

Central Nova Area of NA – Activities Committee Guidelines

These guidelines specify:

- Committee Members
- Voting Policy
- Procedures
- Motions
- Requirements and Duties of Executive Committee Officers
- Requirements and Duties of Non-Executive Committee Officers
- Other Requirements and Restrictions of Activities Officers
- Removal of Officers
- Activities Meetings
- Elections
- Amendment of Guidelines
- Fund Flow System
- Convention/Events
- Other Organizations
- Newcomer/Financial Hardship Package
- Definitions
- Coordination of Speaker Recording Sales

ARTICLE I COMMITTEE MEMBERS

The Activities Committee consists of:

Executive Committee Officers

- Chairperson
- Vice-Chairperson
- Treasurer
- Secretary

Non-executive Committee Officers

- Program Coordinator
- Assistant Program Coordinator
- Registration Coordinator
- Assistant Registration Coordinator
- Hospitality Coordinator
- Assistant Hospitality Coordinator
- Merchandise Coordinator
- Canteen Coordinator
- Convention Fundraising Coordinator

ARTICLE II VOTING POLICY

SECTION I

Only members of Activities who attend two (2) consecutive regular monthly business meetings will be considered the voting members, (one vote per member). Members who miss two (2) consecutive regular monthly business meetings will have their voting privileges suspended.

SECTION II

Voting privileges will be re-established when member attends two (2) regular monthly business meetings in a row. Vote is established at second meeting.

SECTION III

The Chairperson has no vote, except in the event of a tie vote, wherein the Chairperson shall cast the deciding vote.

ARTICLE III PROCEDURES

SECTION I

The standing rules of the Activities Committee shall be:

- The Twelve (12) Traditions of NA.
- The Twelve (12) Concepts of NA.
- A Guide to Local Services in NA.
- The Activities Guidelines.

SECTION II

Fifty percent (50%) of voting members and at least one executive committee officer must be present to constitute a quorum. If a quorum is not present within 30 minutes of the start time no business can be conducted and the meeting must be adjourned.

ARTICLE IV MOTIONS

The Committee will follow parliamentary rules located in A Guide to Local Services in NA.

ARTICLE V REQUIREMENTS AND DUTIES OF EXECUTIVE COMMITTEE OFFICERS

SECTION I

Requirements of the Chairperson:

- Have at least three (3) years continuous clean time.
- Be an active voting member of the committee for at least six (6) consecutive months.

- Have a working knowledge and understanding of the Twelve (12) Traditions, Twelve (12) Concepts of NA, A Guide to Local Services in NA, Central Nova Area guidelines, and Activities guidelines.
- Completion of previous service commitments should be considered.
- Must attend learning day workshop to be held in July of each year.

Duties of the Chairperson:

- To arrange an agenda in co-operation with the Activities Committee, and preside over the monthly meeting, ensuring that proper rules of procedure (approved by ASC) are followed.
- To be a signing authority for Activities bank account.
- To declare the meeting adjourned when activities committee votes or in the case of an emergency.
- To conduct the Activities meeting with a firm, yet understanding hand.
- To oversee all Activities events for the purpose of preparation.
- To create a list of events for the year in October. Additional events can be added throughout the year as the committee deems appropriate.
- To attend regional activities committee meetings to keep all informed and updated on events, workshops, etc.
- To submit a report to area each month there is area.
- To facilitate learning day workshop to be held in July of each year
- To recognize activities members who are entitled to the floor.
- To appoint volunteers to organize and assist with Inn Out of The Cold/New Year's Event.
- To appoint a volunteer in the absence of an executive or non-executive officer.
- To be available to contact facilities for event locations.
- To be the contact and the point of accountability with events and facility.
- To follow up with committee members on assigned duties or tasks, in the spirit of cooperation and accountability.
- To be the sole point of contact for all activities information (minutes, reports, posters, pamphlets, guidelines, or other documents) requiring upload on the CNA website, vetting each, and forwarding them to the webservant for upload on the CNA website. Although the Chairperson remains the single point of accountability, this duty may be delegated to another officer.
- To assume responsibilities of all executive and non-executive positions (in absence of), or appoint qualified individuals to perform duties.

SECTION II

Requirements of the Vice-Chairperson:

- Have at least eighteen (18) months continuous clean time.
- Be an active voting member of the committee for at least six (6) consecutive months.
- Have a working knowledge and understanding of the Twelve (12) Traditions, Twelve (12) Concepts of NA, A Guide to Local Services in NA, and Activities guidelines.
- Completion of previous service commitments should be considered.
- Must attend learning day workshop to be held in July of each year.

Duties of the Vice-Chairperson:

- To assume the responsibility of the Activities Chairperson in the event of being absent, ill, away, or not having a Chairperson.
- To be a signing authority on the Activities bank account.
- To be the parliamentarian at the activities table.
- To facilitate learning day workshop to be held in July of each year, and to hand over duties after elections.
- To work closely with elected officers and other members in the spirit of cooperation.
- To forward any Vice-Chairperson information requiring upload on the CNA website to the Chairperson or delegated officer for vetting.
- To assist the Chair in duties.

SECTION III

Requirements of the Treasurer:

- Have at least three (3) years continuous clean time.
- Be an active voting member of the committee for at least six (6) consecutive months.
- Have a working knowledge and understanding of the Twelve (12) Traditions, Twelve (12) Concepts of NA, A Guide to Local Services in NA, and Activities guidelines.
- Completion of previous service commitments should be considered.
- Must attend learning day workshop to be held in July of each year.

Duties of the Treasurer:

- To make a report of all expenditures for each event held.
- To make a report of all monies earned from each event held.
- To forward a full written report to Chairperson after each event for area report.
- To be a signing authority on the Activities bank account.
- To create a budget for the year's events based on prior events.
- To forward any Treasurer information requiring upload on the CNA website to the Chairperson or delegated officer for vetting.
- To attend and participate in learning day workshop to be held in July of each year, and for handover of duties after elections.

SECTION IV

Requirements of the Secretary:

- Have at least six (6) months continuous clean time.
- Be an active voting member of the committee for at least three (3) consecutive months.
- Have a working knowledge and understanding of the Twelve (12) Traditions Twelve (12) Concepts of NA, A Guide to Local Services in NA, and Activities Guidelines.
- Completion of previous service commitments should be considered.
- Must attend learning day workshop to be held in July of each year.

Duties of the Secretary:

- To keep accurate minutes of each Activities meeting.
- To maintain files.

- To be the custodian of Activities minutes/records.
- To keep track of members attendance for voting purposes.
- To notify members of upcoming meetings.
- To distribute copies of the activities minutes by way of email where possible to members within 15 days of the past meeting, and to Area Archives annually.
- To have copies of activities guidelines available for new members.
- To keep track of and update the activities member list.
- To forward any secretarial information requiring upload on the CNA website to the Chairperson or delegated officer for vetting.
- To attend and participate in learning day work shop to be held in July of each year, and for handover of duties after elections.

ARTICLE VI REQUIREMENTS AND DUTIES OF NON-EXECUTIVE COMMITTEE OFFICERS

SECTION I

Requirements of the Program Coordinator:

- Have at least one (1) year continuous clean time.
- Be an active voting member of the committee for at least three (3) consecutive months.
- Have a working knowledge and understanding of the Twelve (12) Traditions, Twelve (12) Concepts of NA, A Guide to Local Services in NA, and Activities guidelines.
- Completion of previous service commitments should be considered.
- Must attend learning day workshop in July after being elected.

Duties of the Program Coordinator:

- To set programming for all committee events, ensuring any programs are accurately printed.
- To arrange for speakers/entertainment for events and follow committee approved budgets.
- To submit any revenue and receipts to the Activities treasurer, during or immediately following an event.
- To submit a written report, including financials, at regular monthly business meetings.
- To submit any contracts at regular monthly business meetings.
- To organize volunteers to chair speaker meetings at events.
- To work with other sub-committees when needed.
- To arrange other committee member support and volunteers when needed.
- To make suggestions on prices for events.
- To have readings for meetings available at events.
- To work closely with program assistant in a mentoring position or role.
- To have a varied program of speakers at all events, to reach all our members. To meet all demographics of our growing fellowship where possible, remembering that diversity is our strength.
- To be available to assist the chair in securing a facility for events.
- To forward any programming information requiring upload on the CNA website to the Chairperson or delegated officer for vetting.

- To attend and participate in learning day workshop to be held in July and to hand over duties after elections.

Requirements of the Assistant Program Coordinator:

- Have at least 3 months continuous clean time.
- Be a voting member of the Activities Committee.
- Be willing to read and learn some understanding of the Twelve (12) Traditions, Twelve (12) Concepts, A Guide to Local Services in NA, and Activities Guidelines.
- If elected in June must attend learning day workshop in July.
- If elected some other time during the year must sit down with Program Coordinator to go over requirements and duties.

Duties of the Assistant Program Coordinator:

- This is usually a non money handling position. If the incumbent has at least one year continuous clean time they may handle funds up to a \$200.00 limit, allowing members to help with registration, canteen, merchandise, etc.
- To attend learning day workshop to be held in July.
- To work closely with and assist Program Coordinator with all program related duties. See duties of Program Coordinator.

SECTION II

Requirements of the Registration Coordinator:

- Have at least two (2) years continuous clean time
- Be an active voting member of the committee for at least three (3) consecutive months.
- Have a working knowledge and understanding of the Twelve (12) Traditions, Twelve (12) Concepts of NA, A Guide to Local Services in NA, and Activities guidelines.
- Completion of previous service commitments should be considered.
- Must attend learning day workshop in July after being elected.

Duties of the Registration Coordinator:

- To maintain accurate registration/attendance for events.
- To be the point of contact for registration for events.
- To submit any revenue and receipts to the Activities treasurer, during or immediately following an event.
- To submit a written report, including financials, at regular monthly business meetings.
- To arrange other committee support and volunteers to work doors (at least one committee member at all times).
- To create registration packages for multi-day events requiring nametags, programs, and novelties, in cooperation with the Program and Merchandise Coordinators.
- To submit a written report at monthly business meetings.
- To work closely with registrar assistant in a mentoring position or role.
- To have bristol board and markers at events for clean time count.
- To be available to assist the chair in securing a facility for events.

- To forward any registration information requiring upload on the CNA website to the Chairperson or delegated officer for vetting.
- To attend and participate in learning day workshop to be held in July and to hand over duties after elections.

Requirements of the Assistant Registration Coordinator:

- Have at least three (3) months continuous clean time.
- To be a voting member of the Activities Committee.
- Be willing to read and learn some understanding of the Twelve (12) Traditions, Twelve (12) Concepts of NA., A Guide to Local Services in NA, and Activities guidelines.
- If elected in June must attend learning day workshop in July.
- If elected in some other time of the year must sit down with Registrar to go over requirements and duties.

Duties of the Assistant Registration Coordinator:

- This is usually a non money handling position. If the incumbent has at least one year continuous clean time they may handle funds up to a \$200.00 limit, allowing members to help with registration, canteen, merchandise, etc.
- To attend the learning day workshop to be held in July.
- To work closely with and assist Registration Coordinator on all other related duties. See duties of Registration Coordinator.

SECTION III

Requirements of the Hospitality Coordinator:

- Have at least two (2) years continuous clean time.
- Be an active voting member of the committee for at least three (3) consecutive months.
- Have a working knowledge and understanding of the Twelve (12) Traditions, Twelve (12) Concepts of NA, A Guide to Local Services in NA, and Activities guidelines.
- Completion of previous service commitments should be considered.
- Must attend learning day workshop to be held in July after being elected.

Duties of the Hospitality Coordinator:

- To plan and prepare for events that includes decorations of the themed event.
- To be the custodian of all the decorations.
- To arrange and supply refreshments of food and drinks at events when required.
- To co-ordinate committee support and volunteers when needed.
- To plan and prepare all meal planning for events when needed.
- To co-ordinate games night and keep an up to date inventory of games.
- To be the custodian of games Activities owns.
- To submit any revenue and receipts to the Activities treasurer, during or immediately following an event.
- To submit a written report, including financials, at regular monthly business meetings.
- To arrange for other committee and volunteer support when needed.

- To arrange and organize all aspects with “Inn Out of the Cold / New Year’s” events, if available.
- To have a complete checklist of requirements as a guide for Inn Out of the Cold / New Years.
- To work closely with Assistant Hospitality Coordinator in a mentoring position or role.
- To forward any hospitality information requiring upload on the CNA website to the Chairperson or delegated officer for vetting.
- To attend and participate in learning day workshop to be held in July and to hand over duties after elections.

Requirements of the Assistant Hospitality Coordinator:

- Have at least three (3) months continuous clean time.
- To be a voting member of the Activities Committee.
- Be willing to read and learn some understanding of the Twelve (12) Traditions, Twelve (12) Concepts, A Guide to Local Services in NA, and Activities guidelines.
- If elected in June must attend learning day workshop to be held in July.
- If elected in some other time of the year must sit down with the Hospitality Coordinator to go over requirements and duties.

Duties of the Assistant Hospitality Coordinator:

- This is usually a non money handling position. If the incumbent has at least one year continuous clean time they may handle funds up to a \$200.00 limit, allowing members to help with registration, canteen, merchandise, etc.
- To attend learning day workshop to be held in July.
- To work closely with and assist Hospitality Coordinator on all other related duties. See duties of Hospitality Coordinator.

SECTION IV

Requirements of the Merchandise Coordinator:

- Have at least two (2) years continuous clean time.
- Be an active voting member of the committee for at least three (3) consecutive months.
- Have a working knowledge and understanding of the Twelve (12) Traditions, Twelve (12) Concepts of NA, A Guide to Local Services in NA, and Activities guidelines.
- Completion of previous service commitments should be considered.
- Must attend learning day workshop to be held in July after being elected.

Duties of the Merchandise Coordinator:

- To arrange for the price comparison and purchases of committee-approved items.
- To arrange for sales of items at NA events and arrange for committee and volunteer support to work tables when needed.
- To submit any revenue and receipts to the Activities treasurer, during or immediately following an event.
- To submit a written report, including financials and an inventory count, at regular monthly business meetings.
- To make suggestions to committee and designs of merchandise material.

- To ensure the designs and graphics are accurate.
- To make arrangements for printing of banners for events when required.
- To be the custodian of past banners and merchandise for safe keeping and storage.
- To be responsible for inventory and make selling price suggestions.
- To forward any merchandise information requiring upload on the CNA website to the Chairperson or delegated officer for vetting.
- To attend and participate in learning day workshop to be held in July and to hand over duties after elections.

SECTION V

Requirements of the Canteen Coordinator:

- Have at least two (2) years continuous clean time.
- Be an active voting member of the committee for at least three (3) consecutive months.
- Have a working knowledge and understanding of the Twelve (12) Traditions, a Twelve (12) Concepts of NA, A Guide to Local Services in NA, and Activities guidelines.
- Completion of previous service commitments should be considered.
- Must attend learning day workshop held in July after being elected.

Duties of the Canteen Coordinator:

- To arrange for the purchase of the canteen supplies.
- To be responsible for inventory and make selling price recommendation.
- To arrange canteen at events and get committee members and or volunteers support when needed.
- To submit any revenue and receipts to the Activities treasurer, during or immediately following an event.
- To submit a written report, including financials and an inventory count, at regular monthly business meetings.
- To have excess supplies available for sale at the next ASC, when possible or needed.
- To forward any canteen information requiring upload on the CNA website to the Chairperson or delegated officer for vetting.
- To attend and participate in learning day workshop held in July and to hand over duties after elections.

SECTION VI

Requirements of the Convention Fundraising Coordinator:

- Have at least three (3) years continuous clean time.
- Be an active voting member of the committee for at least six (6) consecutive months.
- Have a working knowledge and understanding of the Twelve (12) Traditions, Twelve (12) Concepts of NA, A Guide to Local Services in NA, and Activities guidelines.
- Completion of previous service commitments should be considered.
- Must attend learning day workshop in July after being elected.

Duties of the Convention Fundraising Coordinator:

- To develop and submit convention fundraising plans, and follow committee approved budgets.

- To securely retain all revenue until submitted to the Activities Treasurer.
- To submit any revenue and receipts to the Activities treasurer, during or immediately following a fundraising event.
- To submit a written report, including financials, at regular monthly business meetings.
- To coordinate with the Program Coordinator to arrange for speakers/entertainment for fundraising events, when needed.
- To coordinate with the Registration Coordinator to arrange registration requirements for fundraising events, when needed.
- To coordinate with the Hospitality Coordinator to arrange for decorations for fundraising events, when needed.
- To coordinate with the Merchandise Coordinator to arrange for merchandise for fundraising events, when needed.
- To coordinate with the Canteen Coordinator to arrange for canteen services at events, when needed.
- To arrange other committee member support and volunteers, when needed.
- To be available to assist the chair in securing a facility for fundraising events.
- To forward any fundraising information requiring upload on the CNA website to the Chairperson or delegated officer for vetting.
- To attend and participate in learning day workshop to be held in July and to hand over duties after elections.

ARTICLE VII OTHER REQUIREMENTS AND RESTRICTIONS OF ACTIVITIES OFFICERS

SECTION I

Activities officers can serve no more than two (2) consecutive terms in any one office. A term is considered to be 12 months, and not less than 6 months. A period of time less than six (6) consecutive months is not considered a term.

SECTION II

A member can hold an executive position and one (1) non-executive position at the same time, when there is a lack of candidates, although it is preferred one position per member.

SECTION III

An activities committee member with at least one year continuous clean time who is not in a money-handling position may be appointed to handle funds up to a \$200.00 limit. This allows members to help with registration, canteen, merchandise, etc.

ARTICLE VIII REMOVAL OF OFFICERS

SECTION I

A service member may be removed from their position for non-compliance. A two-thirds (2/3) vote of voting members present is required for removal. Non-compliance includes, but is not limited to:

- Loss of abstinence (Automatic Removal).
- Non-fulfillment of the duties of their positions.
- Absence at two (2) consecutive regularly monthly business meetings of the Activities Committee without prior notification to the Chairperson of the Committee.

SECTION II

An officer of this Committee may resign by providing written notification to the Activities Chairperson one (1) month prior to the date such resignation takes effect.

SECTION III

In accordance with ASC guidelines Article V, the Activities chairperson may resign by providing written notification to the ASC chairperson one (1) month before the resignation takes effect.

ARTICLE IX **ACTIVITIES MEETINGS**

SECTION I

The regular monthly business meetings of the Activities Committee shall be held each month on the Saturday before the ASC meeting, unless otherwise directed by the Activities Committee.

SECTION II

The Chairperson of the Activities Committee may call special meetings. The purpose of the meeting shall be stated. No business other than that which is stated may be conducted. At least seven (7) days notice shall be given.

ARTICLE X **ELECTIONS**

SECTION I

Election for the Activities Chair is held at the October ASC meeting.

Elections for Vice-Chair, Treasurer, Secretary, Program Coordinator, Assistant Program Coordinator, Registration Coordinator, Assistant Registration Coordinator, Hospitality Coordinator, Assistant Hospitality Coordinator, Merchandise Coordinator, Canteen Coordinator, and Convention Fundraising Coordinator are held in June at the regular monthly business meeting.

SECTION II

Nominations will be held for the two (2) months before the election, at the April and May regular monthly business meetings.

SECTION III

Nominations are required to attend at their nomination and election date.

SECTION IV

Elected officers will take over their offices the month after elections in July. The outgoing officers and incoming officers will also attend the learning day workshop for the purpose of training and continuity.

ARTICLE XI AMENDMENT OF GUIDELINES

SECTION I

Amendment of guidelines require a two thirds (2/3) vote of all voting committee members. Members must be present at regular business meeting to cast their vote.

SECTION II

The proposed amendment must be submitted in motion form and seconded before it is considered by the committee.

SECTION III

Housekeeping amendments and additions of words to Article XVI Definitions may be made at any time with a simple majority vote.

ARTICLE XII FUND FLOW SYSTEM

SECTION I

The Activities Committee has adopted a prudent reserve (approved by the ASC) for its yearly operating budget. The approved prudent reserve total of \$3,900.00 is based on \$3,000.00 seed money for the annual Central Nova Area Convention of Narcotics Anonymous (CNACNA), and a \$900.00 replenishable amount for all other activities the committee may plan throughout the year.

SECTION II

One hundred percent (100%) over and above the prudent reserve shall be contributed to the Central Nova Area Service Committee during the monthly ASC meeting.

SECTION III

The only time funds will not be passed to the ASC is during the growth of an event (eg- CNACNA, CB camp out, etc.) where the planning, fundraising, registration, and financial responsibilities of the event are, by necessity, spread out over a period of months. In such cases, funds are withheld until the final fiscal accountability of the event is balanced through an event financial report.

ARTICLE XIII CONVENTION/EVENTS

SECTION I

Central Nova Area holds its annual convention in May, usually on the Victoria Day long weekend.

SECTION II

From time to time we have members who have volunteered to help at an event, either by sharing, chairing, helping with registration, working in the canteen etc. who are not planning on attending the event. These members are not expected to pay for attendance. In these instances, the member's name will be provided to the registration coordinator prior to the event.

SECTION III

7th Tradition or newcomer/hardship fund donations received at each event will be allocated where needed for that event. If not needed, they go into the fund flow system.

SECTION IV

All event-specific items the Activities Committee offers for sale at an event will be listed as a purchase option in that event's registration pamphlet, space permitting. Examples of event-specific items are ticketed items (banquet, brunch, comedian), and non-ticketed items with the event logo (t-shirts, hoodies). Inclusion on the event registration pamphlet allows for easy selection and payment options for the purchaser.

SECTION V

Pre-payment of convention items are by cash (in person), personal cheque, certified cheque, or money order (in person or via mail), or via email transfer. Onsite payment of convention items are by cash, certified cheque, money order, or (where available) via email transfer or debit/credit.

Payment plan installments are made in the following order: Registration, Banquet (if purchased), Brunch (if purchased), and any other ticketed item (if offered and if purchased). Payment plan installments should be made for the entire cost of the item, to ensure members receive their desired purchase, and that accurate numbers can be forwarded to the hotel catering staff.

Under no circumstances will ticketed items be sold to a registrant until their registration is paid in full. Non-ticketed items may be purchased independently of any other purchases or registration.

All items paid in full prior to the event are the property of the purchaser, and will be delivered to the purchaser upon registration check-in.

SECTION VI

If a member pays registration or any ticketed or non-ticketed item, but the member subsequently cannot attend the convention, a refund may be requested by the purchaser.

Registration payments cannot be refunded after the event's pre-registration cut-off date as stated on the convention's registration pamphlet.

Funds paid for meals (banquet, brunch) cannot be refunded after the meal cut-off date as stated on the convention's registration pamphlet.

If there are no stated pre-registration or meal cut-off dates, the refund cut-off date is 30 days prior to the event.

Non-ticketed items ordered and paid in full are the property of the purchaser, cannot be refunded, and will be delivered to the purchaser as soon as practicable. Non-ticketed items ordered but only partially paid for will be voided and a refund provided.

ARTICLE XIV OTHER ORGANIZATIONS

SECTION I

Sometimes we may be contacted by an outside organizations or groups to set up an information table or to host one of their own meetings at one of our events. These requests shall be considered on a case by case basis, and for each individual event.

SECTION II

Such requests must be voted on at the regular monthly business meeting for Activities.

SECTION III

Event registration requirements for non-NA attendees at full-day or multi-day events:

Item	Examples (using NARANON)	Register with NA?	Registration Requirements
Attending only to their information table or their own meetings.	NARANON member works their info table, or attends a NARANON meeting.	No	None.
Attending non-ticketed NA events such as auctions, clean time countdowns, or entertainment showcases.	NARANON member bids on NA t-shirt, sees spouse stand for their clean time, or enjoys NA musicians.	Yes	None.
Attending NA ticketed events such as banquets (includes the banquet speaker), brunches, and dances.	NARANON member eats at the banquet or brunch, or dances.	Yes	Full cost of ticketed events.
Attending other NA speakers, meetings, or workshops.	NARANON member attends the same way an NA member does. All event functions are open to them.	Yes	Full registration payment, plus full charges for ticketed events as applicable.

SECTION IV

Tradition six quotes "Cooperation with others is healthy for Narcotics Anonymous." "If our primary purpose becomes blurred by its relationship, it's time for us to step back and examine that relationship."

ARTICLE XV NEWCOMER/FINANCIAL HARDSHIP PACKAGE

- See Article XVI Definitions for the definitions of newcomer and financial hardship.
- We welcome any addict who needs a newcomer/financial hardship package.
- We will not harass any fellow addict by questioning their honesty or their need to request a newcomer/financial hardship package. If one is needed, one will be provided.

- The newcomer/financial hardship package applies to registration only and all activities that are included in that registration, eg- the supper and dance at New Year’s Eve or the Speaker Jam.
- The newcomer/financial hardship package does not include any part of a multi-day event requiring an extra fee (ticketed items) for example: a banquet, brunch, or dance.
- Under no circumstances will ticketed items be sold to a registrant until their registration is paid in full. Ticketed items may be held for a not-yet-paid registrant only until 30 days prior to the date of the ticketed item. If the registration and ticketed item(s) are not paid in full by then, the ticketed items will be released for general purchase, and any partial payments will be returned.
- No member will be turned away from any of our events; however, the member will be asked if they can afford part of the registration fee to help offset costs.
- If any concerns arise at the door during registration, at least one executive officer and one other officer will be contacted to resolve the situation in a quiet and respectful manner.

ARTICLE XVI DEFINITIONS

Cooperation - an act, or instance of working, or acting together for a common purpose or benefit, joint action. Eg. providing space to help carry the message.

Custodian: A person who has custody; keeper; guardian. A Person entrusted with maintaining property.

Endorsement: Approval or sanction.

Financial Hardship: Any member who cannot afford the registration to one of our events.

Housekeeping Amendment: An amendment to guidelines that affects format, font, spelling, grammar, etc., but does not change the intent of the guideline being amended.

NARANON: A 12-Step fellowship for relatives and friends who are concerned about the addiction or drug problem of another, or who may be affected by addiction from another.

Newcomer: Any member who has Ninety (90) days or less continuous clean time.

Parliamentarian: A person who is an expert in the formal rules and procedures of deliberative assemblies and other formal organizations.

Quorum: The numbers of members of a group or organization required to be present.

Guidelines approved by ASC: 29 March 2015
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 Amended:..... 26 September 2015
 Amended:..... 30 January 2016

Amended:..... 23 April 2016
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Amended:..... 27 November 2016
Amended:..... 26 February 2017
Amended:..... 26 March 2017
Amended:..... 29 April 2017
Amended:.....
Amended:.....
Amended:.....

End of Guidelines (Appendix 1 follows)

Coordination of Speaker Recording Sales

As applicable to Central Nova Area Activities and Literature Committees

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Section 1 Memorandum of Understanding

- 1.1 The mutual understanding of both the CNA Activities and Literature Committees concerning the responsibilities of each committee for the cooperative transfer of responsibility regarding speaker recordings is detailed in paragraph 1.3.
- 1.2 Following initials and dates being affixed, a copy of this document is retained by each committee.
- 1.3 By initialing below, each committee agrees:
 1. That the process of transferring responsibility for speaker sales from the Activities Committee to the Literature Committee, as detailed in Section 4, is the standard which each committee will follow;
 2. That this document was discussed in each committee, and each committee provided their approval; and,
 3. That each committee must approve any amendments.

By and for the Activities and Literature Committees:

Activities Chairperson: David C.

Initials

Date

Literature Chairperson: Dave B.

Initials

Date

Section 2 Definitions

- 2.1 Speaker recordings..... mp3 audio files of speakers, as recorded by Activities Committee.
- 2.2 Sales rep The Activities or Literature Committee member responsible for:
1. Conducting speaker recording sales;
 2. Tracking sales by keeping an accurate record of all sales;
 3. Security of mp3 files and all generated funds; and,
 4. Monthly reports to the applicable committee.
- 2.3....Master sales record A record which details all required information for accurate and timely service.

Section 3 Integrity

- 3.1 The sales rep will act with integrity when processing speaker sales by:
1. Accurately recording and safeguarding purchase information.
 2. Securing funds until submitted to the applicable committee treasurer.
 3. Delivering mp3 links as appropriate in a timely manner.
 4. Submitting a report at each regular committee meeting, including financials, whether there were any sales or not.
 5. Having the master sales record available for viewing at all regular committee meetings.
- 3.2 Under no circumstances will the Activities or Literature Committee sell speakers from non-CNA conventions and events.

Section 4 Transfer of Responsibility for Speaker Sales and Acquisition of Speaker mp3 Files from the Activities Committee

- 4.1 The transfer of responsibility process is detailed in Annex A: Transfer and Acquisition Form, which is found at the end of this document.
- 4.2 Annex A itemizes those things that are transferred, such as:
1. A printout of master sales record, complete and up-to-date. No funds are transferred between committees. All funds received by the Activities Committee will be submitted to the Activities treasurer prior to the Literature Committee accepting transfer of responsibility.
 2. MP3 recordings of each speaker, with the total amount of speakers indicated. If on a USB stick, the stick will be returned once copied by the Literature Committee.

- 3. All Speaker Copyright Release Forms applicable to the convention/event.
- 4.3 The Activities Committee will email the master sales record computer file to the sales rep no later than seven days following transfer of responsibility.
- 4.4 Upon transfer of responsibility, the Activities Committee will cease to conduct sales of the above named convention's speaker recordings, and will direct any inquiries to the Literature Committee.

Section 5 Approval and Revision Dates

Draft approved by Activities:06 August 2016
 Draft approved by Literature:07 August 2016
 Approved by Central Nova ASC:25 September 2016
 Amended:.....28 April 2017
 Amended:.....
 Amended:.....

Approval: Act: *David C.* Lit: *Dave B.*
 Approval: Act _____ Lit _____
 Approval: Act _____ Lit _____

Transfer and Acquisition Form

NOTE: *Print two copies when using this form.*

By signing below:

1. The Central Nova Area Activities Committee transfers responsibility for speaker sales to the CNA Literature Committee; and,
2. The Literature Committee acquires the master sales record and speaker recordings (as indicated by initialing for receipt).

Received from the Activities Committee the following items regarding speaker recordings from:

_____ held _____ in _____
Convention or Event Date City

Quantity	Item	Lit Initials for receipt
1.....	Printout of master sales record (complete and up-to-date, with all previously received funds having been submitted to the Activities treasurer. No funds are transferred)	_____
1	MP3 recordings of each speaker: amount of _____ in total (if on a USB stick, return stick once copied).....	_____
varies	Speaker Copyright Release Forms: amount of _____ in total	_____

General

1. The Activities Committee will email the master sales record computer file to the Literature Committee representative no later than seven days following transfer of responsibility.
2. Upon transfer of responsibility, the Activities Committee will cease to conduct sales of the above named convention's speaker recordings, and will direct any inquiries to the Literature Committee.

By and for the Activities and Literature Committees:

_____	_____	_____
Print name (Activities)	Signature	Date
_____	_____	_____
Print name (Literature)	Signature	Date

Copies: Activities Committee (1), Literature Committee (1)