committee with a final report after the convention accounting for his/her duties during the convention.

SECRETARY

Administrative experience is strongly suggested to ensure accuracy and timeliness of minutes distributed to all committee members.

1. Keep accurate minutes of all committee meetings and subcommittee reports.
2. Recordings of all convention committee meetings. Keep an archive of all recordings for review, if necessary, by the appropriate personnel.
3. Distribute minutes to all convention committee members. Minutes are distributed at the next convention committee meeting. An agenda for the next meeting can also be attached.
4. Maintain a list of names, addresses, phone numbers and email (if applicable) of committee members for the committee's use.
5. Keep extra sets of minutes after each committee meeting for members who request it.
6. Assists all committees in mailing correspondence.
7. At the end of each convention, the secretary will provide the GPRS, Inc staff with a complete set of all minutes and recordings for the archives.

TREASURER

Demonstrates stability in the local community, accounting skills, service experience with conventions or other large-scale fellowship activities, and accessibility to other committee members. (Especially registration, fundraising, and merchandise.) ***This position is subject to confirmation by the RSC.***

1. Maintains a bank account on behalf of the convention committee. The GPRCNA Treasurer, GPRCNA Co-Chair, GPRS, Inc Chairperson and GPRS, Inc. Treasurer are the authorized signatures on the convention account. Each check requires two (2) signatures. This is to ensure checks and balances in the convention finances. The signature cards and account information are the responsibility of GPRS, Inc and are to be changed each time a position rotates.
 - Electronic transactions may only be used when receiving funds.
2. Works with the Chairperson and Co-Chairperson to prepare a budget for the convention used for planning fundraising activities. The overall budget is based on the subcommittee budgets requests necessary to carry out their duties. The committee will start up with \$10,000.00 plus any proceeds from the sale of previous convention merchandise sold after the close out of the last convention. In addition, the proceeds from the pre-registration sold on the last day of the previous convention will also be included. The initial facility deposit will be deducted from the total start up amount (i.e. \$10,000.00 plus merchandise plus pre registration minus hotel deposit). The budget is an estimate and can be revised as the convention draws near. The budget includes projected expenses and projected revenue. (Revenue sources include but are not limited to registration, merchandise and fundraising.)
3. Writes all checks and is responsible for collecting receipts from subcommittees for money paid out. Checks will not be written without a completed check requisition form and no check will ever be pre-signed.



4. All voided checks must be attached to the check register to ensure a live check is not accidentally cashed.
5. All receipts must be turned in to the Treasurer by the next convention committee meeting and a summary report form will be attached.
6. All requests for reimbursement must be accompanied by receipts (with the summary report form) and purchase orders outlined in the purchase policy. (See attached order and inventory policy.)
7. Collects all deposit slips from all committees at each meeting and is responsible to match deposit slips to bank statements. Deposit slips are to be organized for easy review with the rest of the records at the close of the convention.
8. Responsible for all finances, transactions, payments, invoices, etc. and advise Chairperson on cash flow and supply and rate of expenditure.
9. Reviews subcommittee reports for departures from the approved budget and other discrepancies. This is included in the Treasurer's report at the next meeting.
10. Submit regular complete line-item financial reports, including bank statements, to the Chairperson, convention committee, and executive committee. Submit monthly line item financial reports reflecting the calendar month to the GPRS, Inc Advisory Committee.
11. Attends all RSC and GPRS, Inc Advisory Committee meetings as an active non-voting member.
12. Will submit the convention records for a quarterly review by the GPRS, Inc Advisory Committee who will then report back to the convention committee and the RSC.
13. Must produce a complete line item financial report including a comparison with the previous year to be included in the Final Report. This is done in cooperation with the Chairperson. This Final Report will be reviewed with the Administrative Committee and GPRS, Inc Advisory Committee and then presented to the RCMs at the RSC meeting following the Convention. If the Convention is less than two weeks prior to RSC meeting than the Final Report will be presented at following meeting to allow time for the review process to happen effectively.
14. Work with the RSC and GPRS, Inc Treasurer to produce the region's annual unified budget.
15. Purchases a triple carbon receipt book for use at the convention to be turned in as a part of the Final Report.
16. At the convention the treasurer and co-treasurer accompanied by the Serenity Keeper Chair or Co-chair will be responsible for collecting all monies from all the committees on an hourly basis and give a receipt to each subcommittee for the money collected. The monies will then be deposited in the facility safe. facility deposit slips must be turned over to the Co-Chairperson after each deposit. The Treasurer will pay the facility bill at the end of the convention and the remaining funds will be deposited into the convention account. Due to the size of the deposit from the convention weekend members of the Executive Committee, RSC Administrative Committee or the GPRS, Inc Advisory Committee (or any combination there of) must assist in the final cash count and accompany the Treasurer to the bank to make the deposit. (For other duties see the "Close Out of the Convention Section" of these guidelines.)

CO-TREASURER

1. Assist the Treasurer in all their duties.
2. Act as the Treasurer in their absence, including writing checks, except will not be a check signer.
3. See treasurer #16 at the convention.



POLICY Person

Demonstrates stability in the local community, language and communication skills, previous service experience on the area or regional level and accessibility to other committee members. Policy person is given voting privileges via the Executive Committee.

1. Maintains and coordinates review and development of GPRCNA policy and guidelines.
2. Clarifies the impact of GPRS, Inc Bylaws, RSC and GPRCNA policy on convention committee decisions and makes recommendations accordingly.
3. Works with the Executive Committee to resolve Tradition, Concept and policy violations within the Executive Committee and subcommittee levels. Make recommendations to the main convention body if the situation can not be resolved accordingly.
4. Researches the Twelve Traditions, Twelve Concepts, and Guide to Local Services, WSC Convention Guidelines, RSC Policy and GPRS, INC. Bylaws to seek a better understanding of how they apply to the convention committee.
5. Makes regular reports to the Executive Committee and main convention body and attends all meeting of both bodies.
6. Documents and records accurate policy changes, concerns and unresolved issues arising from debates for final report to the RSC.
7. Assists the Chairperson by acting as a resource for policy and rules of procedure.
8. Chairs the Convention Committee and Executive Committee meetings in the absence of the Chairperson and Co-Chairperson.

Co-Policy Person

1. Same duties as policy person.

AREA REPRESENTATION

AREA REPRESENTATIVES

Knowledge of the 12 Steps, 12 Traditions, 12 Concepts and the Guide to Local Service is suggested. Prior service experience is also helpful.

1. Must be nominated and elected by the member area only. If a vacancy occurs, that area can only fill the position.
2. Is a voting member of the Convention Committee and the Program Committee.
3. Serves as the communication link between the area and the convention committee. Reports to the area on the committee's progress.
4. Make recommended nominations for speakers and chairpersons (whenever possible) with conscience of the Area being represented.

ALTERNATE AREA REPRESENTATIVE

1. Elected in the same manner as the Area Rep.
2. Acts as the Area Rep in their absence.
3. May not have voting privileges when the Area Representative is present in the same committee meeting.



Subcommittees

Subcommittees and their members are vital to the operation of the convention. Each subcommittee has a Chairperson and Co-Chairperson who then recruit committee members except for the program committee. All GPRCNA subcommittees shall notify the fellowship at least one (1) month in advance of elections of subcommittee officers. The subcommittee Chair and Co-Chair serve as vital links between the subcommittee and the convention body. Subcommittee Chairs (and Co-Chairs in the Chairs absence) attend all convention meetings and make regular reports to the body as to the progress of their assigned tasks. It is vital that either the subcommittee chair or co-chair be present at all convention committee meetings. Any subcommittee chair that misses two (2) consecutive convention committee meetings, unless in case of emergency, will forfeit their position. Chair & Co-chairs of committees are restricted and forbidden to benefit in any manner from the work and/or responsibilities of the committee being served.

Each subcommittee operates under the adapted “Adopted consensus-based decision making” from Article 6 of RSC policy. Subcommittees maintain accurate records of the activities of their committee as well as all correspondence. Any subcommittee shall first present all the pre-convention event plans to the full convention committee for approval. Subcommittees also must submit to the Executive Committee a projected timeline for completion of all pre-convention events and convention planning activities the individual subcommittees are responsible for.. The Executive Committee will then compile the timelines into an overall timeline for the entire convention committee’s approval. Included in these guidelines are sections for inventory, ordering, and contract approval. Please refer to them to answer most questions. After each convention all subcommittees submit a complete final report to the convention committee to be included in the Final Report to the RSC. Subcommittee Chairperson will attend the presentation meeting to answer subcommittee specific questions. Subcommittee responsibilities continue until the conclusion of the second year’s convention and acceptance of its Final Report.

Facility Liaison

Requires good negotiation and people skills. Must be able to work with persons from outside the fellowship.

1. Serve as primary negotiator for all facility -related contracts and work with appropriate GPRCNA, RSC, and GPRS, Inc. trusted servants and staff to walk the contracts through the approval process. (See the “Contract Approval Process” attached to the guidelines.)
2. Acts as liaison between the convention committee, the Executive Committee and the facility .
3. Project attendance figure to determine meeting space and facility room requirements.
4. Submit catering proposals such as coffee, banquets and brunch to the main body for approval by the 120 days prior to convention.
5. Establishes a financial/cost limit to the amount of fruit and coffee the facility is allowed to provide the convention.
6. Establish an arrangement so that only the Chairperson, Co-Chair or the facility Liaison will have the authority to sign for services, make changes to services, or make any alterations to the facility master account during the conventions.
7. During the convention the facility Liaisons will carry a radio to coordinate with the Convention Co-Chair.
8. Coordinates all space, rooms and accommodations with the Chairperson.
9. Coordinates all technical requirements at the convention, such as audio/visual, radios, , etc.
10. All complimentary room allocations are to be for the Executive Committee and designated committees according to need and availability (see list when applicable).

*****Note: The Facility Committee is prohibited from soliciting or accepting perquisites (“perks”) or special privileges from the facility that are not extended to the entire convention committee.***



HOTEL COMMITTEE CO-CHAIRPERSON

Requires good negotiation and people skills. Must be able to work with persons from outside the fellowship.

1. Assist the Facility Committee/Liaison in all their duties.
2. Act as the Facility Committee/Liaison in their absence.

COMPLIMENTARY ROOM ALLOCATION

	Number of Nights	Day of the Week	Total Allocation
Executive Committee	Five (5)	Friday Night Only	5
Merchandise	Two (2) Nights	Friday & Saturday	2
Serenity Keepers	Two (2) Nights	Friday & Saturday	2
Fundraiser	Two (2) Nights	Friday & Saturday	2
Registration	Two (2) Nights	Friday & Saturday	2
Hospitality	Two (2) Nights	Friday & Saturday	2
The language involving upgrades for the convention committee members should be a part of the contract negotiations. The committee will also receive two (2) complimentary suites from the Hotel. One is for the Hotel Chairperson and the other for the Executive Committee.			15

FUNDRAISING

1. Plan and carry out all fund-raising activities.
2. Secure contract bids from all vendors wishing to deliver a “service” to the fundraising and entertainment convention activities. Bids should include all costs to the committee and any additional services the committee is required to provide to the vendor.
3. Ensure that all bids for entertainment are submitted to the main convention body 90 days prior to the convention.
4. All pre-convention fundraising activities will have dated and numbered tickets. The Fundraising Chairperson must account for all unsold tickets from pre-convention events.
5. All monies must be deposited in the convention account by the next business day. The Treasurer must be provided the deposit slip by the next convention committee meeting.
6. Ensures that all receipts for payments and purchases along with a summary report form are turned in to the Treasurer by the next convention committee meeting.
7. Should be able to effectively deal with people and vendors from outside the fellowship.
8. Prepare and distribute a list of planned convention activities throughout the fellowship.
9. Responsible for all entertainment activity at the convention.
10. Ensures that all committee members who are “working” in some capacity at fundraisers are absolved of the cost of admission.
11. Responsible for securing facilities for pre-convention events.
12. Establishes procedures for cash/check handling, and operational details for fundraising events and convention entertainment.
13. Approves the use of all facilities. If a facility is used by a NA group or service committee the Fundraising committee should approach that group or service committee first about using that facility.
14. Responsible for the development, approval, and pricing of all events and refreshments at pre-convention events.
15. Ensures the event is a special celebration for NA members.
16. Provides entertainment and pricing recommendations to the convention committee.



17. Prepares complete weekly financial reports and presents them to the convention committee.
18. Coordinates volunteer base to assist in all fundraising/entertainment activities at the convention as needed and requested by the convention committee.
19. Shall not use 50/50 tickets as a source of fundraising.

MERCHANDISE

1. Responsible for selection, pricing, quality, purchasing and ordering merchandise with the approval of the convention committee.
2. The three (3) bid process must be followed. Artwork and overall merchandise quality must be at a professional level. Bids for merchandise on sale at the convention are due 90 days prior to the convention.
3. All monies must be deposited in the convention account by the next business day. The deposit slip must be given to the treasurer by the next convention committee meeting.
4. The Merchandising Chair will purchase triple carbon receipt books. For pre-convention sales of merchandise. These must be turned in with the final report.
5. Provide the GPRS, Inc. Office with a copy of the purchase order prior to delivery.
6. All merchandise will be stored at a location approved by the RSC. Three (3) copies will be made of each packing slip and distributed as follows:
 - a. GPRS, Inc.
 - b. Convention Treasurer
 - c. Merchandising Chairperson
7. When merchandise is picked up from the designated location it must be signed out by the Merchandise Chair or Co-Chair. The outgoing merchandise is inventoried with the office staff or ABC Chair. Upon return it is inventoried again, and the Merchandise Chair and the ABC Chair, Co-Chair, or Special worker signs the inventory. The GPRS, Inc staff or board member will also verify the deposit slip to ensure accountability for the sold merchandise.
8. GPRS, Inc may never issue the Merchandise Committee more than \$2,000 in merchandise. The merchandise committee also may not keep merchandise out of the RSC-approved location for more than 15 days. This is to ensure regular inventory and minimize loss.
9. Must maintain a continuous inventory statement along with receipt books, vendor receipts, packing slips, purchase orders and any other financial records as per the inventory and ordering policy.
10. Statements should be submitted to and reviewed regularly with the convention committee.
11. Must keep weekly financial report and provide it at each convention meeting.
12. A final inventory statement and complete financial records must be submitted to the Treasurer at the close of the convention for attachment to the final report.
13. The guidelines for merchandise during the convention are:
 - a. An Executive Committee member will conduct a physical inventory of all merchandise at the facility with the Merchandising Chair prior to the opening of the convention.
 - b. An Executive committee member and the Merchandise Chair will also conduct physical inventories at least twice daily during the convention.
 - c. During the convention the Treasurer or Co-Treasurer will pick up hourly deposits and a receipt given for the monies collected. These receipts will be turned in with the final report.
 - d. Two (2) cash registers with tape receipts are mandatory. Only committee members that have attended the cash register training may operate the registers.
 - e. Six (6) cashiers maximum are used during the convention. The Merchandise Chair or Co-Chair must be in the merchandise room at all times when the room is open to oversee operations.
 - f. Merchandise can be discounted only with the approval of the convention committee.



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The Greater Philadelphia Regional Convention

- g. The committee may decide to discount undamaged merchandise on the last day of the convention with the approval of the convention committee.
 - h. Store hours at the convention should be open as long as possible.
14. The guidelines for merchandise after the convention are:
- a. The Merchandise Chair and a member of the Executive Committee will conduct a final inventory at the hotel.
 - b. Any remaining funds will be immediately turned over to the Treasurer or Co-Treasurer for deposit.
 - c. Remaining merchandise will be turned over to GPRS, Inc.
 - d. GPRS, Inc. may continue selling merchandise until the start up of the next committee. GPRS, Inc. will deposit all monies from the sales into the convention account.
15. Merchandise shall not accept personal checks for payment of any merchandise.
16. No outside vendor (except taping) will be allowed to operate at the convention unless the need for such service originates from the convention floor. Once the need arises and is approved by the convention committee the contract approval process (included in these guidelines) will be followed. No unsolicited bids or proposals shall be considered or accepted. However, they may be kept on file in the GPRS, Inc office for future reference.
17. Areas and Regions outside of The Greater Philadelphia Region will be permitted to sell NA merchandise on the last day of the Convention. A written request must be received and approved by GPRCNA at least 2 weeks prior to the start of the Convention.

INVENTORY POLICY

The guidelines for inventory control of merchandise prior to the convention are:

- 1. Physical inventory will be performed with the GPRS, Inc staff upon delivery of the merchandise.
- 2. Inventory totals will be recorded in the Inventory Log Book.
- 3. When merchandise is picked up from the approved location it must be signed out by the Merchandise Chair or Co-Chair. The outgoing merchandise is inventoried with the staff or special worker.
- 4. Upon return it is inventoried again, recorded in the logbook and the Merchandise Chair and the GPRS sign the inventory. The GPRS, Inc staff or board members will also verify the deposit slip to ensure accountability for the merchandise sold.
- 5. GPRS, Inc may never issue the Merchandise Committee more than \$1,000.00 in merchandise. The Merchandise Committee also may not keep merchandise out of the office for more than 15 days. This is to ensure regular inventory and minimize loss.
- 6. The Merchandise Chair will maintain a continuous inventory control sheet as well as copies of all packing slips, purchase orders, receipts and receipt books.
- 7. The Executive Committee and GPRS, Inc. staff should conduct regular spot inventories and checks of all records to ensure accountability.

Physical inventory must be recorded, and an inventory form filled out by the designated committee member upon delivery. The invoice must then be compared for discrepancies from the vendor. Any discrepancies must be immediately reported to the vendor. The Inventory Log Book will maintain merchandise being given out for sale, monies received, merchandise returned and overall inventory.



The receipt book is to be a triplicate pre-numbered book to maintain accountability. When any item or group of items is purchased, a receipt is issued. One copy goes to the purchaser, one to the Treasurer, and one stays in the book. This procedure applies to merchandise sold prior to the convention. The receipt book is turned in at the close of the convention.

When merchandise is given out or returned an inventory control receipt will be given and signed by both sides of the transaction. All these receipts will be logged into the inventory control log to help maintain control of the flow of monies and merchandise.

PHYSICAL INVENTORY CONTROL

DATE _____ COUNTER _____

VENDOR _____

PURCHASE ORDER# _____

INVOICE # _____ QTY. INV. _____ QTY. REC. _____

DESCRIPTION _____

The Executive Committee member or GPRS, Inc. member will fill out a spot inventory control form each time the spot inventory is performed.

SPOT INVENTORY CONTROL

DATE _____ COUNTER _____

QUANTITY _____ DESCRIPTION _____



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Any person who is selling merchandise and comes up short through his or her own actions will be responsible to pay the difference. Any person selling merchandise during the convention cycle should be a member of the merchandise committee.

ORDER POLICY

The guidelines for the purchase and order of merchandise, material, etc are:

1. Three (3) bid process
2. Purchase order
3. Check requisition (whenever necessary)

Before an order of three hundred dollars or more can be placed, a bid sheet must be filled out and brought to the committee for approval. The bid sheet requires the committee's name and at least three (3) separate bids with prices for each item ordered. The vendor's information will be kept anonymous until the committee makes the selection. The bid sheet is turned into Convention Treasurer to be a part of the financial records.

After a bid is selected, a purchase order is issued. The purchase order book is a triplicate pre-numbered form. One copy goes to the supplier; the second copy is kept and matched to the invoice and packing slip and the third stays in the book to be a part of the permanent record.

Check requisition is necessary for any checks or cash used by subcommittees for any expenses. The requisition form must be completely filled out and the purpose of the request should be included. Receipts totaling the request (with any leftover funds) should be turned in to the Treasurer by the next convention committee meeting after the purchase. No additional funding can be requested until full accountability for the current request is provided.



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GPRCNA CHECK REQUISITION FORM

DATE_____ CHECK#_____

COMMITTEE_____ CHAIRPERSON_____

PAYABLE TO_____ AMOUNT \$_____

APPROVED BY_____ DATE_____ RECEIPT REC'D_____

QUANTITY_____ DESCRIPTION_____

RECEIPT TOTAL \$_____ BALANCE \$_____

BALANCE RETURNED \$_____ BALANCE DUE \$_____



REGISTRATION

1. Responsible for obtaining/maintaining a post office box to be used during each convention.
2. All mail will be picked up weekly from the PO Box and the GPRS, Inc. office and distributed to the other trusted servants/subcommittees when needed.
3. Responsible to coordinate with Arts & Graphics for the convention registration form in the convention flyer 90 days prior convention.
4. All monies received by registration must be deposited in the convention account by the next business day. The deposit slip must be given to the treasurer by the next convention committee meeting.
5. Keep weekly updated records of the sale of all registrations, banquet tickets, brunch tickets, entertainment tickets, etc.
6. Provide reports reflecting financials and all activities of the subcommittee to the convention committee at each convention meeting. Will make records available to the Executive Committee and GPRS, Inc for review upon request.
7. The committee will purchase triplicate pre-numbered receipt books for use by each member selling registrations. One (1) copy will be given to the registrant, one (1) to the treasurer with the deposit slip and one (1) maintained in the book for the subcommittee records. All receipt books will be turned in with the final report at the close of the convention.
8. The registration committee is responsible for preparing a complete registration packet for every pre-registration sold, the committee will also prepare registration packages for sale at the convention and indigent packages (exact number to be determined by the convention body). Pre-registration packages must be boxed and marked separately from the packages for sale at the convention. Banquet, brunch and entertainment tickets sold during pre-registration must also be kept separate from those on sale at the convention. This is to prevent over sale and to ensure the items purchased are available at the time of pickup.
9. All confirmations are to be provided/mailed to the registrants within seven (7) days.
10. Four (4) cash registers with tape receipts are mandatory for use at the convention. Only committee members that have attended the cash register training may operate the registers.
11. Six (6) cashiers maximum are used during the convention.
12. The Treasurer or Co-Treasurer will pick up hourly deposits during the convention. The provided receipt will be kept by the Chairperson and turned in with the final report.
13. Responsible to work with the facility liaison on negotiations for Registration related contracts.
14. Works closely with the facility liaison to negotiate logistics of the convention site.
15. Responsible for the preparation of the logistical plan including set up of the area, training, staffing, hours of operation, equipment and supplies. Convention body will approve the plan.
16. Inventory all packages at the close of registration before they can be turned over to Merchandising to sell the left over items from the packages.
17. All convention committee trusted servants must pay basic pre-registration to attend and serve at the convention.
18. Communicate with and support the efforts of the RSC H&I Committee in coordinating packages for institutions and “indigents”.
19. Ensure that no “unauthorized” merchandise is in the registration packages. All contents must be fellowship or convention committee approved. Vendors are not allowed to include any flyers, advertisements, free offers, toys, merchandise, etc. in the registration packages.
20. Establishes the policy for newcomer packages and lost packages, badges, tickets, etc. (Subject to convention committee approval.)



21. Approves all items included in the registration package. Ensures bids for the purchase of items in the packages are submitted to the main convention body 90 days prior to the convention.
22. Oversees registration activities at the event.
23. The Registration Chair or Co-Chair must be in the registration room at all times when the room is open to oversee operations.
24. Procures labor and equipment as necessary and builds relationships with vendors.
25. Prepares the registration flyer, working along with Convention Information and Arts and Graphics subcommittees.
26. Prepares the registration packages. Establishes time and place for the “packing party”.
27. Coordinates volunteer base to assist in onsite registration at the convention as needed and requested by the convention committee.
28. Provide forms at the registration and convention information desks for members to fill out for inclusion in the next year’s mailing lists.
29. Registration Chairperson will prepare a final report including a complete breakdown of all registrations sold plus any other financial data submitted to the convention committee at the close out meeting. Chair will also turn over all receipt books and financial records to the Treasurer to be included in the Final Report to the RSC.

REGISTRATION DATABASE

For the purpose of maintaining accurate pre-registration records the following guidelines are provided:

1. The registration committee will create and maintain a database for pre-registrations including but not limited to the following information:
 - a. confirmation number
 - b. first and last name (or at least last initial)
 - c. address and or email
 - d. phone number
 - e. items purchased (i.e. number of packages, banquet, brunch, and entertainment tickets)
 - f. amount of funds collected
 - g. type of payment (if payment is by check include the check number)
2. The database should be updated regularly as new pre-registrations are sold. **It is imperative that the information in the database be accurate.**
 - a. A back up of the database will be maintained at the RSO.
3. A cumulative monthly report will be generated and provided to the main convention body for review.
4. A report will be generated at the close of pre-registration to be reviewed by the main convention body. A copy of this report will also be available at the registration desk during the convention to assist in distributing pre-registration packages and tickets.
5. Ensures all information in the database is kept confidential and access is restricted only to those who need the information.
6. On-site registration information will be also inputted at the RSO to ensure that the database has a computed record of all registrations.



CONVENTION INFORMATION

1. Responsible to inform the fellowship and the public of our event by:
 - a. Sending out flyers to all groups and areas within the region.
 - b. Providing information to the RSC Webmaster.
 - c. Sending information to the NA Way magazine and the NAWS, Inc. web site (www.na.org).
 - d. Sending out flyers to every Region in the WSC and or email.
 - e. Sending out flyers to every H&I facility in the region and or email.
2. Works closely with the Arts & Graphics, Programming and Registration subcommittees and the facility Liaison.
3. Provides a contact name and number on the flyers and or email and main convention flyer so members can get information.
4. Operate a table/booth at the convention to provide information (QR cards, relevant flyers, etc.) and to calculate the total clean time for the Banquet Meeting.

ARTS & GRAPHICS

1. Responsible (along with the fellowship) for designing the logo for the convention and merchandise. With the understanding that the artwork selected must be at a professional level.
2. Recommend to the main convention body the process for how potential logos are solicited from the fellowship and the selection process. Once the process is approved the subcommittee will carry out and oversee that process.
3. Provide the convention and directional posters, programs, and badges, etc. used at the convention.
4. Make the banner or have it made for the convention.
5. Ensure that all logos, written materials, images and postings are diverse and in good taste.
6. Reviews all graphic designs for the convention and may modify any designs. Make recommendations to the main convention body for design approval.
7. Responsible for soliciting all bids for printed items, logos and designs. Ensures bids are presented 120 days out from the convention or as soon as all contracts are approved and signed.
8. Make recommendations as to the type, quantity and content of all printed items.
9. Maintain copies of all approved designs and logos.
10. Responsible for vendor negotiations and procurement of printed items.
11. Distributes printed material as required.
12. Produce and/or procure sample of graphic layouts as needed.
13. Submits the primary convention design for use on the convention flyer, banner and merchandise to the convention committee for approval.

HOSPITALITY

1. Open and operate a hospitality room offering coffee, fruit, leisure recreation, atmosphere of recovery, etc. at the convention. A non-smoking hospitality room must be provided.
2. Work with the registration committee to provide local transportation, tourist, dining and other information pertinent to the local community.
3. Responsible for setting up the tables, stage and banquet hall at the convention.
4. Staff the “Hug Squad” to welcome everyone to the convention and assist in creating the overall atmosphere of recovery.
5. Works closely with the Fundraising Committee to provide leisure recreation at fundraising events.



SECURITY (SERENITY KEEPERS)

1. Keep order and an atmosphere of recovery at the convention and fundraisers.
2. Assist fundraising at the fundraisers and all other sub-committees at the convention.
3. Responsible for collecting tickets at the banquet, brunch and entertainment during the convention.
4. Chairperson or Co-Chairperson will act as second cash counter and ticket counter at the fundraising dances.
5. Chairperson or Co-Chairperson will assign an adequate number of serenity keepers to Registration, Merchandise and Programming in shifts of four (4) hour intervals throughout Friday & Saturday of the convention.
6. Will assist in counting cash at all other fundraisers.
7. Work with facility security to police our people in the lobbies and hallways at the convention.
8. Will have radios for communications purposes.
9. All trusted servants must be registered, with a ticket for that night (if applicable), to attend the dance **unless they are working the dance**.
10. The Security Chair or Co-Chair will accompany the Treasurer and Co-Treasurer to make the hourly deposits at the convention.

PROGRAMMING

1. The Programming Committee will consist of Chairperson, Co-Chairperson, Area Representatives, and volunteers from the fellowship at large; not to exceed 15 members total.
Area Representatives are automatically extended voting privileges. All volunteers from the fellowship must attend two consecutive program committee meetings to establish voting privileges and must attend one meeting per month to maintain voting privileges.
2. Responsible for developing, planning, and scheduling **all** events and/or topic, workshop, marathon, and main meetings (main meeting are defined as the opening, banquet, and brunch meetings) 90 days prior to convention activities. This includes time slots, room assignments, seating, distributing commitments to the areas, RSC, GPRS, Inc., regional subcommittees, etc. All marathon commitments shall be divided between the member areas of the Greater Philadelphia Region.
3. The Chairperson is responsible for making certain that all Areas of the Greater Philadelphia Region are represented and have an active function in the celebration. If possible, this should include areas that have not sent an Area Representative to the Convention Committee. In the spirit of unity, there will be meetings and workshops from all areas. The speakers and chairperson for these meetings will be chosen by the assigned area. If possible, the program committee may also give additional workshop meetings to the areas based on need, availability, representation and the area's ability to fulfill the commitment.
4. The committee will choose chairpersons for all workshop and topic meetings based on willingness to serve at the convention, submission of their names and recommendations of the program committee. Main meeting chairpersons are reflected in the chart below.
5. The committee will select speakers based on submission of tapes, names, or by recommendation of the program committee and a willingness to serve 90 days prior to the convention activities.
6. Ensures a balance of meetings to include newcomers, service minded persons, and those seeking spiritual topics to satisfy the needs of our members. This should include Question & Answer meetings and meetings, if requested, for all Regional Services. Similar topics should be held consecutively so that interested members can attend.
7. Ensure the program reflects the Narcotics Anonymous philosophy.
8. Base the number and type of meeting on the projected attendance.



9. Establishes the clean time criteria for all meetings, along with the added criteria that:
 - a. The speakers/chairpersons are members of Narcotics Anonymous.
 - b. Base their recovery on powerlessness over addiction.
 - c. Identify themselves as addicts, and addicts only.
 - d. Attend NA meetings to sustain their recovery.
 - e. Have a NA sponsor and home group.
 - f. Carry a clear NA message.
10. Provides coordination with the executive committee, service committees, area and subcommittees for service related workshops.
11. Secures required meeting space and develops the meeting floor plan. The rest of the floor plan is developed by the Hotel Committee/Liaison.
12. Procures equipment and labor as necessary and develops vendor relationships (for Taping).
13. Responsible to contract a taping company to tape meetings as assigned by the committee. This would include topic, workshop and main meetings. Release forms should be signed by all speakers and kept by the committee. The taping contract should state that the tape's copyright belongs to the Greater Philadelphia Region.
14. Provides travel arrangements for main speakers. If available they can be given travel expenses.
15. Responsible for on-site speaker/chairperson/reader check in and convention programs. Main meeting speakers may be provided with a room for one night of traveling over 100 miles...(If enough comp rooms are available from the hotel after all rooms for speakers and entertainment assigned the second night can be given to the main speakers.)
16. Establishes a pool of members that can replace any no-shows.
17. Oversees all meetings at the convention to ensure the speaker and chairperson are present and the meetings start and end on time.
18. Prepares and reviews all written material submitted to the Arts & Graphics committee before it is developed and/or distributed to the convention attendees. Before printing the program is submitted to the main convention body for final approval. The finished program is then proofread by the program committee and sent to the printer.
19. Ensure that all main meetings are set-up appropriately including, but not limited to; sitting, podium, signage, literature, microphone, electronic speakers, taping, suggested readings, announcements etc.
20. The following program will be used for participants in the opening, banquet and brunch meetings. This will ensure that all areas, convention trusted servants and subcommittees are represented at the celebration. Areas are selected by a lottery.



POSITION	OPENING	BANQUET	BRUNCH
Chairperson	Program Chair	Convention Chair	Convention Co-Chair
Who's an Addict?	Area #1	Arts & Graphics	Area #6
What is the NA program?	Area #2	Hospitality	Area #7
Why are we here?	Area #3	Merchandise	Area #8
How it works.	Area #4	Fundraising	Area #9
12 Traditions	Area #5	Hotel Committee Chair	Area #10
12 Concepts	Newcomer	Registration	Area #11
When at the end of the road.	Newcomer	Policy Chair	Convention Committee Member chosen by lottery.

Area Recognition		Secretary	
State Recognition		Treasurer	
Clean Time Countdown		Security	
Announcements	Co-Treasurer	Convention Information	

21. Ensures there is adequate literature available for use in all meetings that require it.
22. Opening, Main, and Closing meetings should have **one (1) speaker each.** The intent is to provide an atmosphere of recovery in which the speaker and those attending are given the utmost respect and undivided attention.
23. No member of the Program Committee should be paid for any service provided. This includes, but is not limited to typing, computer work, etc.
24. No member of the Convention Committee or its subcommittees can be a speaker at **any** meeting during the convention.
25. No speaker may share at any topic, workshop, or main meeting two (2) years in a row.
26. The banquet speaker is to be chosen from the Greater Philadelphia Region at least once every three (3) years.



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GPRCNA CONTRACT APPROVAL PROCESS

1. The Convention Committee or appropriate subcommittee identifies the need for a facility, product or service to assist in the planning or execution of the convention.
2. The appropriate subcommittee to obtain three (3) competitive bids.
3. The subcommittee reviews the bids and makes recommendations at the next Convention Committee meeting. It should be understood that the cheapest bid might not always be the best bid. The recommended bid should be “the best quality at the best price”. 90 days before each convention cycle is the deadline for bids .
4. The Convention Committee considers the recommendations and selects the most feasible bid.
5. The subcommittee negotiates the contract with the vendor of the approved bid and presents the contract to the Convention Committee for approval. Wherever possible final contracts should not include cash payments to vendors.
6. The Convention Committee approves the contract and forwards it to the GPRS, Inc. Advisory Committee for adherence to Regional and Convention policies and GPRS, Inc. By Laws. This review will be completed within one-to-two weeks. The contract is then forwarded to the corporate attorney to determine its legality
7. After receiving a positive response from the attorney, The Advisory Chair or other approved corporate officer signs the contract, sends it back to the Convention Committee, and sends a signed copy to the vendor.
8. Once the contract is signed the responsibility for overseeing the execution of all elements of the contract falls to the affected subcommittee (e.g. Entertainment contracts to Fundraising). The affected subcommittee shall ensure that all elements such as, but not limited to, payment, proof of insurance; space, etc. are executed through the proper channels.

Every effort should be made to respect the group conscience and the autonomy of the Convention Committee. However, there may be instances where the officers of the corporation may question the feasibility of a contract. They will immediately contact the Convention Committee with a detailed explanation of their concerns. The Convention Committee should carefully consider the concerns in making their decision.

BUDGET

All GPRCNA Subcommittees are required to submit a detailed line-item budget to the Executive Committee within two (2) months after the beginning of the convention cycle. The budget shall reflect all anticipated revenue and expenditures for the entire convention cycle. The executive committee compiles this information into an overall budget for the convention and submits it to the main convention body for approval. Any requested funds by a subcommittee that is reflected in the budget requires a check requisition form and submitting the reason along with any supporting documents. The main body is not required to vote on this request. Any funds not reflected in the budget, or requested prior to budget approval, require a motion passed by the main convention body and then a check requisition. The Executive Committee prioritizes expenditures based on priority, need, cash flow and feasibility. The Executive Committee may postpone disbursements for any of the above reasons.

It is important to note that no subcommittee may receive funds until their budgets are submitted and approved. Any persons responsible for missing monies due to their own actions will be held responsible for that money.



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CLOSE OUT OF THE CONVENTION

At the close out meeting of each convention all GPRCNA Trusted Servants and Subcommittees shall submit final reports to the Secretary and all financial records to the Treasurer. Final Reports from Sub-committees should contain a record of all financial transactions throughout the Convention cycle, including itemized expenses and funds generated. Copies of invoices, purchase orders and other related documents should be submitted, whenever possible. The Final Report should be a general recap of all tasks and functions carried out by that committee: its strengths, weaknesses, and suggestions for improvement. The Chairperson and the Treasurer shall compile the reports and financials into the Final Report.

The Final Report, along with all financial records shall be presented at the next RSC meeting. If the Convention is less than two weeks prior to RSC meeting the Final Report will be presented at following meeting to the convention committee sufficient time to complete the final report.

The GPRCNA will turn over all funds, excluding the \$10,000 startup and the pre-registration for the next convention to the RSC at the time the report is presented. If the initial facility deposit for the next convention has already been paid then the amount of the deposit will be deducted from the startup.

Until the next committee elected GPRS, Inc will continue to sell any remaining merchandise and will deposit the funds in the convention