

# Policy & Procedures 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.*

# **Part 1 Document Identification**

*This document “Literature Committee Guidelines” contains 23 pages*

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### **NOTE**

The latest revision date shown  
supersedes all previous revision dates.  
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 principals of recovery. Honesty, trust, and goodwill are the foundation of our service efforts.

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## **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 literature 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.
- 2.2 ASC: Abbreviation of Area Service Committee, comprised of CNA groups and officers.
- 2.3 NAWS: Abbreviation of the legal name of Narcotics Anonymous World Services, Inc.
- 2.4 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.
- 2.5 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.
- 2.6 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.
  3. To determine if the body is ready to make a decision.
- 2.8 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. This does not apply to elected positions within a subcommittee (eg- Activities Program Coordinator, Literature Treasurer, PR H&I Panel Leader, etc.).

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## Article 3 Guideline Amendments

- 3.1 Refer to Article 11 Procedures, paragraphs 11.5 to 11.8 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 forwarded to the ASC for approval.
- 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 12.7 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.
- 3.5 Committee members must be present to have their say in consensus, unless other arrangements have been made beforehand.
- 3.6 Upon acceptance by the committee, the following types of amendment will be submitted for ASC approval:
1. Any that creates or changes policy, including incorporating established policy that had never been in the guidelines.
  2. Any that affects CNA groups, the ASC, or any other subcommittee.
- 3.7 Housekeeping amendments are performed on an as-required basis, usually without need for proposal action; however, the committee must be informed. Housekeeping examples are spelling or grammar corrections, reformatting, words added to Article 2 Definitions.
- 3.8 Table 1 (below) details amendment types, support requirements, action taken, and provides examples of each type of amendment.

Type	Support Required	Action	Example
1. Creates policy. 2. Amends policy (intent). 3. Puts established policy in the guidelines.	Strong support (2/3)	1. Proposal is required. 2. Reviewed by eligible committee members. 3. Consensus reached at this or the next committee meeting. Proposal sent to Area for approval. 4. Upon Area approval, add info to Revision date & Table of Changes pages. 5. Inform the committee.	1. Adding an Article on how groups can pay for their literature orders. 2. Adding or eliminating a committee position.

Does not affect the intent of an Article	Strong support (2/3)	<ol style="list-style-type: none"> <li>1. Proposal is required.</li> <li>2. Consensus may be reached during the committee meeting.</li> <li>3. Upon committee approval, add info to Revision date &amp; Table of Changes pages.</li> <li>4. Inform the committee.</li> </ol>	<ol style="list-style-type: none"> <li>1. Splitting an Article into two manageable Articles.</li> <li>2. Changing clean time requirement for a position.</li> </ol>
Major housekeeping	Support (50%)	<ol style="list-style-type: none"> <li>1. Proposal may be required.</li> <li>2. Consensus may be reached during the committee meeting.</li> <li>3. Add info to Revision date &amp; Table of Changes pages.</li> <li>4. Inform the committee.</li> </ol>	<ol style="list-style-type: none"> <li>1. Reformatting.</li> <li>2. Adding words to Article 2 Definitions.</li> </ol>
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 Literature committee will act with integrity when arranging and coordinating literature 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 committee may ask for help from the ASC.

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### **Article 5 Committee Members**

- 5.1 The Literature Committee consists of Executive Officers, and other members.
- 5.2 The four Executive Officers are:
1. Chairperson.
  2. Vice-Chairperson.
  3. Treasurer.
  4. Secretary.

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## **Article 6            Requirements & Duties of Executive Committee Officers**

- 6.1 To ensure continuity of service, the Chairperson and Treasurer should use their positional email addresses when communicating with committee members, Area, and external agencies when the subject is a Literature committee matter. Password changes or difficulties are to be immediately forwarded to the Area web servant at [centralnovaarea@gmail.com](mailto:centralnovaarea@gmail.com), so the problem, etc., can be quickly addressed.
- 6.2 **Basic Requirements of ALL Literature 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. Have a working knowledge and understanding of CNA guidelines and Literature guidelines.
  4. Willingness to serve and commit personal time and abilities to perform duties.
  5. Ability to attend required service committee meetings to fulfill duties.
  6. 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”
  7. Completion of previous service commitments should be considered.

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### **6.3 Chairperson**

1. Requirements specific to the position:
  - a. Have at least two (2) years continuous clean time.
  - b. Be an active member of the committee for at least three (3) consecutive months.
  - c. Willingness to resign all other elected positions at the Area level of service. See Article 2 for definition of elected positions at the Area level of service.
2. Duties:
  - a. 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 11, conducting the meeting with a firm, understanding hand.
  - b. To recognize Literature members who are entitled to the floor.
  - c. To declare the meeting adjourned when Literature Committee votes to adjourn, or in the case of an emergency.
  - d. To attend and submit a report to Area each month an ASC meeting is held.
  - e. To be a signing authority for Literature bank account.
  - f. To act as Literature Distribution person on behalf of the Literature Committee and to appoint, when necessary, a Committee member to handle this task.
  - g. To act as liaison between ASC, RSC, and WSLC, when required.
  - h. To monitor the email account [literaturechaircna@gmail.com](mailto:literaturechaircna@gmail.com) and act upon communications activity.
  - i. To ensure Literature documentation on the CNA website is up-to-date.



- j. To assume the responsibilities and duties of any unfilled Officer positions until such time as those positions are filled.
- k. To be the sole point of contact for all Literature information (minutes, reports, posters, pamphlets, guidelines, or other documents) requiring upload on the CNA website, vetting each, and forwarding them to the web servant for upload on the CNA website. Although the Chairperson remains the single point of accountability, this duty may be delegated to another officer.

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#### 6.4 **Vice-Chairperson**

- 1. Requirements specific to the position:
  - a. Have at least one (1) year continuous clean time.
  - b. Be an active member of the committee for at least three (3) consecutive months.
- 2. Duties:
  - a. To assist the Literature Chairperson in their duties.
  - b. To assume the responsibilities of the Literature Chairperson in the event of the Chairperson being absent, ill, or away.
  - c. To be a signing authority on the Literature bank account.
  - d. To coordinate all Subcommittees of the Literature Committee in the spirit of cooperation.
  - e. To forward any positional information requiring upload on the CNA website to the Chairperson or delegated officer for vetting.

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#### 6.5 **Treasurer**

- 1. Requirements specific to the position:
  - a. Have at least three (3) years continuous clean time.
  - b. Be an active member of the committee for at least three (3) consecutive months.
- 2. Duties:
  - a. To be a signing authority on the Literature bank account.
  - b. To be custodian of the Literature Committee funds.
  - c. To submit a written report of contributions and expenditures at every regular Literature Committee meeting.
  - d. To keep track of inventory, prepare and send Literature Orders to NAWS for inventory restocking as required.
  - e. To make an annual report of contributions and expenditures for the previous calendar year at the January committee meeting.
  - f. To monitor the email account [literaturechaircna@gmail.com](mailto:literaturechaircna@gmail.com) and act upon communications activity.
  - g. To be a holder of a key to the Area mailbox.
  - h. To forward any positional information requiring upload on the CNA website to the Chairperson or delegated officer for vetting.

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## 6.6 Secretary

1. Requirements specific to the position:
  - a. Have at least six (6) months continuous clean time.
  - b. Be an active member of the committee for at least three (3) consecutive months.
2. Duties:
  - a. 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.
  - b. To keep accurate minutes of each Literature Committee meeting.
  - c. To maintain Literature files and archives.
  - d. To keep track of and update the Literature Committee membership list.
  - e. To keep track of Literature Committee member attendance for CBDM purposes.
  - f. To distribute copies of the minutes to each Literature Committee member within ten days of the past meeting.
  - g. To forward copies of that Year's Literature Committee minutes (January to December) to the Central Nova Area Archivist after the following January's Literature Committee meeting.
  - h. To have copies of Literature Guidelines available for new or other members.
  - i. To forward any positional information requiring upload on the CNA website to the Chairperson or delegated officer for vetting.

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## Article 7 Requirements & Duties of Non-Executive Committee Officers

- 7.1 This Article is not applicable to Literature, as all committee officers are Executive officers.

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## Article 8 Other Requirements & Restrictions of Committee Officers & Members

- 8.1 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.
- 8.2 Clean time 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.
- 8.3 All committee members are responsible to:
1. Allow full participation by all committee members.
  2. Observe the spiritual principles of the NA program by respecting other committee members and observers.
  3. Remain for the full meeting of the committee.

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## **Article 9        Elections**

- 9.1     The scheduled election for the Literature Chair is held at the October ASC meeting. Scheduled elections for all other positions are held at the September monthly meeting of the literature committee. Nominees/volunteers are required to attend their nomination and election dates.
- 9.2     Elections for open positions may be held at any time.
- 9.3     All positions (except Chairperson) 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.
- 9.4     Elected officers will take over their duties immediately, except for the Secretary. The outgoing Secretary will take and distribute the minutes of the election meeting. Once those minutes are distributed, the incoming Secretary will assume their duties.
- 9.5     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? Can they communicate via their positional email address? Can they attend all service meetings the position asks of them?
- 9.6     To help ensure a nominee/volunteer will succeed, questions may be asked. Some are general in nature, and some apply to those who handle NA funds.
- 9.7     The committee will forward the names of all members standing for Literature Chairperson to the ASC. It is not the aim of the committee to eliminate nominees/volunteers for this position.

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## **Article 10        Removal of Committee Officers**

### **10.1    Removals.**

1. Any Committee 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 Committee 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. Committee Officers may resign by providing written notification to the Committee Chairperson one (1) month prior to the date such resignation takes effect. Extenuating circumstances may dictate otherwise (eg- immediate job movement).

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.

3. In accordance with Area guidelines, the Committee Chairperson may resign by providing written notification to the Area Chairperson one month before the resignation takes effect.

10.3 Committee members who miss three consecutive meetings without prior notice to the committee executive will be removed from the contact list (including email), unless requested to remain on the contact list. The committee Secretary will contact the absent member prior to any removal.

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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 Literature Committee follows in performing its duties are the spiritual principles found in:

1. The 12 Traditions and 12 Concepts for NA Service.
2. The Handbook for Narcotics Anonymous Literature Committee.
3. A Guide to Local Services in NA.
4. CNA Guidelines.
5. Literature guidelines.
6. The Simplified CBDM Guide for CNA Literature Committee.

11.3 **Functioning committee:** Fifty percent (50%) of eligible committee members, and at least one committee officer, must be present to constitute a functioning committee for consensus purposes.

11.4 If a functioning committee is not present, no business shall be conducted except for:

1. Filling of literature orders.
2. Paying outstanding bills.
3. Inventory verification counts (if required).
4. Preparation of the Literature report for submission to the ASC.

11.5 **Proposals:** Proposals brought to the Literature Committee'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, Table 1, row B.

- 11.6 Proposals stand on their own merits; seconders are not required. The Secretary supplies blank proposal forms at every meeting. Proposals must be legibly printed:
1. In order for it to be understood by all.
  2. So it can be transcribed (if required) for the Literature Committee archives.
- 11.7 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.
- 11.8 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.

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## Article 12      **CBDM & 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 Literature Committee document “Simplified CBDM Guide for CNA Literature Committee.” The Literature Secretary has copies.
- 12.3 All committee members who attend two consecutive meetings may fully participate in the CBDM process, including the Chairperson.
- 12.4 Members 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. Observers can participate in discussions, but not consensus.
- 12.5 After a member misses two consecutive meetings, they will not be counted as a voting member when establishing quorum until the meeting of their return.
- 12.6 Non-attendance at special meetings has no impact on CBDM eligibility.
- 12.7 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 member joins the committee during a regular or special meeting	CBDM eligibility is suspended until the member attends their second Literature meeting Member can participate in discussions	Same as regular monthly meeting
B	A member attends their second (or subsequent) committee meeting	<b>Member fully participates</b> in discussions and decisions	Same as regular monthly meeting

C	A member misses one committee meeting	<b>Member fully participates</b> in discussions and decisions upon their return	Missing special meetings has no impact on CBDM eligibility
D	A member misses 2 consecutive committee meetings, with or without prior notification to the Chairperson or Secretary	CBDM eligibility is suspended until the member returns <b>Member fully participates</b> in discussions and decisions upon their return	Missing special meetings has no impact on CBDM eligibility
E	An observer attends	Member 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 Literature Committee are held on the same day as the Area Service Committee meeting, unless otherwise directed by the Literature Committee.
- 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 extenuating circumstances dictate otherwise. Those circumstances shall also be stated when calling the special meeting.

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## **Article 14 Reports & Records**

- 14.1 **Reports:** The Literature committee produces three types of reports.
1. Executive Officer reports. These are produced by the committee executive, read at the monthly committee meeting, and submitted to the Activities Secretary for inclusion in the monthly minutes. This includes the Literature Treasurer’s report.
  2. Minutes of the monthly committee meetings. These are produced by the Literature Secretary and distributed to committee members.
  3. Monthly reports to the ASC. Taken from the Literature minutes, this is produced by the committee Chairperson and is read at the monthly ASC meeting. Submitted to the Area Secretary, it is included in the Area minutes.
- 14.2 To ensure receipt of minutes, a member must provide an email address to the Secretary.
- 14.3 **Records:** The Literature committee retains various secretarial and financial records, and produces various documents to aid committee officers 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, Literature 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. Receipts requiring retention for CRA liability include receipts for the conduct of Literature business (eg- expenses, sales, etc.).
- 14.6 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. Reports: Retain for one (1) year. Dispose of old reports by recycling the paper.
    - b. Contact information: Retain indefinitely, updating as required. Dispose of old contact info by shredding or burning.
    - c. Other Literature forms and documents: Retain indefinitely, updating as required. Dispose of old forms and documents by recycling the paper, ensuring personal information is deleted.

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## **Part 4 Committee Functions**

### **Article 15 Overview of Functions**

- 15.1 The functions of the Literature committee are primarily focused in three areas.
1. Order processing.
  2. Literature review & input.
  3. CNA meeting list.
- 15.2 **Order processing:** Two types of orders are processed. See [Article 17](#).
1. Sales orders from an NA group, an individual member, a subcommittee, or from outside agencies or institutions.
  2. Orders for literature stock replenishment, which are made and submitted to NAWS by the Literature committee Treasurer.
- 15.3 **Literature review & input:** Prior to going to print, NAWS requests review of draft literature, with input into possible amendments. See [Article 20](#).
- 15.4 **CNA meeting list:** Prior to printing meeting lists for sale, update action is incorporated.
- 15.5 Other committee functions, such as the Newsletter, are engaged on an intermittent basis.

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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 Literature Committee has adopted 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.
- 16.4 An amount of cash may be maintained as a cash float for the purposes of selling literature, beyond which literature funds will be maintained in the Literature bank account. The exact amount of the float will be determined by the needs of the Literature committee.
- 16.5 After adding the inventory value and the amount of cash (both in the bank account and in the cash float), and subtracting any expenses owing (eg- to NAWS for a replenishment order), one hundred percent (100%) over and above the prudent reserve will be contributed to the Central Nova Area Service Committee during the monthly ASC meeting, unless otherwise required.
- 16.6 **Income:** 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, 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 any excess forwarded in accordance with paragraph 16.5.
  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.
  3. The formulation of the matrix is:  $(A - B + C) = D$ .  $D + E + F = G$ .

**Note:** USD/US\$ = US dollars. CAD/CA\$ = Canadian dollars.

- Where
- A = NAWS list price (USD).
  - B = Order volume discount (if applicable) (USD).
  - C = Shipping & handling costs (USD).
  - D = Conversion of US to Canadian dollars (eg- US\$1.00 = CA\$1.29).
  - E = Taxes (15% HST).
  - F = A small profit to help offset changes in wholesale prices, and help Central Nova Area with its operating costs.
  - G = Price the Literature Committee charges in Canadian dollars.

4. For example, the pricing matrix for a \$21.00 Basic Text would be:

A	B	C	D		
US\$13.60	– US\$0.78	+ US\$1.09	= US\$13.91	= CA\$17.95 (cost with volume discount)	
US\$13.60	– US\$0.00	+ US\$1.09	= US\$14.69	= CA\$18.95 (cost with no volume discount)	
			E	F	G
			CA\$17.95	+ CA\$2.69	+ CA\$0.36 = CA\$21.00 (\$0.36 profit with volume discount)
			CA\$18.95	+ CA\$2.84	+ CA\$0.00 = CA\$21.00 (\$0.79 loss with no volume discount)

- 16.7 Other than the cash float, all funds received by the committee 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 committee treasurer.



- 16.8 **Expenses:** All expenses incurred providing literature services are to be reasonable and actual costs supported by receipts. Receipts are vetted by the committee, and submitted to the committee treasurer for reimbursement.

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## **Article 17      Order Processing**

- 17.1 Order processing begins with the order maker making and submitting a literature order.
- 17.2 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 PR subcommittee).
  3. Orders for literature stock replenishment (made and submitted to NAWS by the Literature committee Treasurer).
- 17.3 Upon receiving an order, the Literature Committee will ascertain the legibility of the order, confirming with the order maker if required, and will keep any enclosed payments secure.
- 17.4 Three committee members are required for order processing:
1. The Selector, a member who selects the ordered items.
  2. The Double Checker, a second member who double-checks the order.
  3. The Invoice Maker, another committee member (usually the treasurer), who fills out the order invoice.
- 17.5 **The Selector:**
1. Ensures the correct order form is used. If an outdated 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 in the “Selected by” block 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.
  7. Selects the next order, and repeats paragraphs 1 through 6 until all orders are filled.
- 16.6 **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 in the “Double-checked by” block of the order form.
  4. Places the double checked and double initialed order, accompanied by its payment, by the invoice maker for invoicing.

5. Selects the next filled order, and repeats paragraphs 1 through 4 until all orders are double checked.

#### 17.7 **The Invoice Maker:**

1. Writes up the invoice, ensuring details of the double checked (completed) order are noted on the invoice, including method of payment (cash, cheque, e-transfer, money order, etc.).
2. When the invoice is complete, places their initials in the “Invoiced by” block, and writes the invoice number in the “Invoice #” block of the order form.
3. Places the duplicate invoice with the completed order and retains the original.
4. Retains the accompanying payment for forwarding to the Literature Treasurer.
5. Retains the original order form for inventory restocking purposes, and places a blank order form with the completed order.
6. Places the completed order where the order maker can access it.
7. Selects the next double checked order, and repeats paragraphs 1 through 6 until all orders are processed.

17.8 Orders for literature stock replenishment are made and submitted to NAWS by the Literature Treasurer on an as-required basis following perusal of each month’s literature sales.

17.9 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, e-transfer, or money order of the full amount of the order.

1. Payment due upon delivery, where the purchaser provides full payment on, or before, the delivery date.
2. Payment due deferred, in which the purchaser provides full payment prior to the end of the calendar month following the invoice date. This is reserved for PR, and for Government, Institutional, or Health Care Provider purchasers who must work through their own system.

17.10 Every invoice will state the applicable terms of payment (cash, e-transfer, cheque, etc.).

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## **Article 18 Literature Exchange**

18.1 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.

18.2 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, etc.
3. Literature sold in a protective wrapping (eg- gift or commemorative editions) must have intact wrapping.

18.3 Books and bronze medallions are the only items that may be exchanged. No special order items may be exchanged.

18.4 Exchange can be made by CNA groups only, and will only be for credit against that group’s literature orders. At no time will cash be reimbursed.

18.5 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 19 CNA Literature Starter Kit

- 19.1 The Literature Committee will have two (2) Starter Kits on hand at all times. As one Starter Kit is sold, another one will be assembled. Ten (10) of the latest CNA meeting lists are included when the Starter Kit is provided, ensuring the most up-to-date meeting info for the kit.
- 19.2 Contents of the NAWS Group Starter Kit are listed on the reverse of the Central Nova Area Literature Starter Kit inventory sheet (included with the CNA Literature Starter Kit). Contents may vary due to availability of items. A sample Starter Kit is shown in Table 3.

Item	Description	Allotted
9020	NAWS Group Starter Kit	1
1101	Basic Text	1
1112	Just For Today	1
1164	Twelve Concepts	1
1500	NA White Booklet	1
2207	Social Media & Our Guiding Principles	2
9130	Group Readings (set of 7)	1
3117	IP #17 For Those in Treatment	2
3120	IP #20 Hospitals and Institutions Service and the NA Member	2
3121	IP #21 The Loner - Staying Clean in Isolation	2
3123	IP #23 Staying Clean on the Outside	2
3126	IP #26 Accessibility for Those with Additional Needs	2
LP-01	20 Things to Do Before Taking that First Drug	5
4100	Key Tag - Welcome WHT	10
4101	Key Tag - 30 Days ORN	5
4102	Key Tag - 60 Days GRN	3
4103	Key Tag - 90 Days RED	3
4104	Key Tag - 6 Months BLU	2
4105	Key Tag - 9 Months YEL	2
4106	Key Tag - 1 Year GLO	2
4107	Key Tag - 18 Months GRY	2
4108	Key Tag - Multiple Years BLK	2
	Central Nova Area Meeting List	10

**Table 3** – Central Nova Area Literature Starter Kit

- 19.3 Regardless of Table 3, a group seeking literature relief may request, through the Area Service Committee, help in the shape of any combination of literature up to a dollar limit set at that particular ASC meeting, but not more than the cost of a CNA Literature Starter Kit.

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## **Article 20 Literature Review & Input**

- 20.1 Literature reviews and input will be conducted following NAWS procedures.
- 20.2 The Literature Committee will set up and announce special workshops for literature review, whenever draft literature is available from NAWS.
- 20.3 The Vice Chairperson shall conduct such workshops, or appoint a member of the committee.
- 20.4 Upon completion of the workshop, information will be forwarded to NAWS according to their processes for receiving reviews.

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## **Article 21 CNA Meeting List**

- 21.1 The CNA Meeting List is a pamphlet that details each group's name and meeting location, day of the week, time-of-day, accessibility, and other information the reader may find helpful.
- 21.2 The Literature committee is responsible for printing an appropriate number of meeting lists for sale.
- 21.3 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 22 Infinity Medallions**

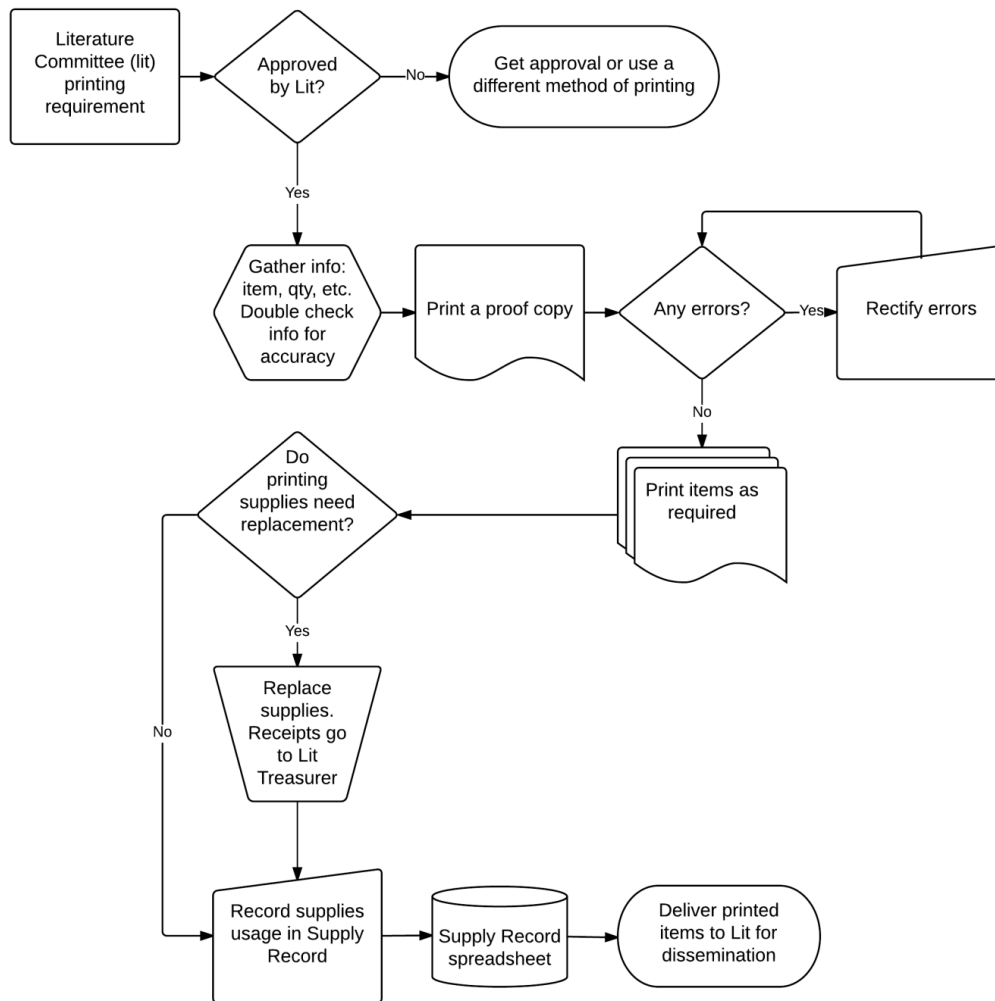
- 22.1 An infinity medallion is a bronze medallion containing the infinity symbol “∞” instead of a number. It is provided to the surviving family of any deceased NA member in recognition of that member's value to the NA fellowship, and symbolizes that the member will stay clean for an infinite amount of time.
- 22.2 It is purchased by the Literature Committee using its own funds, and will be given directly to the family (for funerals or memorials held near HRM), or forwarded through an intermediary to the family (for funerals or memorials held away).
- 22.3 Upon receipt of infinity medallions from NAWS, they will be retained in general inventory, with four distributed (in a protective Ziplock bag) to the four literature Executive Officers. This allows for immediate use, if necessary, without delays accessing inventory.
- 22.4 Infinity medallions may also be purchased by individual members. They are available in bronze, stainless steel laser-etched, and in various tri-plate colours.

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## Article 23 Literature Printing

23.1 Literature sales 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.

23.2 The Literature Committee printing requirements follow the flowchart shown as Figure 1.



**Figure 1** – Literature Committee Printing Flowchart

23.3 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.
4. The “20 Things To Do Before Taking That First Drug” pamphlet.
5. Area Newsletter, in accordance with Article 24.

- 23.4 The Literature Committee prints the following literature for its own use, including literature workshops:
1. Literature Committee minutes and reports.
  2. Literature Committee guidelines, documents, and forms.
  3. Area and other committee's guidelines and minutes.
  4. Any literature workshop requirements.
- 23.5 Printing of the above items:
1. Is performed efficiently and effectively, so items are available to groups when needed.
  2. Is strictly controlled and recorded, to ensure that NA funds are managed responsibly to further our primary purpose.

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## **Article 24 Literature Committee Newsletter**

- 24.1 The Literature Committee may set up a subcommittee under the Literature Committee to fulfill the duties required to publish an Area Newsletter, subject to paragraph 24.4.
- 24.2 The newsletter may list area and regional events, as well as national and international NA events. It may also run articles on local service activities and members' recovery experiences.
- 24.3 The subcommittee shall take special heed of Concept 5, ensuring that the newsletter has a responsible editorial policy. The Handbook for NA Newsletters provides more information.
- 24.4 The Newsletter shall only go out to the Fellowship on a regular basis as long as there are members of the Newsletter subcommittee to serve to put out the Newsletter.

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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 out 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.