

# Procedural Guidelines

Central Nova Area  
of Narcotics Anonymous

[www.centralnovaarea.ca](http://www.centralnovaarea.ca)

## *Literature Committee*

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### Concept One

*To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.*

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**NOTE**

The latest revision date shown  
supersedes all previous revision dates.

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## **CNA Procedural Guidelines - Literature Committee**

### **Table of Changes**

Date	Article and Page Number	Changes or Additions
31 May 2015	All	Draft revision approved by Literature Committee.
23 Aug 2015	All	Approved as amended by CNA ASC.
27 Sep 2015	XV pg 13	Add new subpara 1 to para 15.5.
27 Sep 2015	XV pp 14, 15	Add paras 15.9 and 15.10.
25 Oct 2015	XVI pp 15, 16	Add Art XVI Literature Exchange.
25 Oct 2015	XVII pg 16	Add Art XVII Infinity Medallions.
25 Oct 2015	XIV pg 13	Amend para 14.2 subpara 5.
29 Nov 2015	XX pg 20	Add NAWS definition.
29 Nov 2015	XVIII pp 18, 19	Add Art XVIII Literature Printing.
29 Nov 2015	All	Add in-document hyperlinks to/from the Table of Contents.
29 Nov 2015	X pp 11, 12	Add para 10.3.
29 Nov 2015	XIV pp 12, 13	Delete para 14.2 subparas 1 and 3 to 6. Amend para 14.3.
28 Feb 2016	X pp 11, 12	Amend para 10.3.
07 Aug 2016	XVI pp 16, 17	Amend paras 16.2 thru 16.5. Delete para 16.3 table.
25 Sep 2016	XVIII pp 17-19	Add Art XVIII Speaker Recording Sales.
25 Sep 2016	Appendix 1 pp 22-25	Add as Appendix 1 "Coordination of Speaker recording Sales"
26 Feb 2017	VI pg 8	Amend para 6.3 subpara 1.2
26 Mar 2017	II, V pp 5, 9	Add Alternate Treasurer
26 Mar 2017	X pg 13	Add conversion factor
28 May 2017	VI pg 9	Add Area mail box key holder duty

(Uncontrolled document once printed. Refer to [www.centralnovaarea.ca](http://www.centralnovaarea.ca) for latest Revision Date of these Guidelines)

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## **Literature Committee Vision Statement**

Written by members, our literature offers identification and a message of hope to the still-suffering addict. Recovery literature is an invaluable source of help for members, potential members, and those who want to help addicts.

The Literature Committee shall arrange and coordinate literature functions to encourage fellowship and help carry the message of recovery.

All tasks and roles shall be consistent with the spiritual principles of recovery. Honesty, trust, and goodwill are the foundation of our service efforts.

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### **ARTICLE I Purpose**

- 1.1 The purpose of these guidelines is to define the process and responsibilities for arranging and coordinating literature functions in Central Nova Area of Narcotics Anonymous.

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### **ARTICLE II Literature Committee Members**

- 2.1 The Literature Committee consists of Literature Officers, and other committee members.
- 2.2 The five Literature Officers are:
  1. Chairperson;
  2. Vice-Chairperson;
  3. Treasurer;
  4. Alternate Treasurer; and,
  5. Secretary.

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### **ARTICLE III Voting Policy**

- 3.1 All members of Literature who attend two (2) consecutive regular monthly business meetings will be considered voting members (one vote per member). Vote is established at the second meeting.

- 3.2 The Chairperson has no vote, except in the event of a tie vote, wherein he shall cast the deciding vote.
- 3.3 Members who miss two (2) consecutive regular monthly business meetings without prior notification to any Literature Officer will have their voting privileges suspended. Those members residing 100 kms or more away are exempt.
- 3.4 Voting privileges will be re-established when member attends two (2) regular monthly business meetings in a row. Vote is established at the second meeting.
- 3.5 Committee members with voting privileges are identified by the Secretary via roll call and record of attendance at previous committee meetings.

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## ARTICLE IV     **Procedures**

- 4.1 The standing rules of the Literature Committee shall be:
  1. The 12 Traditions and 12 Concepts of NA;
  2. The Handbook for Narcotics Anonymous Literature Committee;
  3. WSLC Standing Rules of Order;
  4. A Guide to Local Service in NA;
  5. Central Nova Area Guidelines; and,
  6. These guidelines, as adopted, and amended as required. Guidelines with the latest date on page 2 take precedence. Refer to [www.centralnovaarea.ca](http://www.centralnovaarea.ca) for the latest Revision Date of these Guidelines.
- 4.2 Fifty percent (50%) of voting members, and at least one executive committee officer, must be present to constitute a quorum.
- 4.3 If a quorum is not present, no business shall be conducted except for:
  1. Filling of literature orders;
  2. Inventory verification counts; and,
  3. Preparation of Literature report for submission to the ASC.
- 4.4 Motions brought to the Literature Committee's attention must be legibly printed:
  1. In order for it to be understood by all; and,
  2. So it can be transcribed (if required) for the Literature Committee archives.

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## ARTICLE V      **Elections**

- 5.1 Nominations for all Literature Officers, and elections for all but the Literature Chairperson, are held at the September Literature Committee meeting. Nominees are required to attend their nomination and election meetings.
- 5.2 Election for the Literature Chairperson is held at the October ASC meeting.
- 5.3 Elected officers will take over their offices the month after elections.

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## ARTICLE VI      **Requirements and Duties of Literature Committee Officers**

### 6.1 **Chairperson**

#### 1. **Requirements of the Chairperson:**

- 1.1 Willingness, time, and resources to serve a one-year commitment;
- 1.2 Have at least two (2) years continuous clean time;
- 1.3 Be an active voting member of the committee for at least three (3) consecutive months;
- 1.4 Have a working knowledge and understanding of the 12 Traditions and 12 Concepts of NA, Central Nova Area guidelines, and the Literature Committee guidelines (this document);
- 1.5 Completion of previous service commitments should be considered; and,
- 1.6 Willingness to resign all other elected positions at the Area level of service. See Article XXI for definition of elected positions at the Area level of service.

#### 2. **Duties of the Chairperson:**

- 2.1 To arrange an agenda in cooperation with the Literature Committee, and preside over the monthly meeting, ensuring adherence to rules of procedure stated in Article IV, conducting the meeting with a firm, understanding hand;
- 2.2 To declare the meeting adjourned when Literature Committee votes to adjourn, or in the case of an emergency;
- 2.3 To recognize Literature members who are entitled to the floor;
- 2.4 To cast the deciding vote in the event of a tie;
- 2.5 To attend and submit a report to Area each month an Area Service meeting is held;
- 2.6 To be a signing authority for Literature bank account;
- 2.7 To act as Literature Distribution person on behalf of the Literature Committee



- and to appoint when necessary a Committee member to handle this task;
- 2.8 To act as liaison between ASC, RSC, and WSLC, when required;
- 2.9 To monitor the Gmail account and act upon communications activity;
- 2.10 To ensure Literature documentation on the CNA website are up-to-date; and,
- 2.11 To assume the responsibilities and duties of any unfilled Article VI Officer positions until such time as those positions are filled.

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## 6.2 Vice Chairperson

### 1. Requirements of the Vice Chairperson:

- 1.1 Willingness, time, and resources to serve a one-year commitment;
- 1.2 Have at least one (1) year continuous clean time;
- 1.3 Be an active voting member of the committee for at least three (3) consecutive months;
- 1.4 Have a working knowledge and understanding of the 12 Traditions and 12 Concepts of NA, Central Nova Area guidelines, and the Literature Committee guidelines (this document); and,
- 1.5 Completion of previous service commitments should be considered.

### 2. Duties of the Vice Chairperson:

- 2.1 To assist the Literature Chairperson in their duties;
- 2.2 To assume the responsibilities of the Literature Chairperson in the event of the Chairperson being absent, ill, or away;
- 2.3 To be a signing authority on the Literature bank account;
- 2.4 To be the parliamentarian at the Literature table; and,
- 2.5 To coordinate all Subcommittees of the Literature Committee in the spirit of cooperation.

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## 6.3 Treasurer

### 1. Requirements of the Treasurer:

- 1.1 Willingness, time, and resources to serve a one-year commitment;
- 1.2 Have at least three (3) years continuous clean time;
- 1.3 Be an active voting member of the committee for at least three (3) consecutive months;
- 1.4 Have a working knowledge and understanding of the 12 Traditions and 12 Concepts of NA, Central Nova Area guidelines, and the Literature Committee guidelines (this document); and,
- 1.5 Completion of previous service commitments should be considered.

## **2. Duties of the Treasurer:**

- 2.1 To be a signing authority on the Literature bank account;
- 2.2 To be custodian of the Literature Committee funds;
- 2.3 To submit a written report of contributions and expenditures at every regular Literature Committee meeting;
- 2.4 To keep track of inventory, prepare and send Literature Orders to NAWS for inventory restocking as required;
- 2.5 To make an annual report of contributions and expenditures at the end of each service year (month prior to Area Elections); and,
- 2.6 To be a holder of a key to the Area mail box.

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## **6.4 Alternate Treasurer**

### **1. Requirements of the Alternate Treasurer:**

- 1.1 Willingness, time, and resources to serve a one-year commitment;
- 1.2 Have at least two (2) years continuous clean time;
- 1.3 Be an active voting member of the committee for at least three (3) consecutive months;
- 1.4 Have a working knowledge and understanding of the 12 Traditions and 12 Concepts of NA, Central Nova Area guidelines, and the Literature Committee guidelines (this document); and,
- 1.5 Completion of previous service commitments should be considered.

### **2. Duties of the Alternate Treasurer:**

- 2.1 To be a signing authority on the Literature bank account;
- 2.2 To work closely with and assist Literature Treasurer with all treasurer related duties, especially Article X Fund Flow System and Article XV Order Processing. See duties of Treasurer.

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## **6.5 Secretary**

### **1. Requirements of the Secretary:**

- 1.1 Willingness, time, and resources to serve a one-year commitment;
- 1.2 Have at least six (6) months continuous clean time;
- 1.3 Be an active voting member of the committee for at least three (3) consecutive months;

- 1.4 Have a working knowledge and understanding of the 12 Traditions and 12 Concepts of NA, Central Nova Area guidelines, and the Literature Committee guidelines (this document); and,
- 1.5 Completion of previous service commitments should be considered.

**2. Duties of the Secretary:**

- 2.1 To call the Literature Committee meeting to order, in the absence of the Chairperson and Vice-Chairperson, and preside until a temporary Chairperson is appointed;
- 2.2 To keep accurate minutes of each Literature Committee meeting;
- 2.3 To maintain Literature Files and Archives;
- 2.4 To keep track of and update the Literature Committee Membership list;
- 2.5 To keep track of Literature Committee member attendance for voting purposes;
- 2.6 To distribute copies of the minutes to each Literature Committee member within ten days of the past meeting;
- 2.7 To forward copies of that term's Literature Committee minutes (October to September) to the Central Nova Area Archivist after September's Literature Committee meeting; and,
- 2.8 To have copies of Literature Guidelines available for new or other members.

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## **ARTICLE VII Other Requirements and Restrictions of Literature Officers and Members**

- 7.1 Literature Officers should serve no more than two (2) consecutive terms in any one office. A term is considered to be greater than six (6) months up to 12 months. A period less than six (6) consecutive months is not considered a term.
- 7.2 Clean time may be waived by a 2/3 majority of voting members present, following careful consideration of the associated risks to the member, and to CNA as a whole.
- 7.3 All Literature Committee members are responsible to:
  1. Allow full participation by all Literature Committee members;
  2. Observe the spiritual principles of the NA program by respecting other Literature Committee members and observers; and,
  3. Remain for the full meeting of the Literature Committee.

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## **ARTICLE VIII Removal of Officers**

- 8.1 Any Literature Officer may be removed from their position for noncompliance. A two-thirds (2/3) majority of voting members present is required for removal, except in the case of loss of abstinence.
- 8.2 Noncompliance includes, but is not limited to:
1. Loss of abstinence (automatic removal);
  2. Non-fulfillment of the duties of their positions; and,
  3. Absence at two (2) consecutive regularly monthly business meetings of the Literature Committee without prior notification to any Literature Committee Officer.
- 8.3 Literature Officers may resign by providing written notification to the Literature Chairperson one (1) month prior to the date such resignation takes effect.
- 8.4 If the Literature Officer resigning is a signing officer of the Literature Committee bank account, they must provide a letter stating they wish to have their name removed from the bank account.

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## **ARTICLE IX Literature Committee Meetings**

- 9.1 The regular monthly business meetings of the Literature Committee are held on the same day as the Area Service Committee meeting, unless otherwise directed by the Literature Committee.
- 9.2 Special meetings may be called by the Chairperson or any other voting member.
1. The purpose of the meeting shall be stated;
  2. No business other than that which is stated may be conducted; and,
  3. At least seven (7) days notice shall be provided, unless exceptional circumstances dictate otherwise. Those exceptional circumstances shall also be stated in the special meeting request.

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## **ARTICLE X Fund Flow System**

- 10.1 The Literature Committee will adopt a prudent reserve, as approved by the ASC. The prudent reserve will be based on a 3 month inventory plus sufficient funds to place a NAWS order and conduct business.

10.2 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.

10.3 A pricing matrix (mathematical formula) is used to calculate selling prices of all literature stock.

1. The matrix takes into consideration various factors, such as the price NAWS charges, shipping/handling/postage, conversion rate of Canadian to US dollars, the cost of processing the order (eg- money orders), and imparts a small profit when sold. Any profit is applied to the functioning costs of the Literature Committee, with the excess forwarded in accordance with para 10.2.
2. The matrix varies in its profit calculations, ensuring that some items of special importance to recovery are sold at a lower cost to the buyer.
4. The formulation of the matrix is:  $(A - B + C + D) \times E + F = G$ .

Where A = NAWS list price in US dollars (USD);  
B = Order volume discount (if applicable) (USD);  
C = Shipping & handling costs (USD);  
D = Taxes (USD);  
E = Conversion rate of Canadian to US dollars;  
F = A small profit to help offset disastrous changes in exchange rates, and help Central Nova Area with its operating costs; and,  
G = Price the Literature Committee charges in Canadian dollars.

4. Eg: The pricing formula for a \$16.50 Basic Text would be:

A	B	C	D	
US\$11.55	- US\$0.69	+ US\$0.82	+ US\$1.74	= US\$13.42 (with volume discount)
US\$11.55	- US\$0.00	+ US\$0.87	+ US\$1.89	= US\$14.31 (no volume discount)
	E	F	G	
US\$13.42	= CA\$16.10	+ CA\$0.40	= CA\$16.50	(with volume discount)
US\$14.31	= CA\$17.17	+ CA\$0.00	= CA\$17.17	(\$0.67 loss with no volume discount)

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## ARTICLE XI **Literature Committee Newsletter**

11.1 The Literature Committee will set up a subcommittee under the Literature Committee to fulfill the duties of the Area Newsletter, subject to paragraph 11.2.

11.2 The Newsletter shall only go out to the Fellowship on a regular basis as long as there are members of the Newsletter Committee to serve to put out the Newsletter.

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## ARTICLE XII Literature Review and Input

- 12.1 Literature reviews and input will be conducted following NAWS procedures.
- 12.2 The Literature Committee will set up and announce special workshops for Literature Review, whenever draft literature is available from NAWS.
- 12.3 The Vice Chairperson shall conduct such workshops, or appoint a member of the committee.

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## ARTICLE XIII Starter Package

- 13.1 The Literature Committee will have one (1) Starter Package on hand at all times. As one Starter Package is sold, another one will be assembled. Ten (10) of the latest CNA meeting lists are included when the Starter Package is provided, ensuring the most up-to-date meeting info for the new group.

- 13.2 A sample Starter Package might consist of:

Item	Description	Qty
1101	Basic Text	1
1112	Just For Today	1
1500	NA White Booklet	3
1600	The Group Booklet	1
9130	Group Readings (set of 7)	1
2202	Group Business Meetings	1
2203	Group Trusted Servants: Roles and Responsibilities	1
2204	Disruptive and Violent Behavior	1
2205	NA Groups and Medication	1
2206	Principles and Leadership in NA Service	1
2207	Social Media and Our Guiding Principles	1
3101	IP #1 Who, What, How, and Why	5
3102	IP #2 The Group	5
3105	IP #5 Another Look	5
3106	IP #6 Recovery and Relapse	5
3107	IP #7 Am I an Addict?	5
3108	IP #8 Just For Today	5
3109	IP #9 Living the Program	5
3111	IP #11 Sponsorship	5
3112	IP #12 The Triangle of Self-Obsession	5

3113	IP #13 By Young Addicts, For Young Addicts	5
3114	IP #14 One Addict's Experience with Acceptance, Faith, and Commitment	5
3115	IP #15 PI and the NA Member	5
3116	IP #16 For the Newcomer	5
3117	IP #17 For Those in Treatment	5
3119	IP #19 Self-Acceptance	5
3120	IP #20 Hospitals and Institutions Service and the NA Member	5
3121	IP #21 The Loner - Staying Clean in Isolation	5
3122	IP #22 Welcome to Narcotics Anonymous	5
3123	IP #23 Staying Clean on the Outside	5
3124	IP #24 Money Matters: Self-Support in NA	5
3126	IP #26 Accessibility for Those with Additional Needs	5
3127	IP #27 For the Parents or Guardians of Young People in NA	5
3128	IP #28 Funding NA Services	5
3129	IP #29 An Introduction to NA Meetings	5
2110	Group Treasurer's Workbook	1
4100	Key Tag – Welcome	10
4101	Key Tag - 30 Days	10
4102	Key Tag - 60 Days	10
4103	Key Tag - 90 Days	5
4104	Key Tag - 6 Months	5
4105	Key Tag - 9 Months	5
4106	Key Tag - 1 Year	5
4107	Key Tag - 18 Months	5
4108	Key Tag - Multiple Years	5
	Central Nova Area Meeting List	10

13.3 Contents of the Starter Package may vary due to availability of items.

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## ARTICLE XIV CNA Meeting List

14.1 The CNA Meeting List is a pamphlet that details each group's name and meeting location, date, time-of-day, and other information the reader may find helpful.

14.2 The Literature Committee is responsible for printing an appropriate number of meeting lists for dissemination at each ASC meeting.

14.3 Due to the possibility of changes being made after the meeting list is printed, the most accurate CNA meeting list would be the one posted to the CNA website:

[www.centralnovaarea.ca](http://www.centralnovaarea.ca).

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## ARTICLE XV **Order Processing**

- 15.1 Order processing begins with the order maker making and submitting a literature order.
- 15.2 There are three types of literature orders:
1. Orders containing payment (from an NA group or individual member, or a Subcommittee other than Public Relations);
  2. Orders not containing payment (from Outside Agencies via the Public Relations Subcommittee); and,
  3. Orders for literature stock replenishment (made and submitted to NAWS by the Literature Committee Treasurer).
- 15.3 Upon receiving orders pursuant to paragraphs 15.1 or 15.2, the Literature Committee will ascertain the legibility of the order, confirming with the order maker if required, and will keep the enclosed payment secure.
- 15.4 Three committee members are required for order processing:
1. One member selects the ordered items (the Selector);
  2. A second member double checks the order (the Double Checker); and,
  3. The treasurer, or another committee member, fills out the order invoice (the Invoice Maker).
- 15.5 The Selector:
1. Ensures the correct order form is used. If an out-dated order form is submitted, the selector provides the applicable order-maker with the correct order form. Order processing halts for that order-maker until the correct order form is submitted;
  2. Selects the first item on the order form;
  3. Paying close attention to the amount ordered, places the total amount of that item aside, and places a checkmark beside that item on the order form;
  4. Selects the next item, and repeats paragraph 3;
  5. When the last item has been checked off, places their initials on the upper-right corner of the order form;
  6. Places each filled order, accompanied by its payment, where a second committee member can double check it, informing them of the double checking requirement; and,



7. Selects the next order, and repeats paragraphs 1 through 6 until all orders are filled.
- 15.6 The Double Checker:
1. Paying close attention to the amounts of each item ordered, places a checkmark beside each item on the order form if the ordered amount is present;
  2. If the ordered amount is not present, add or delete to make the ordered amount;
  3. When the last item has been checked off, places their initials on the upper-right corner of the order form;
  4. Places the double checked and double initialed order, accompanied by its payment, on the treasurer's table for invoicing; and,
  5. Selects the next filled order, and repeats paragraphs 1 through 4 until all orders are double checked.
- 15.7 The Invoice Maker:
1. Writes up the invoice, ensuring details of the double checked (completed) order are captured on the invoice, including method of payment (eg- cheque number, cash tendered and change returned);
  2. Places the original invoice with the completed order and retains the carbon copy;
  3. Retains the accompanying payment for forwarding to the Literature Treasurer;
  4. Retains the original order form for inventory restocking purposes, and places a blank order form with the completed order;
  5. Places the completed order in a bag, labels the bag with the order maker's name, and places the bag where the order maker can access it; and,
  6. Selects the next double checked order, and repeats paragraphs 1 through 5 until all orders are processed.
- 15.8 Orders for literature stock replenishment are made and submitted to NAWS by the Literature Committee Treasurer on an as-required basis following perusal of each month's literature sales.
- 15.9 Terms of payment are those in effect for product sales as of the purchase invoice date. Two payment types are currently in force. Each requires the cash, cheque, money order, or bank draft of the full amount of the order.
1. Payment due upon delivery, in which the purchaser provides full payment on the invoice date; and,
  2. Payment due deferred, in which the purchaser provides full payment prior to the end of the calendar month following the invoice date. Payment due deferred is reserved solely for Government, Institutional, or Health Care Provider purchasers.
- 15.10 Every invoice will state the applicable terms of payment, and whether paid in full.

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## ARTICLE XVI **Literature Exchange**

- 16.1 Should a group find itself in possession of a lot of literature (eg- purchased 12 Living Clean in anticipation of using it in their meetings, but do not become a “Living Clean” study group), the Literature Committee may be able to exchange a quantity of that literature.
- 16.2 In all cases the exchanged literature must be in saleable condition, which means:
1. No rips or tears;
  2. No markings of any kind. Eg- group name, price in ink (pencil might be okay, if it can be erased), coffee stains, greasy fingerprints on books, nicks or gouges on bronze medallions, etc.; and,
  3. Literature sold in a protective wrapping (eg- gift/commemorative editions) must have intact wrapping.
- 16.3 Books and bronze medallions are the only items that may be exchanged.
- 16.4 Exchange will only be for credit against that group’s literature orders. At no time will cash be reimbursed.
- 16.5 An in-stock medallion purchased or supplied in error may be exchanged one-for-one for the proper medallion (eg- ordered a XVI medallion, but was given a XIV in error).

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## ARTICLE XVII **Infinity Medallions**

- 17.1 An infinity medallion is a bronze medallion (NAWS item 4399) containing the infinity symbol “∞” instead of a number. It is provided to the surviving family of any deceased NA member in recognition of that member’s value to the NA fellowship, and symbolizes that the member will stay clean for infinity.
- 17.2 It is purchased by the Literature Committee using its own funds, and will be given directly to the family (for funerals/memorials held near HRM), or forwarded through an intermediary to the family (for funerals/memorials held away).
- 17.3 Upon receipt of infinity medallions from NAWS, they will be retained in general inventory, with four distributed (in a protective ziplock bag) to the literature committee officers (Chairperson, Vice-Chairperson, Secretary, Treasurer). This

allows for immediate use, if necessary, without delays caused by locked-up inventory storage.

- 17.4 Infinity medallions may also be purchased by individual members. They are available in bronze, stainless steel laser-etched, and in nine tri-plate colours.

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## ARTICLE XVIII **Speaker Recording Sales**

- 18.1 The CNA Activities Committee records all speakers at each Central Nova Area Convention of Narcotics Anonymous (CNACNA), as well as speakers from other CNA events such as Speaker Jam, Fall into Recovery, etc. Sales of these speaker recordings helps to offset costs associated with operating the CNACNA.
- 18.2 Until the final financial accounting of each CNACNA is completed and accepted by the ASC (one to two months after each convention), the Activities Committee is the only provider of speaker recordings for that particular convention. Once the ASC accepts the convention financial report, the Activities Committee transfers responsibility to the Literature Committee.
- 18.3 The process for accepting responsibility is detailed in the document “Coordination of Speaker Recording Sales.” In brief, it states:
1. The Activities Committee provides the Literature Committee with all speaker recording files in mp3 format, as well as the associated master sales record.
  2. The Literature Committee will securely store the files, ready for forwarding to the purchaser. Back-up copies will be held on a USB thumb drive and Google drive.
  3. A master sales record is compiled, detailing all information required for accurate service.
- 18.4 The sales process is detailed in the document “Speaker Recording Sales by the Literature Committee.” In brief, it states:
1. The purchaser informs the Literature Committee of their desire, either via email, casual conversation at a meeting place, or walk-in at the Literature Committee meeting.
  2. The following info is recorded for each individual purchaser:
    - 2.1 Purchaser’s name and email address;
    - 2.2 Which speakers are requested;
    - 2.3 Payment type, amount, and receipt number; and,
    - 2.4 Purchase date.
  3. A link is emailed to the purchaser, which allows them to download their purchase from Google drive.

4. The master sales record is updated.
  5. An email is sent to the purchaser to thank them for their purchase and to ascertain if there were any problems regarding it.
- 18.5 The sales rep will act with integrity when processing speaker sales by:
1. Monitoring **speakersalescnana@gmail.com** on a regular basis;
  2. Accurately recording and safeguarding purchase information.
  3. Securing funds until submitted to the Literature treasurer.
  4. Delivering mp3 links as appropriate in a timely manner.
  5. Submitting a report at each regular Literature Committee meeting, including financials, whether there were any sales or not.
  6. Having the master sales record available for viewing at all regular committee meetings.
  7. Under no circumstances will the Literature Committee sell speakers from non-CNA conventions and events.
- 18.6 The committee member acting as the sales rep will submit a report at each regular Literature Committee meeting, including financials, whether or not there were any sales.

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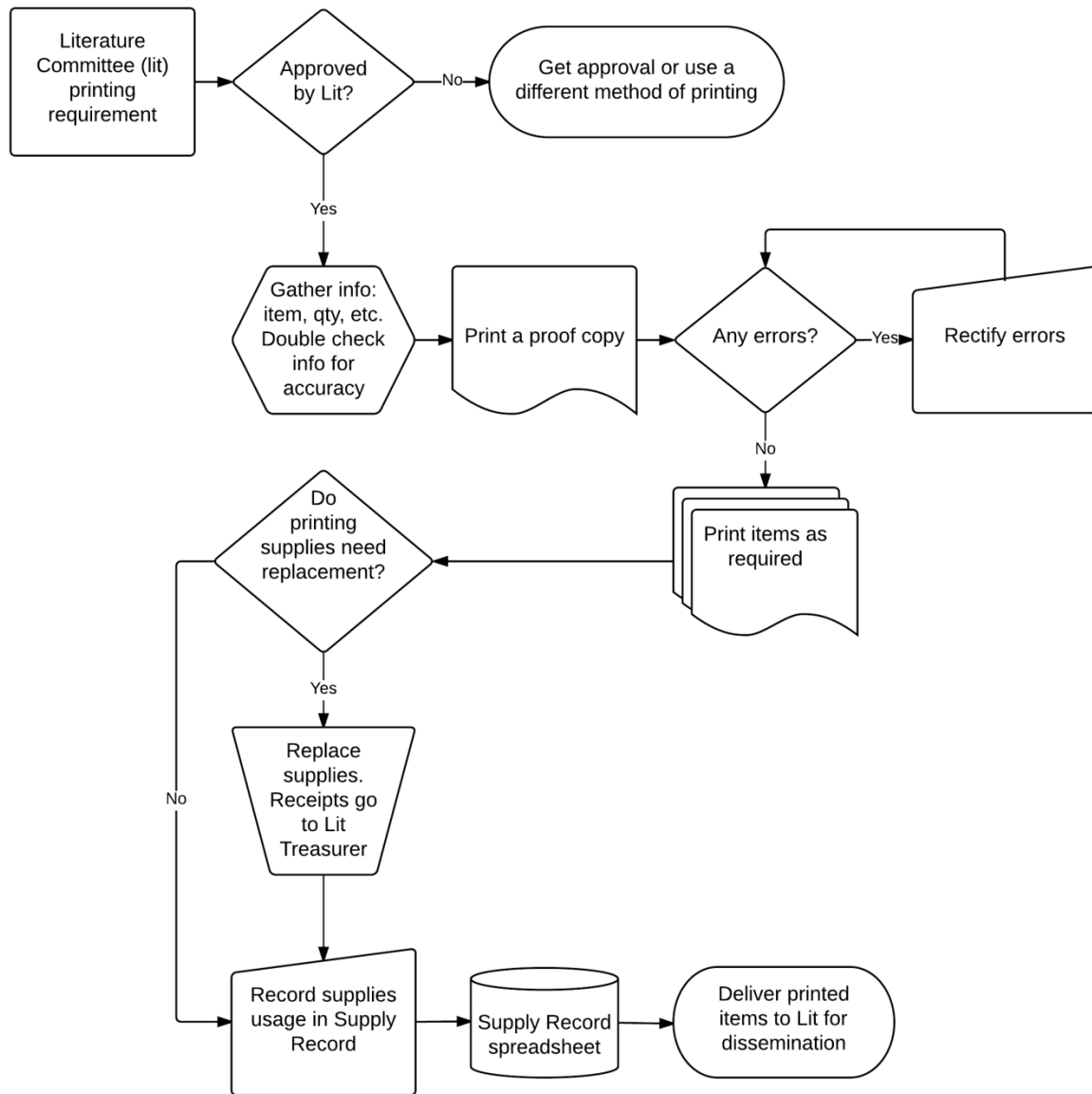
## ARTICLE XIX **Literature Printing Policy**

- 19.1 The sale of NA literature is one of the ways NAWS helps pay its operating costs, and carries its message in our Area and around the world – as stated in its Vision Statement: “Every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life.” As a generator of funds for NAWS, the CNA Literature Committee will not print NAWS-produced literature, except in exceptional circumstances.
- 19.2 The Literature Committee prints the following literature for use by CNA groups:
1. CNA meeting lists;
  2. Literature order forms;
  3. Recovery anniversary greeting cards; and,
  4. Area Newsletter in accordance with Article XI.
- 19.3 The Literature Committee prints the following literature for its own use, including literature workshops:
1. Literature Committee minutes and reports;
  2. Literature Committee guidelines;
  3. Literature Committee Handbook (Revised 4/91);
  4. Area and other committee’s guidelines and minutes; and,
  5. Any literature workshop requirements.

19.4 Printing of the above items:

1. Is performed efficiently and effectively, so items are available to CNA groups when required; and,
2. Is strictly controlled and recorded, to ensure that NA funds are managed responsibly to further our primary purpose.

19.5 The Literature Committee printing requirements follow the flowchart shown as Figure 1, below:



**Figure 1** – Literature Committee Printing Flowchart

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## ARTICLE XX **Guideline Amendments**

- 20.1 Guideline amendments require a two thirds (2/3) vote of all voting committee members, with the exception of amendments made under paragraphs 20.4 and 20.5. Members must be present at the Literature Committee meeting to cast their vote.
- 20.2 To ensure clarity, proposed amendments must be legibly written for Literature Committee consideration. Proposed amendments may be submitted via motion forms, or in any other way in which the specifics of the amendment, its intent, and any financial impact are clearly stated.
- 20.3 Upon acceptance of the amendment by the Literature Committee, the amendment will be submitted for ASC approval, with the exception of amendments made under paragraphs 20.4 and 20.5.
- 20.4 Housekeeping amendments require a simple majority. See Article XXI for housekeeping definition.
- 20.5 Additions of words to Article XXI Definitions may be made at any time with a simple majority vote.

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## ARTICLE XXI **Definitions**

- 21.1 **Parliamentarian:** A person who is an expert in the formal rules and procedures of deliberative assemblies and other formal organizations.
- 21.2 **Quorum:** The numbers of members of a group or organization required to be present in order to conduct business.
- 21.3 **Housekeeping Amendment:** An amendment to guidelines that affects format, font, grammar, etc., but does not change the intent of the guideline being amended.
- 21.4 **Elected positions at the Area level of service:** A GSR or any Area position elected by GSR vote (eg- members of the Executive and Subcommittee Chairpersons as stated in Central Nova Area Guidelines Article I - Area Service Committee Members). This does not apply to elected positions within a subcommittee, examples of which are Activities Program Coordinator, Literature Treasurer, and PR H&I Panel Leader.
- 21.5 **NAWS:** Abbreviation of the legal name of Narcotics Anonymous World Services, Inc.

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**End of guidelines** (Appendix 1 follows)

Appendix 1  
to the Procedural Guidelines of the Central Nova Area Literature Committee

# 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.



- 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:.....  
Amended:.....  
Amended:.....

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Annex A  
to Coordination of Speaker Recording Sales

## 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).....	_____

**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)