

Policy & Procedures Guidelines

Central Nova Area of Narcotics Anonymous

www.centralnovaarea.ca

Area Service 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.*

Part 1 Document Identification

This document “Area Service Committee Guidelines” contains 21 pages

Revision Dates:

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Amendment 01: October 1998
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Amendment 08: June 2016
Amendment 09: 25 June 2017
Amendment 10: 29 September 2021
Amendment 11: 24 September 2023
Amendment 12:
Amendment 13:
Amendment 14:
Amendment 15:

NOTE

The latest revision date shown
supersedes all previous revision dates.
Uncontrolled document once printed.
Refer to www.centralnovaarea.ca
for latest Revision Date of these
Guidelines.

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Table of Changes

Date	Article and Page Number	Changes or Additions
Oct 1998	All	Approved as amended by CNA ASC
Sep 2005	unknown	Amended by CNA ASC
Jan 2006	unknown	Amended by CNA ASC
Feb 2006	unknown	Amended by CNA ASC
Jan 2009	unknown	Amended by CNA ASC
Jan 2015	unknown	Amended by CNA ASC
29 Mar 2015	Art XII, pg 9	Subcommittee/ASC executive motion seconder not required
Jul 2016	Art III, pg 5	Added duty of H&I Coord to contact Corrections
25 Jun 2017	All	Format changes throughout
29 Sep 2021	All	Revised article numbering from roman numerals to Arabic
29 Sep 2021	Art 2, pp 3, 4	Deleted voting policy. Added consensus-based decision-making. Article retitled CBDM & Voting Policy
29 Sep 2021	Art 7, pg 10	Clarified election process with 2 or more candidates
29 Sep 2021	Art 8, pg 11	Deleted Robert's Rules. Added CBDM
29 Sep 2021	Art 9, pp 11, 12	Added new Article: Seating New Groups in Central Nova Area
29 Sep 2021	Art 13, pg 13	Added CBDM
24 Sep 2023	All	Format revision by Area Ad-Hoc Committee on Guidelines

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Area Service Committee Vision Statement

The Central Nova Area Service Committee shall support Narcotics Anonymous groups in the Central Nova Area in fulfilling their primary purpose, providing a forum for them to meet and discuss issues, to help groups address their unique needs and situations, and to encourage the growth of our fellowship.

Through its subcommittees, the Area Service Committee shall arrange and coordinate activities, literature, and public relations functions, encouraging fellowship, and helping NA gain universal recognition and respect as a viable program of recovery.

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

Part 2 Document Administration

Article 1 Purpose

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

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Article 2 Definitions

- 2.1 CNA: Abbreviation of Central Nova Area of Narcotics Anonymous, the geographical area that provides NA services for members and the public (via PR), encompassing all of Nova Scotia (except for the Annapolis Valley).
- 2.2 ASC: Abbreviation of Area Service Committee, comprised of CNA groups and officers.
- 2.3 GSR: Abbreviation of Group Service Representative, a member elected by an NA group to represent them at the Area level of service.
- 2.4 RCM: Abbreviation of Regional Committee Member, a member elected by an NA area to represent them at the regional level of service.
- 2.5 RSC: Abbreviation of Regional Service Committee, comprised of RCMs from the component areas of CARNA.
- 2.6 CARNA: Abbreviation of Canada Atlantic Region of NA, a group of areas serving the four Atlantic provinces.
- 2.7 NAWS: Abbreviation of the legal name of Narcotics Anonymous World Services, Inc.
- 2.8 PR: Abbreviation of Public Relations, a subcommittee of the ASC.
- 2.9 CBDM: Abbreviation of Consensus-Based Decision-Making, a process that encourages all members to participate in decision-making, allowing the opportunity to develop a fully informed, balanced group conscience leading to sound, sensitive service decisions.

- 2.10 Quorum: The minimum number of members of an assembly or society that must be present at any of its meetings to make the decisions of that meeting valid.
- 2.11 Straw Poll: Straw polls are not binding decisions, but are a tool to aid in the CBDM process. A straw poll is a test for consensus:
 - 1. To determine if any discussion (or further discussion) is necessary;
 - 2. To frame issues during discussion; and,
 - 3. To determine if the body is ready to make a decision.
- 2.12 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 Article 5 of these guidelines). 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.

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Article 3 Guideline Amendments

- 3.1 Refer to Article 11 Procedures, [paragraphs 11.6](#) to 11.9 for proposal information.
- 3.2 The process of guideline amendment is:
 - 1. A proposal is made.
 - 2. The proposal is discussed and modified (if required).
 - 3. Either:
 - a. Consensus on the proposal is achieved, and the proposal is put into action, or,
 - b. The proposal is sent back to CNA groups for a group conscience on the proposal. Consensus (via group conscience) would then be reached on the proposal at the next ASC meeting.
- 3.3 Amendments that create policy, amends policy (the intent of an Article), or puts established policy in the guidelines require strong support (2/3 vote) of eligible committee members. See [paragraph 12.9](#) for CBDM eligibility.
- 3.4 Amendments not affecting the intent of a guideline article may be voted on during the meeting at which it is proposed. Committee members must be present to have their say in consensus.
- 3.5 Housekeeping amendments are performed as required.
- 3.6 If a group has come to a decision regarding the amendment, but cannot attend Area to cast their vote, they may submit their decision to the Area Secretary for inclusion in the vote total. See [paragraph 12.8](#) regarding absentee voting procedures.
- 3.7 Table 1 (next page) details amendment types, support requirements, action taken, and provides examples of each type of amendment.

Type	Support Required	Action	Example
<ol style="list-style-type: none"> 1. Creates policy. 2. Amends policy (intent). 3. Puts established policy in the guidelines. 	Strong support (2/3)	<ol style="list-style-type: none"> 1. Proposal is required. 2. Sent to groups for review. Consensus will be reached at the next ASC meeting. 3. Upon ASC approval, add info to Revision date & Table of Changes pages. 	<ol style="list-style-type: none"> 1. Adding an Article on how to seat new groups at the Area table. 2. Adds or eliminates an ASC position.
Does not affect the intent of an Article	Strong support (2/3)	<ol style="list-style-type: none"> 1. Proposal is required. 2. Groups may reach consensus during the ASC meeting. 3. Upon ASC approval, add info to Revision date & Table of Changes pages. 	<ol style="list-style-type: none"> 1. Splitting an Article into two manageable Articles. 2. Changing clean time requirement for a position.
Major housekeeping	Support (50%)	<ol style="list-style-type: none"> 1. Proposal may be required. 2. Not required to (but may) go to groups. 3. Upon approval, add info to Revision date & Table of Changes pages. 4. Inform the committee. 	<ol style="list-style-type: none"> 1. Reformatting. 2. Adding words to Article 2 Definitions.
Minor housekeeping	None	Inform the committee	Spelling & grammar corrections

Table 1 – Types of Guideline Amendments

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Part 3 Committee Administration

Article 4 Integrity

- 4.1 The ASC will act with integrity when arranging and coordinating service functions in Central Nova Area by adhering to the principles and intent of these guidelines. The Twelve Traditions and Twelve Concepts guide our decision-making processes in all service matters.
- 4.2 Should any difficulties arise, the ASC may ask for help from the Regional Service Committee (RSC), the Canadian Assembly of NA (CANA), or NAWS.

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Article 5 Area Service Committee Members

- 5.1 The ASC consists of Group Service Representative, Executive Committee Officers, Non-Executive Committee Officers, and Observers.
- 5.2 The eight Executive Officers are:
1. Regional Committee Member (RCM).
 2. Alternate RCM.
 3. Chairperson.
 4. Vice-Chairperson.
 5. Secretary.
 6. Alternate Secretary.
 7. Treasurer.
 8. Alternate Treasurer.
- 5.3 The two types of Non-Executive Officers are:
1. Standing subcommittee Chairpersons (or Facilitators).
 2. Ad-hoc subcommittee Chairpersons (when created).

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Article 6 Requirements & Duties of Executive Committee Officers

- 6.1 To ensure continuity of service, ASC Officers should use their positional email addresses when communicating with others regarding Area matters. Password changes or difficulties are to be immediately forwarded to the Area web servant at centralnovaarea@gmail.com, so the problem, etc., can be quickly resolved.
- 6.2 **Basic Requirements of ALL ASC Officers**
1. Active participation in NA.
 2. Have a working knowledge and understanding of the Twelve Steps and Twelve Traditions of NA, and the Twelve Concepts for NA Service.
 3. Willingness to serve and commit personal time and abilities to perform duties.
 4. Ability to attend required service committee meetings to fulfill duties.
 5. To be familiar with NAWS Bulletins (<https://na.org/?ID=bulletins-bulletins-main>), specifically:
 - a. # 21 “The Generation of Funds (fundraising) and the Seventh Tradition in NA”
 - b. # 30 “Theft of NA Funds”
 6. Completion of previous service commitments should be considered.

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6.3 Regional Committee Member (RCM)

1. Requirements specific to the position:
 - a. A minimum of three (3) years clean time.
 - b. Recent active participation with area service-recommended two (2) years area service activity, one (1) year as alternate RCM.

2. Duties
 - a. In the absence of the Area Chairperson and Vice-Chairperson to serve as Chairperson.
 - b. To be available to their ASC members and groups for information about the NA service structure, involvement in service and how the Regional Service Committee (RSC) functions.
 - c. To be one of the co-signers of the ASC bank account(s).
 - d. To report to their ASC, with the RSC secretary, and NAWS.
 - e. To carry ASC contributions to the Regional Treasurer.
 - f. To represent their Area's conscience when proposing, discussing and voting on motions brought to the RSC floor.
 - g. To work for the common good of Narcotics Anonymous by providing two way communication between the ASC and the rest of NA.
 - h. To attend all ASC and RSC meetings and provide reports from each of these as necessary.
 - i. If necessary, in the event of an election tied vote, to be part of a triumvirate (*a group of three people in a joint position of power or authority*) consisting of the RCM, Vice-Chairperson, and Treasurer to cast the deciding vote.
 - j. To replace the Secretary in their absence.
 - k. To attend steering committee meetings when called.

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6.4 **Alternate Regional Committee (Alt RCM)**

1. Requirements specific to the position:
 - a. A minimum of two (2) years clean time.
 - b. Recent active participation with area service. Recommended one (1) year of area service activity as a GSR or subcommittee member.
2. Duties
 - a. To work closely with the RCM and help with all duties and responsibilities of that position.
 - b. In the absence of the RCM to serve as RCM.
 - c. To be an active member participant of the Outreach Committee (where applicable).

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6.5 **Chairperson**

1. Requirements specific to the position:
 - a. A minimum of three (3) years clean time.
 - b. Recent active participation in area service. Recommended two (2) years area service committee activity, one (1) year as Vice Chairperson.
2. Duties
 - a. To arrange an agenda in co-operation with the ASC and preside over monthly meetings, ensuring that procedures (see Article 10) are followed.
 - b. To conduct the ASC meeting with a firm understanding hand.
 - c. To recognize members of NA who are entitled to the ASC floor.
 - d. To declare the meeting adjourned when the assembly votes on or in case of emergency.
 - e. To be one of the co-signors of the ASC bank account(s).
 - f. To attend steering committee meeting when called.

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6.6 Vice-Chairperson

1. Requirements specific to the position:
 - a. A minimum of two (2) years clean time.
 - b. Recent active participation in area service. Recommended one (1) year service activity.
2. Duties
 - a. To serve as the Chairperson when the Chairperson is unable to attend the ASC meeting.
 - b. To coordinate all subcommittee functions. This includes all standing committees, any ad-hoc committees, and the steering committee.
 - c. To be one of the co-signers of the ASC bank account(s).
 - d. If necessary, in the event of an election tied vote, to be part of a triumvirate (*a group of three people in a joint position of power or authority*) consisting of the RCM, Vice-Chairperson, and Treasurer to cast the deciding vote.
 - e. To attend steering committee meetings when called.

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6.7 Secretary

1. Requirements specific to the position:
 - a. A minimum of one (1) year clean time.
 - b. Recent active participation in area service. Recommended one (1) year area service activity as alternate Secretary.
2. Duties
 - a. To keep accurate minutes of each ASC meeting.
 - b. To distribute copies of the typed ASC minutes to each ASC member within fifteen (15) days of the past meeting.
 - c. To keep track of the ASC membership list, updating it as required.
 - d. To maintain ASC correspondence files.
 - e. To attend steering committee meetings when called.
 - f. To retain control of the Area Guidelines, GSR Orientation Booklet, and other ASC Forms, forwarding them to the Area Web Servant along with any updated documents.

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6.8 Alternate Secretary (Alt Secretary)

1. Requirements specific to the position:
 - a. A minimum of one (1) year clean time.
2. Duties
 - a. To assist the secretary.
 - b. To serve as secretary when the Secretary is unable to attend the ASC meeting.
 - c. To attend steering committee meetings when called.

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6.9 Treasurer

1. Requirements specific to the position:
 - a. A minimum of three (3) years clean time.

- b. Recent active participation with area service. Recommended one (1) year as alternate treasurer.
2. Duties
- a. To be the custodian of ASC funds.
 - b. To submit a written report of the contributions and expenditures of every ASC meeting.
 - c. To be one of the co-signers of all ASC bank accounts.
 - d. To be the custodian of the ASC mailbox key.
 - e. If necessary, in the event of an election tied vote, to be part of a triumvirate (*a group of three people in a joint position of power or authority*) consisting of the RCM, Vice-Chairperson, and Treasurer to cast the deciding vote.
 - f. To attend steering committee meetings when called.

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6.10 **Alternate Treasurer (Alt Treasurer)**

1. Requirements specific to the position:
- a. A minimum of two (2) years clean time.
 - b. Recent active participation in area service. Recommended one (1) year area service activity as a GSR or subcommittee member.
2. Duties
- a. To assist the Treasurer.
 - b. To serve as treasurer when the Treasurer is unable to attend the ASC meeting.
 - c. To attend steering committee meetings when called.

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Article 7 Requirements & Duties of Non-Executive Committee Officers

- 7.1 To ensure continuity of service, subcommittee chairpersons should use their positional email addresses when communicating with committee members, Area, and external agencies when the subject is a committee matter. Password changes or difficulties are to be immediately forwarded to the Area web servant at centralnovaarea@gmail.com, so the problem, etc., can be quickly addressed.
- 7.2 **See Article 6 [paragraph 6.2](#)** for the basic requirements of ALL ASC Officers.
- 7.3 **ASC Subcommittee Chairpersons**
1. Requirements specific to the position:
- a. A minimum of two (2) years clean time.
 - b. Recent active participation in area service. Recommended one (1) year subcommittee service activity as subcommittee Vice-Chairperson.
2. Duties:
- a. The duties for each individual subcommittee shall be taken from the appropriate subcommittee handbook.
 - b. Any other duties the ASC or subcommittee directs the Chairperson to perform will be stated in the subcommittee's guidelines.

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7.4 **Ad-Hoc Subcommittee Chairpersons**

1. Requirements specific to the position:
 - a. A minimum of three (3) years clean time.
2. Duties
 - a. To secure a suitable facility for meetings of the committee.
 - b. To announce the time, date, and location of meetings to the ASC.
 - c. To encourage participation from fellowship.
 - d. To chair all meetings of the committee.
 - e. Other duties will depend on the specific functions the committee is created to perform.

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Article 8 Other Requirements & Restrictions of Officers & Members

- 8.1 GSRs cannot hold ASC officer positions and remain as GSRs for their group, but are encouraged to serve as sub-committee members (excluding sub-committee chairperson).
- 8.2 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 twenty-four (24) months. A period less than six (6) consecutive months is not considered a term.
- 8.3 Clean time and service experience requirements may be waived by strong support (2/3 majority) of eligible members present, following careful consideration of the associated risks to the member, and to CNA as a whole.
- 8.4 All ASC Officers and members are responsible to:
 1. Allow full participation by ASC members.
 2. Observe the spiritual principles of NA by respecting other members and observers.
 3. Remain for the full meeting of the ASC.

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Article 9 Elections

- 9.1 The scheduled election for all ASC Officers and subcommittee Chairpersons are held annually at the October Area meeting.
- 9.2 Nominations will be held for two (2) consecutive months before elections. Nominees or volunteers are required to attend their nomination and election dates. Elections for an open position may be held at any time.
- 9.3 Nominees are required to be present during the month they are nominated and for elections and must qualify upon acceptance of the nomination.
- 9.4 An Officer will be elected by either a show of hands or a secret ballot. If there are two or more members seeking election, a secret ballot must be held. See [paragraph 12.8](#) regarding absentee voting procedures.
- 9.5 Newly elected officers will assume responsibility immediately following the ASC meeting at which they are elected, except the newly elected secretary who will assume responsibility at the ASC meeting following their election.

9.6 Electing members to serve is a serious responsibility. Concept Four states “Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.” Our leaders are trusted servants, not governors; but we expect our trusted servants to lead us. Through careful selection, we allow them to do so. A good measure of their suitability to fulfil their positional duties is: Are they ready, willing, and able?

Ready. Are they humble, yet confident in their abilities? Can they detach from personal biases to ensure principles come before personalities? Do they see service as a way for growth in recovery? Can they follow direction and accept feedback?

Willing. Do they feel forced to fill an open position? Will they step down from other service commitments interfering with this service position? Will they seek help and mentoring from previous holders and others? Are there some duties they can’t accept?

Able. Do they have the skills/tools to do the job? Can they communicate clearly, making accurate reports, including financials (if required)? Can they communicate via their positional email address? Can they attend all service meetings the position asks of them?

9.7 To help ensure a nominee or volunteer will succeed, questions may be asked. Some are general in nature, and some apply to those who handle NA funds.

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Article 10 Removal of Officers

10.1 Removals.

1. An ASC Officer may be removed from their position for noncompliance. Strong support for the removal (2/3 majority) from all eligible members present is required, except in the case of loss of abstinence.
2. Noncompliance includes, but is not limited to:
 - a. Loss of abstinence (automatic removal).
 - b. Non-fulfillment of the duties of their positions.
 - c. Absence at two (2) consecutive monthly business meetings of the ASC without prior notification to any Executive Committee Officer.
3. Removal should be considered as a last resort, after other options have been examined.

10.2 Resignations.

1. An ASC Officer may resign by providing written notification to the ASC one (1) month prior to the date such resignation takes effect.
2. If the Committee Officer resigning is a signing officer of the Committee bank account, they may be required to provide a letter stating they wish to have their name removed from the bank account.

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Article 11 Procedures

11.1 The procedures (or actions) of the committee are generally managed by three items:

1. The standing rules of the committee.
2. What constitutes a functioning committee during meetings?

3. Proposals brought for committee consideration.
- 11.2 **Standing rules:** The standing rules that the ASC follows in performing its duties are the spiritual principles found in:
 1. The 12 Traditions and 12 Concepts for NA Service.
 2. A Guide to Local Services in NA.
 3. These guidelines, as amended. The latest date on page 2 takes precedence.
 4. The Simplified CBDM Guide for Central Nova Area.
- 11.3 **Functioning committee:** Fifty percent (50%) of eligible groups, and at least two committee executive officers must be present to constitute a functioning committee (quorum) for consensus purposes.
- 11.4 If a functioning committee is not present, no business shall be conducted except for:
 1. Paying outstanding bills.
 2. Reading and accepting reports from groups and committees.
 3. Open forum.
- 11.5 New business or any old business that requires consensus will not be considered and will be carried over to the next ASC meeting.
- 11.6 **Proposals:** Proposals brought to the ASC’s attention can be made by any eligible committee member. An eligible member is one who fits the criteria in Article 12, CBDM and Voting Policy, paragraph 12.9.
- 11.7 Proposals stand on their own merits; seconders are not required. Blank proposal forms are available at www.centralnovaarea.ca on the SERVICE page, or from the Area Secretary. Proposals should be clearly written:
 1. To be understood by all.
 2. To be transcribed for the ASC minutes and the archives.
- 11.8 If, following discussion, the committee has not reached unanimous support for a proposal, those dissenting from the majority are given the opportunity to state the reason for dissent, if they choose. If their rationale does not change the majority view, the dissenting member(s) may be asked if they can support the majority view, even though they may not totally agree with it.
- 11.9 When filling out the “Committee Decision” area of the proposal form, recording the reason for an Assent with Reservation or a Stand Aside is optional, but is mandatory for a Block.
- 11.10 See “The Simplified CBDM Guide for Central Nova Area” for more information.

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Article 12 CBDM and Voting Policy

- 12.1 Consensus-based decision-making (CBDM) is a process by which a “common mind” of the committee is sought regarding the way forward on a particular proposal. CBDM is a creative process that captures ideas in such a way that the result can be better than the original proposal.
- 12.2 For detailed information regard the CBDM process, refer to the Area document “Simplified CBDM Guide for CNA.” The Area Secretary has copies, and it is also available at www.centralnovaarea.com on the SERVICE page.

- 12.3 All Groups who attend two consecutive meetings may fully participate in the CBDM process.
- 12.4 All new Groups who join the committee can participate in discussions at their first meeting, but not consensus (voting). This gives them an opportunity to see how the committee operates.
- 12.5 After a Group misses two consecutive meetings, they will not be counted as a voting group when establishing quorum until the meeting of their return.
- 12.6 ASC Executive Officers, Non-Executive Officers, and Observers can participate in discussions but not consensus. Their consensus (vote) is carried by their group.
- 12.7 Non-attendance at special meetings has no impact on CBDM eligibility.
- 12.8 **For votes on Elections or Guideline changes:** Groups that are unable to attend may submit their vote to the Area Secretary prior to the ASC meeting. These absentee votes will affect the total number of groups counted for that election or proposal. The secretary would announce after taking attendance which groups have submitted absentee votes for these types of motions.
- 12.9 Table 2 details CBDM participation eligibility.

<i>CBDM Eligibility Matrix</i>		Type of Committee Meeting	
		<i>Regular Monthly Meeting</i>	<i>Special Meeting</i>
A	A new Group joins the committee during a regular or special meeting	CBDM eligibility is suspended until the Group attends their second ASC meeting. Group can participate in discussions	Same as regular monthly meeting
B	A new Group attends their second (or subsequent) committee meeting	Group fully participates in discussions and decisions. Can submit proposals	Same as regular monthly meeting
C	A Group misses one committee meeting	Group fully participates in discussions and decisions upon their return. Can submit proposals	Missing special meetings has no impact on CBDM eligibility
D	A Group misses 2 consecutive committee meetings.	CBDM eligibility is suspended until the Group returns. Group fully participates in discussions and decisions upon their return. Can submit proposals	Missing special meetings has no impact on CBDM eligibility
E	Area Executive and Committee representatives	Can participate in discussions, but not in decisions. Can submit proposals	Same as regular monthly meeting
F	An observer attends	Observer can participate in discussions, but not in decisions	Same as regular monthly meeting

Table 2 – CBDM Eligibility Matrix

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Article 13 Committee Meetings

- 13.1 The regular monthly business meetings of the ASC are held on the last Sunday of the month (excluding July and December), unless otherwise directed by the ASC.
- 13.2 Special meetings may be called by the Chairperson or any other eligible member.
1. The purpose of the meeting shall be stated.
 2. No business other than that which is stated may be conducted.
 3. At least seven (7) days' notice shall be provided, unless exceptional circumstances dictate otherwise. Those exceptional circumstances will be stated in the special meeting request.

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Article 14 Reports and Records

- 14.1 **Reports:** The ASC produces two types of reports.
1. Minutes of the following types of monthly meetings:
 - a. ASC meeting. This is produced by the Area Secretary and distributed to groups, ASC officers, and others. The minutes contain reports submitted by groups, subcommittees, and ASC Executive. Includes financial reports.
 - b. Standing subcommittee meetings: Activities, Literature, and PR. These are produced by the subcommittee Secretary and disseminated to committee members. These minutes contain reports submitted by subcommittee officers.
 - c. Ad-Hoc subcommittee meetings (if any are currently active). This is produced by the subcommittee Secretary (or Chairperson) and disseminated to committee members.
 2. A quarterly report to CARNA regarding CNA, produced by the RCM and delivered at the RSC meeting.
- 14.2 To ensure receipt of Area minutes, a group (or individual member) must provide an email address to the Area Secretary. Distribution of subcommittee minutes is managed by each subcommittee.
- 14.3 **Records:** The ASC retains various secretarial and financial records, and produces various documents to aid GSRs and subcommittees in their duties.
- 14.4 Physical copies of past minutes, etc., are sent annually to be retained in our archives. Our archives offer identification and a message of hope from our serving members, and are an invaluable source of help for members – currently-serving, past-serving, and those yet to serve.
- 14.5 Although CNA is not currently liable for Canada Revenue Agency (CRA) auditing, our financial receipts must be retained for six (6) years, starting from the end of the tax year relating to the records. Should our liability change, we will be prepared.
1. Receipts requiring retention for CRA liability include:
 - a. Contributions from groups.
 - b. Insurance policy payments.
 - c. Literature sales (retained by the Literature committee).
 2. Receipts for electronic equipment that comes with a warranty should be retained for the life of the warranty, or for six (6) years whether or not the item ceases to function prior to then.
- 14.6 CNA does not currently retain digital copies.

- 14.7 Length of retention and disposal methods depend on the individual item.
1. Financial records: Retain for six (6) years. May then be disposed by shredding or burning.
 2. Secretarial records:
 - a. Minutes: Retain for one (1) year. Dispose by sending to archives at each term's end.
 - b. Contact information: Retain indefinitely, updating as required. Dispose of old contact info by shredding or burning.
 - c. Area Guidelines, GSR Orientation Booklet, Simplified Guide to CBDM in CNA: Retain indefinitely, updating as required. Dispose of old copies by sending them to archives.
 - d. Other ASC forms: Retain indefinitely, updating as required. Dispose of old forms by recycling the paper.

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Part 4 Committee Functions

Article 15 Overview of Functions

- 15.1 The functions of the CNA ASC are primarily focused in four areas.
1. Information flow to/from groups, subcommittees, and CARNA. This may include funds.
 2. PR.
 3. Literature.
 4. Activities.
- 15.2 **Information flow:** Information flows to and from groups and subcommittees in various ways. These happen during the regular ASC meeting, and may include:
1. Group reports to the ASC. This may include funds for their contribution to Area.
 2. Subcommittee reports to ASC. This may include funds for their contribution to Area.
 3. The Open Forum and Group Concerns portions of the ASC meeting, from which new business may be generated.
 4. ASC meeting minutes.
 5. Announcements, anniversaries, and posters regarding upcoming anniversaries, events, etc.
- 15.3 Information flows to and from CARNA in various ways. These happen during the regular ASC and RSC meetings, and may include:
1. RCM reports to CARNA, made during the RSC meeting. This may include funds for our contribution to Region.
 2. RCM reports to ASC, made during the ASC meeting.
 3. CARNA minutes.
- 15.4 **PR:** Public relations establishes and maintains open communications between NA and the public to inform them of the availability of recovery in NA.
- 15.5 **Literature:** The provision of literature builds unity, encourages fellowship, and helps carry the message of recovery.

- 15.6 **Activities:** Recovery-oriented social functions also encourage fellowship and help carry the message of recovery. Service-oriented social functions serve to encourage fellowship and help educate members regarding the NA service structure, with particular emphasis on local service.
- 15.7 PR, Literature, and Activities are such important tasks that separate subcommittees have been created to coordinate and perform these tasks. For more information, see the subcommittee guidelines.

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Article 16 Fund-Flow System

- 16.1 Concept 11 states: “NA funds are to be used to further our primary purpose, and must be managed responsibly.” To manage funds responsibly, a fund-flow system is in effect.
- 16.2 The fund-flow system comprises three parts:
1. Prudent Reserve.
 2. Income generated by the committee.
 3. Expenses of the committee.
- 16.3 **Prudent Reserve:** The ASC has adopted a prudent reserve, which allows for continuation of services in the event of an interruption of fund flow from group and subcommittee contributions.
- 16.4 Once the prudent reserve and monthly expenditures have been met, the remaining funds will be passed on to the RSC.
- 16.5 If our subcommittee needs are not met, funds may be directed towards filling the needs of that subcommittee.
- 16.6 **Income:** Income of the ASC is in the form of group and subcommittee contributions.
- 16.7 All funds received by the ASC will be kept in a bank account. To ensure fiscal responsibility, the account will require at least two signing authorities for withdrawals (via cheque only). Deposits may be made by a single member, usually the ASC treasurer.
- 16.8 **Expenses:** All expenses incurred providing area services are to be reasonable and actual costs supported by receipts. Receipts are vetted by the committee, and submitted to the ASC treasurer for reimbursement.

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Article 17 Seating New Groups in CNA

- 17.1 A new group will be seated at ASC upon request by a member of that group at any regular ASC meeting where quorum has been established, provided they meet the following six criteria, based on our traditions, found on page 25 of “A Guide to Local Services in NA”
1. All members of a group are drug addicts, and all drug addicts are eligible for membership.
 2. As a group, they are self-supporting.
 3. As a group, their single goal is to help drug addicts recover through application of the Twelve Steps of Narcotics Anonymous.
 4. As a group, they have no affiliation outside Narcotics Anonymous.

5. As a group, they express no opinion on outside issues.
 6. As a group, their public relations policy is based on attraction rather than promotion.
- 17.2 Any new group seated at the ASC will have its meeting listed on the CNA website immediately. They will have their meeting listed in the printed meeting list at the next printing, which is available at the next scheduled ASC meeting.
- 17.3 A newly seated group is eligible to request a Literature Starter Kit (*see Literature guidelines for a list of contents*) providing:
1. The group has established a regular meeting day/time/location.
 2. The groups has established at least the following officers: GSR and Treasurer.
 3. One month of regular held meetings with a group report submitted to Area containing attendance, number of home group members, finances, and location.

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Article 18 Standing Subcommittees

- 18.1 The ASC may establish subcommittees as necessary to perform certain duties. These standing committees shall be formed upon approval of the voting members of the ASC.
- 18.2 Standing subcommittees may include, but are not limited to:
1. Activities committee.
 2. Literature committee.
 3. Public Relations committee.
 4. Steering committee.
 5. Any other subcommittee deemed necessary to carry on the work of the ASC.
- 18.3 At the inception of these subcommittees, a vote by groups present at the ASC is taken to elect the Chairperson. Other committee officers (eg- secretary) will be elected by that subcommittee. Each committee's chairperson is elected annually (see Article 9 [paragraph 9.1](#)).
- 18.4 All standing committees of the ASC shall create and adopt guidelines, which are consistent with:
1. The Twelve Traditions of NA.
 2. The Twelve Concepts for NA Service.
 3. A Guide to Local Service in NA.
 4. The best practices and information available from NAWS, in the form of approved handbooks and guidelines.
- 18.5 Subcommittees are responsible to the CNA groups, so subcommittee guideline changes are to be approved by the ASC in accordance with [Article 3](#).
- 18.6 The Steering Committee consists of the ASC Executive Officers.
1. The purpose of this committee is to process information based on the area's request and bring back to the area the committee's recommendations.
 2. The committee is responsible for making an annual report/financial review of contributions and expenditures at the end of each service year, October 31st year-end.

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Article 19 Ad-Hoc Subcommittees

- 19.1 The ASC may, when deemed necessary, create an ad-hoc committee to perform a specific function. The purpose and duration of this committee will be specifically designed by the ASC at the time of its creation.
- 19.2 A proposal to create an ad-hoc committee shall clearly state its intent, and will contain information regarding:
1. A nominee/volunteer for Chairperson of the committee. See the requirements in Article 6 [paragraph 6.2](#), and Article 7 [paragraph 7.4](#).
 2. A brief description of the work they will be performing.
 3. Recommendations regarding how to implement the committee's findings.
 4. Committee meeting information.
 5. Who will be responsible to keep accurate minutes of each meeting.
 6. Submission of interim reports.
 7. Duration (or end date) of the committee, when a final report would be submitted.
- 19.3 The ASC shall vote on nominees for Chairperson at the meeting the committee was proposed.
- 19.4 In the absence of nominees or volunteers, the ad-hoc committee shall be deemed unnecessary.

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End of guidelines

The Twelve Traditions of NA and the Twelve Concepts for NA Service

Twelve Traditions

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority, a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose -- to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

Twelve Concepts

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure, which develops, coordinates and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.