

Procedural Guidelines

Central Nova Area
of Narcotics Anonymous

www.centralnovaarea.ca

Activities 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.*

Revision Date:

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
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CNA Procedural Guidelines - Activities Committee

Table of Changes

Date	Article, page	Changes or Additions
30 Nov 2014	All	Draft approved by Activities Committee
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30 Jun 2019	Art VI, pp 7.8	Add new para 6.1.1
30 Jun 2019	Art VII, pg 12	Amend para 7.15.1 to lower clean time requirement from 3 years to 2
30 Jun 2019	Art XIV, pg 16	Amend para 14.7 to add an example
23 Nov 2019	Art III, pg 6	Amend Table 1 Row D to comply with Art III, para 3.3

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Activities Committee Vision Statement

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

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

It is not the purpose of the Activities Committee to raise funds for NA, but to raise funds to be self-supporting.

ARTICLE I Purpose

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

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ARTICLE II Activities Committee Members

2.1 The Activities Committee consists of:

1. Four Executive Committee Officers (Chairperson, Vice-Chair, Treasurer, Secretary);
2. Eight Non-executive Committee Officers (Coordinators for Program, Assistant Program, Registration, Assistant Registration, Hospitality, Assistant Hospitality, Canteen, Convention Fundraising); and,
3. Members at large.

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ARTICLE III Voting Policy

3.1 All committee members who attend two consecutive meetings may fully participate in the consensus-based decision-making process, including the Chairperson.

3.2 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.

3.3 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.

3.4 Non-attendance at special meetings has no impact on CBDM eligibility.

3.5 CBDM participation eligibility is shown in Table 1, below.

<i>CBDM Eligibility (Voting) 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.	Member can participate in discussions. CBDM eligibility is suspended until the member attends their second Activities meeting.	Same as regular monthly meeting.
B	A member attends their second committee meeting.	Member fully participates in discussions and decisions.	Same as regular monthly meeting.
C	A member misses one committee meeting.	Member fully participates 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. Member fully participates 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 1 – CBDM Eligibility Matrix

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ARTICLE IV Procedures

- 4.1 In performing its duties, the Activities Committee shall follow the spiritual principles found in:
 1. The 12 Traditions of NA;
 2. The 12 Concepts for NA Service.
 3. A Guide to Local Services in NA; and,
 4. The Activities Guidelines.
- 4.2 Fifty percent (50%) of voting members and at least one executive committee officer must be present to constitute a functioning committee (quorum) for consensus purposes.
- 4.3 If a quorum is not present prior to the start of agenda item “New Business” no new business can be conducted. Report reading and any other business not requiring consensus may be conducted.
- 4.4 The committee follows the consensus-based decision-making process when discussing proposals and making decisions. This allows for dissenting points of view to be heard and fairly considered before decisions are made.

- 4.5 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.
- 4.6 Although CBDM is the desired process, a decision may be reached using the voting procedures of Roberts Rules of Order found in A Guide to Local Services in NA (also found at “Fellowship Resources” at centralnovaarea.ca/service).

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ARTICLE V **Proposals**

- 5.1 Proposals are discussed and decided upon according to Article III Procedures.
- 5.2 Made by any eligible member, proposals stand on their own merits; seconds are not required. Proposals must be legibly printed to be understood by all, and to be transcribed for the Activities archives. The Secretary supplies blank proposal forms at every meeting.

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ARTICLE VI **Requirements and Duties of Executive Committee Officers**

6.1 **Requirements of the Chairperson:**

1. Willingness, time, and resources to serve a one-year commitment.
2. Have at least three years continuous clean time.
3. Be an active voting member of the committee for at least six consecutive months.
4. Have a working knowledge and understanding of the 12 Traditions, 12 Concepts of NA, A Guide to Local Services in NA, Central Nova Area guidelines, and Activities guidelines.
5. Completion of previous service commitments should be considered.

6.2 **Duties of the Chairperson:**

1. To arrange an agenda in co-operation with the Activities Committee, and preside over the monthly meeting, ensuring that proper rules of procedure (approved by ASC) are followed.
2. To be a signing authority for Activities bank account.
3. To declare the meeting adjourned when activities committee votes or in the case of an emergency.
4. To conduct the Activities meeting with a firm, yet understanding hand.
5. To oversee all Activities events for the purpose of preparation.
6. To create a list of events for the year in October. Additional events can be added throughout the year as the committee deems appropriate.
7. To attend regional activities committee meetings to keep all informed and updated on events, workshops, etc.
8. To submit a report to Area each month there is Area.
9. To recognize activities members who are entitled to the floor.
10. To appoint volunteers to organize and assist with Inn Out of the Cold/New Year’s Event.
11. To be available to contact facilities for event locations.

12. To be the contact and the point of accountability with events and facilities.
13. To follow up with committee members on assigned duties or tasks, in the spirit of cooperation and accountability.
14. To be the sole point of contact for all Activities information (minutes, reports, posters, pamphlets, guidelines, or other documents) requiring upload on the CNA website, vetting each, and forwarding them to the 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.
15. To assume responsibilities of all Executive and Non-Executive positions (in absence of), or appoint qualified individuals to perform duties.

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6.3 Requirements of the Vice-Chairperson:

1. Have at least eighteen months continuous clean time.
2. Be an active voting member of the committee for at least six consecutive months.
3. Have a working knowledge and understanding of the 12 Traditions, 12 Concepts of NA, A Guide to Local Services in NA, and Activities guidelines.
4. Completion of previous service commitments should be considered.

6.4 Duties of the Vice-Chairperson:

1. To assume the responsibility of the Activities Chairperson in the event of the Chairperson being absent, ill, away, or not having a Chairperson.
2. To be a signing authority on the Activities bank account.
3. To be parliamentarian at the activities table.
4. To work closely with elected officers and other members in the spirit of cooperation.
5. To forward any Vice-Chairperson information requiring upload on the CNA website to the Chairperson or delegated officer for vetting.
6. To assist the Chair in duties.

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6.5 Requirements of the Treasurer:

1. Have at least three years continuous clean time.
2. Be an active voting member of the committee for at least six consecutive months.
3. Have a working knowledge and understanding of the 12 Traditions, 12 Concepts of NA, A Guide to Local Services in NA, and Activities guidelines.
4. Completion of previous service commitments should be considered.

6.6 Duties of the Treasurer:

1. To make a report of all expenditures for each event held.
2. To make a report of all monies earned from each event held.
3. To forward a full written report to Chairperson after each event for area report.
4. To be a signing authority on the Activities bank account.
5. To create a budget for the year's events based on prior events.
6. To forward any Treasurer information requiring upload on the CNA website to the Chairperson or delegated officer for vetting.

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6.7 Requirements of the Secretary:

1. Have at least six months continuous clean time.
2. Be an active voting member of the committee for at least three consecutive months.
3. Have a working knowledge and understanding of the 12 Traditions, 12 Concepts of NA, A Guide to Local Services in NA, and Activities Guidelines.
4. Completion of previous service commitments should be considered.

6.8 Duties of the Secretary:

1. To keep accurate minutes of each Activities meeting.
2. To maintain files.
3. To be the custodian of Activities minutes/records.
4. To keep track of member attendance for voting purposes.
5. To notify members of upcoming meetings.
6. To distribute copies of the activities minutes by way of email where possible to members within 15 days of the past meeting, and to Area Archives annually.
7. To have copies of activities guidelines available for new members.
8. To keep track of and update the Activities member list.
9. To forward any Secretary information requiring upload on the CNA website to the Chairperson or delegated officer for vetting.

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ARTICLE VII Requirements and Duties of Non-Executive Committee Officers

7.1 Requirements of the Program Coordinator:

1. Have at least one year continuous clean time.
2. Be an active voting member of the committee for at least three consecutive months.
3. Have a working knowledge and understanding of the 12 Traditions, 12 Concepts of NA, A Guide to Local Services in NA, and Activities guidelines.
4. Completion of previous service commitments should be considered.

7.2 Duties of the Program Coordinator:

1. To set programming for all committee events, and ensure any programs are accurately printed.
2. To arrange for speakers/entertainment for events and follow committee approved budgets.
3. To submit any revenue and receipts to the Activities Treasurer, during or immediately following an event.
4. To submit a written report, including financials, at regular monthly business meetings.
5. To submit any contracts at regular monthly business meetings.
6. To organize volunteers to chair speaker meetings at events.
7. To work with other sub-committees when needed.
8. To arrange other committee member support and volunteers when needed.
9. To make suggestions on prices for events.
10. To have readings for meetings available at events.
11. To work closely with the Assistant Program Coordinator in a mentoring position or role.

12. To have a varied program of speakers at all events to reach all our members, meeting all demographics of our growing fellowship, where possible, remembering that diversity is our strength.
13. To be available to assist the Chairperson in securing a facility for events.
14. To forward any Program Coordinator information requiring upload on the CNA website to the Chairperson or delegated officer for vetting.

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7.3 Requirements of the Assistant Program Coordinator:

1. Have at least 3 months continuous clean time.
2. Be a voting member of the Activities Committee.
3. Be willing to read and learn some understanding of the 12 Traditions, 12 Concepts, A Guide to Local Services in NA, and Activities Guidelines.

7.4 Duties of the Assistant Program Coordinator:

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

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7.5 Requirements of the Registration Coordinator:

1. Have at least two years continuous clean time
2. Be an active voting member of the committee for at least three consecutive months.
3. Have a working knowledge and understanding of the 12 Traditions, 12 Concepts of NA, A Guide to Local Services in NA, and Activities guidelines.
4. Completion of previous service commitments should be considered.

7.6 Duties of the Registration Coordinator:

1. To maintain accurate registration/attendance for events.
2. To be the point of contact for registration for events.
3. To submit any revenue and receipts to the Activities Treasurer, during or immediately following an event.
4. To submit a written report, including financials, at regular monthly business meetings.
5. To arrange other committee support and volunteers to work doors (at least one committee member at all times).
6. To create registration packages for multi-day events requiring nametags, programs and novelties, in cooperation with the Program and Convention Fundraising Coordinators.
7. To work closely with the Assistant Registration Coordinator in a mentoring position or role.
8. To have clean time countdown sheets and markers at events.
9. To be available to assist the Chairperson in securing a facility for events.
10. To forward any Registration Coordinator information requiring upload on the CNA website to the Chairperson or delegated officer for vetting.

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7.7 Requirements of the Assistant Registration Coordinator:

1. Have at least three months continuous clean time.
2. To be a voting member of the Activities Committee.
3. Be willing to read and learn some understanding of the 12 Traditions, 12 Concepts of NA., A Guide to Local Services in NA, and Activities guidelines.

7.8 Duties of the Assistant Registration Coordinator:

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

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7.9 Requirements of the Hospitality Coordinator:

1. Have at least two years continuous clean time.
2. Be an active voting member of the committee for at least three consecutive months.
3. Have a working knowledge and understanding of the 12 Traditions, 12 Concepts of NA, A Guide to Local Services in NA, and Activities guidelines.
4. Completion of previous service commitments should be considered.

7.10 Duties of the Hospitality Coordinator:

1. To plan and prepare for events, including decorations for themed events.
2. To be the custodian of all decorations.
3. To arrange and supply refreshments of food and drinks at events when required.
4. To arrange for committee support and volunteers when needed.
5. To plan and prepare all meals for events when needed.
6. To coordinate games night and keep an up-to-date inventory of games.
7. To be the custodian of games Activities owns.
8. To submit any revenue and receipts to the Activities Treasurer, during or immediately following an event.
9. To submit a written report, including financials, at regular monthly business meetings.
10. To arrange for other committee and volunteer support when needed.
11. To arrange and organize all aspects with Inn Out of the Cold / New Year's events.
12. To have a complete checklist of requirements as a guide for Inn Out of the Cold / New Year's.
13. To work closely with the Assistant Hospitality Coordinator in a mentoring position or role.
14. To forward any Hospitality Coordinator information requiring upload on the CNA website to the Chairperson or delegated officer for vetting.

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7.11 Requirements of the Assistant Hospitality Coordinator:

1. Have at least three months continuous clean time.
2. To be a voting member of the Activities Committee.
3. Be willing to read and learn some understanding of the 12 Traditions, 12 Concepts, A Guide to Local Services in NA, and Activities guidelines.

7.12 Duties of the Assistant Hospitality Coordinator:

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

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7.13 Requirements of the Canteen Coordinator:

1. Have at least two years continuous clean time.
2. Be an active voting member of the committee for at least three consecutive months.
3. Have a working knowledge and understanding of the 12 Traditions, 12 Concepts of NA, A Guide to Local Services in NA, and Activities guidelines.
4. Completion of previous service commitments should be considered.

7.14 Duties of the Canteen Coordinator:

1. To arrange for the purchase of canteen supplies.
2. To be responsible for inventory and make selling price recommendations.
3. To arrange canteen at events and arrange for committee or volunteer support when needed.
4. To submit any revenue and receipts to the Activities Treasurer, during or immediately following an event.
5. To submit a written report, including financials and an inventory count, at regular monthly business meetings.
6. To have excess supplies available for sale at the next Area, when possible or needed.
7. To forward any Canteen Coordinator information requiring upload on the CNA website to the Chairperson or delegated officer for vetting.
8. To hold and maintain a \$100.00 float to purchase stock and make change. Any amounts over \$100.00 are to be submitted to the treasurer.

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7.15 Requirements of the Convention Fundraising Coordinator:

1. Have at least two years continuous clean time.
2. Be an active voting member of the committee for at least three consecutive months.
3. Have a working knowledge and understanding of the 12 Traditions, 12 Concepts of NA, A Guide to Local Services in NA, and Activities guidelines.
4. Completion of previous service commitments should be considered.

7.16 Duties of the Convention Fundraising Coordinator:

1. To develop and submit convention fundraising plans, and follow committee-approved budgets.
2. To securely retain all revenue until submitted to the Activities Treasurer.
3. To submit any revenue and receipts to the Activities Treasurer, during or immediately following a fundraising event.
4. To submit a written report, including financials and an inventory count, at regular monthly business meetings.
5. To make suggestions to committee regarding designs of merchandise material.

6. To coordinate printing of banners for events when required, ensuring designs and graphics are accurate.
7. To be the custodian of past banners, unsold auction items, and merchandise for safe keeping and storage.
8. To be responsible for inventory and make selling price suggestions.
9. To arrange for committee support and volunteers when needed.
10. To be available to assist the Chairperson in securing a facility for fundraising events.
11. To coordinate with the Program Coordinator to arrange for speakers/entertainment for fundraising events, when needed.
12. To coordinate with the Registration Coordinator to arrange registration requirements for fundraising events, when needed.
13. To coordinate with the Hospitality Coordinator to arrange for decorations for fundraising events, when needed.
14. To coordinate with the Canteen Coordinator to arrange for canteen services at fundraising events, when needed.
15. To forward any fundraising information requiring upload on the CNA website to the Chairperson or delegated officer for vetting.

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ARTICLE VIII Other Requirements and Restrictions of Activities Officers

- 8.1 Activities officers can serve no more than two consecutive terms in any one office. A term is considered to be 12 months and not less than 6 months. A period of time less than six consecutive months is not considered a term.
- 8.2 A member can hold an executive position and a one non-executive position at the same time, when there is a lack of candidates, although it is preferred one position per member.
- 8.3 An activities committee member with at least one year continuous clean time who is not in a money-handling position may be appointed to handle funds up to a \$200.00 limit. This allows members to help with registration, canteen, etc.

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ARTICLE IX Removal of Officers

- 9.1 A committee member may be removed from their position for non-compliance. A two-thirds (2/3) vote (strong support) of voting members present is required for removal. Non-compliance includes, but is not limited to:
 1. Loss of abstinence (automatic removal).
 2. Non-fulfillment of the duties of their positions.
 3. Absence at two consecutive regularly monthly business meetings of the Activities Committee without prior notification to the Chairperson or the Secretary.
- 9.2 A committee officer may resign by providing written notification to the Activities Chairperson one month prior to the date such resignation takes effect.

- 9.3 In accordance with Area guidelines Article V, the Activities Chairperson may resign by providing written notification to the Area Chairperson one month before the resignation takes effect.
- 9.4 Members of the Activities Committee who miss four consecutive meetings without prior notice to the Chairperson or Secretary will be removed from the contact list (including email), unless requested to remain on the contact list. The Secretary will contact the absent member prior to any removal.

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ARTICLE X **Activities Meetings**

- 10.1 The regular monthly business meetings of the Activities Committee shall be held each month on the Saturday before the Area meeting, unless otherwise directed by the Activities Committee.
- 10.2 The Chairperson of the Activities Committee may call special meetings. The purpose of the meeting shall be stated. No business other than that which is stated may be conducted. At least seven days notice shall be given.

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ARTICLE XI **Elections**

- 11.1 The scheduled election for the Activities Chair is held at the October Area meeting. Scheduled elections for all other positions are held at the June regular monthly business meeting. Elections for open positions may be made at any time.
- 11.2 Nominations are requested the month before the election, at the May regular monthly business meeting. Nominees are required to attend their nomination and election dates.
- 11.3 Elected officers assume their duties in July. Outgoing officers will pass on positional information to the incoming officer (eg: password for the positional email account, etc.). Incoming officers will ensure they receive such info.
- 11.4 Electing members to serve is a serious responsibility. 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?

11.6 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.

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ARTICLE XII Guideline Amendments

- 12.1 Amendments that change the intent of the guideline require strong support (2/3 vote) of eligible committee members. Amendments that do not change the intent of the guideline require a simple majority. Members must be present to cast their vote.
- 12.2 Proposed amendments must be legibly written for committee consideration. They may be submitted via proposal forms, or in any other way in which the proposer's name, the specifics of the amendment, its intent, and any financial impact are clearly stated. The Secretary supplies blank proposal forms at every meeting.
- 12.3 Upon acceptance by the Activities Committee, any amendment affecting Central Nova Area groups, the ASC, or any other subcommittee will be submitted for ASC approval. Amendments solely affecting the Activities Committee need not be forwarded to Area.
- 12.4 Major housekeeping amendments such as reformatting, require a simple majority. Minor housekeeping is done on an as-required basis without need for proposal action; however, the committee must be informed. Examples of minor housekeeping are: spelling or grammar corrections, or addition of words to Article XVII Definitions.
- 12.5 A special case is Activities guidelines Appendix 1, Coordination of Speaker Recording Sales, which is also Appendix 1 to the Literature guidelines.
 1. Both committees must approve any amendments before they are incorporated into either committee's guidelines, including minor housekeeping.
 2. An amendment proposed by one committee may be passed by that committee, and then forwarded to the other committee for their action. Amendments passed by both committees are then incorporated into Appendix 1, without being forwarded for Area approval, unless the amendment affects Area.

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ARTICLE XIII Fund Flow System

- 13.1 The Activities Committee has adopted a prudent reserve (approved by Area) for its yearly operating budget. The approved prudent reserve total of \$3,900.00 is based on \$3,000.00 seed money for the annual Central Nova Area Convention of Narcotics Anonymous (CNACNA), and a \$900.00 replenishable amount for all other activities the committee may plan throughout the year.
- 13.2 One hundred percent (100%) of all funds over and above the prudent reserve shall be contributed to the Area Treasurer during the monthly Area meeting.
- 13.3 The only time funds will not be passed to Area is during the growth of an event (eg- CNACNA, campouts, etc.) where the planning, fundraising, registration, and financial responsibilities of the event are, by necessity, spread out over a period of months. In such cases, funds are withheld until the final fiscal accountability of the event is balanced through an event financial report.

ARTICLE XIV **Convention/Events**

- 14.1 Central Nova Area holds its annual convention in May on the Victoria Day long weekend.
- 14.2 From time to time we have members who have volunteered to help at an event, either by sharing, chairing, helping with registration, working in the canteen etc., who are not planning on attending the event. These members are not expected to pay for attendance. In these instances, the member's name will be provided to the Registration Coordinator prior to the event.
- 14.3 7th Tradition or Newcomer/Hardship Fund contributions received at each event will be allocated where needed for that event. If not needed, they go into the fund flow system.
- 14.4 All event-specific items the Activities Committee offers for sale at an event will be listed as a purchase option in that event's registration pamphlet, space permitting. Examples of event-specific items are ticketed items (banquet, brunch, comedian), and non-ticketed items with the event logo (hoodies, t-shirts). Inclusion in the event registration pamphlet allows for easy selection and payment options for the purchaser.
- 14.5 Pre-payment of convention items are by cash (in person only), personal cheque, certified cheque, or money order (in person or via mail), or (where available) via email transfer. Onsite payment of convention items are by cash, certified cheque, money order, or (where available) email transfer or debit/credit transaction.
- 14.6 Payment plan installments are made in the following order: Registration, Banquet (if purchased), Brunch (if purchased), and any other ticketed item (if offered and if purchased). Payment plan installments should be made for the entire cost of the item, to ensure members receive their desired purchase, and that accurate numbers can be forwarded to hotel catering staff.
- 14.7 Under no circumstances will ticketed items be sold to a registrant until their registration is paid in full. Non-ticketed items may be purchased independently of any other purchases or registration (Eg- A person buys a convention t-shirt but will not be attending the convention). All items paid in full prior to the event are the property of the purchaser, and will be delivered to the purchaser upon registration check-in.
- 14.8 If a member pays for registration or any ticketed or non-ticketed item, but the member subsequently cannot attend the convention, a refund may be requested by the purchaser.
 1. Registration payments cannot be refunded after the event's pre-registration cut-off date, as stated on the convention's registration pamphlet.
 2. Funds paid for meals (banquet, brunch) cannot be refunded after the meal cut-off date, as stated on the convention's registration pamphlet.
 3. If there are no stated pre-registration or meal cut-off dates, the refund cut-off date is 30 days prior to the event.
- 14.9 Non-ticked items ordered and paid in full are the property of the purchaser, cannot be refunded, and will be delivered to the purchaser as soon as practicable. Non-ticketed items ordered but only partially paid for will be voided and a refund provided.

ARTICLE XV Other Organizations

- 15.1 Sometimes we may be contacted by an outside organizations or groups to set up an information table or to host one of their own meetings at one of our events. These requests shall be considered on a case by case basis, and for each individual event.
- 15.2 Such requests must be voted on at the regular monthly business meeting of Activities.
- 15.3 Event registration requirements for non-NA attendees at full-day or multi-day events are displayed in Table 2 below.

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

Table 2 – Registration Requirements for Non-NA Attendees

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

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ARTICLE XVI Newcomer/Financial Hardship Package

- 16.1 See Article XVII Definitions for the definition of newcomer and financial hardship.
- 16.2 We welcome any addict who needs a newcomer/financial hardship package.
- 16.3 We will not harass any addict by questioning their honesty or their need to request a newcomer/financial hardship package. If one is needed, one will be provided.
- 16.4 The newcomer/financial hardship package applies to registration only and all activities that are included in that registration, eg- the supper and dance at New Year's Eve or the Speaker Jam.

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

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ARTICLE XVII Definitions

- 17.1 Cooperation: An act or instance of working or acting together for a common purpose or benefit, joint action. An example would be for CNA to provide space at a convention for NARANON to operate an information table.
- 17.2 Custodian: A person who has custody; keeper; guardian; a person entrusted with maintaining property.
- 17.4 Endorsement: Approval or sanction.
- 17.5 Financial Hardship: Any member who cannot afford the registration to one of our events.
- 17.6 Housekeeping Amendment: An amendment to guidelines that affects format, font, spelling, grammar, etc., but does not change the intent of the guideline being amended.
- 17.7 NARANON: Members are relatives and friends who are concerned about the addiction or drug problem of another or who may be affected by addiction from another.
- 17.8 Newcomer: Any member who has 90 days or less continuous clean time.
- 17.9 Parliamentarian: A person who is an expert in the formal rules and procedures of deliberative assemblies and other formal organizations. In NA, where Robert's Rules of Order are used, the parliamentarian is usually the Vice-Chair.
- 17.10 Quorum: The minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid.
- 17.11 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.

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End of Guidelines (Appendix 1 follows)

Coordination of Speaker Recording Sales

As applicable to Central Nova Area Activities and Literature Committees

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Section 1 Memorandum of Understanding

- 1.1 The mutual understanding of both the CNA Activities and Literature Committees concerning the responsibilities of each committee for the cooperative transfer of responsibility regarding speaker recordings is detailed in paragraph 1.3.
- 1.2 Following initials and dates being affixed, a copy of this document is retained by each committee.
- 1.3 By initialing below, each committee agrees:
 1. That the process of transferring responsibility for speaker sales from the Activities Committee to the Literature Committee (Section 4, below) 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. (original signed by) David C. 06 Aug 2016
First Name & Last Initial *Signature* *Date*

Literature Chairperson: Dave B. (original signed by) Dave B. 06 Aug 2016
First Name & Last Initial *Signature* *Date*

Section 2 Definitions

- 2.1 Speaker Recordings: mp3 audio files of convention/event speakers, as recorded by the Activities Committee.
- 2.2 Sales Representative: 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 speaker 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.
- 2.4 Speaker Copyright Release Form: A form signed by a speaker (prior to them being recorded) which allows CNA to record, process, and sell that speaker's recording. See Annex B (at the end of this document).

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; and,
 - 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 speaker recordings from non-CNA conventions or events.
- 3.3 Under no circumstances will the Activities or Literature Committee charge for speaker recordings from CNA service events (eg- Service Day).

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

- 4.1 The transfer will occur after acceptance of the event financial report by the Activities committee.
- 4.2 The transfer of responsibility process is detailed in Annex A: Transfer and Acquisition Form (at the end of this document).
- 4.3 Annex A itemizes those things that are transferred, such as:
 - 1. A printout of the Master Sales Record, complete and up-to-date.

NOTE No funds are transferred between committees. All funds received by the Activities Committee will be submitted to the Activities Treasurer prior to the Literature Committee accepting transfer of responsibility.

2. MP3 recordings of each speaker, with the total amount of speakers indicated. If on a USB stick, the stick will be returned once copied by the Literature Committee.
3. All signed Speaker Copyright Release Forms applicable to the convention or event.
- 4.4 The Activities Committee will email the Master Sales Record computer file to the Literature Committee sales rep no later than seven days following transfer of responsibility.
- 4.5 Upon transfer of responsibility, the Activities Committee will cease to conduct sales, and will direct any inquiries to the Literature Committee.

Section 5 Appendix 1 Approval and Revision Dates

Draft approved by Activities	06 August 2016		
Draft approved by Literature	07 August 2016		
Approved by Central Nova Area	25 September 2016		
Amended.....	28 April 2017	Approval: Act: <i>David C.</i>	Lit: <i>Dave B.</i>
Amended.....	28 January 2018	Approval: Act: <i>David C.</i>	Lit: <i>Dave B.</i>
Amended.....	25 November 2018	Approval: Act: <i>Pete B.</i>	Lit: <i>Dave B.</i>
Amended.....	26 January 2019	Approval: Act: <i>Pete B.</i>	Lit: <i>Dave B.</i>
Amended.....		Approval: Act: _____	Lit: _____
Amended.....		Approval: Act: _____	Lit: _____

Transfer and Acquisition Form

NOTE: *Print two copies after filling 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, speaker recordings, and Speaker Copyright Release Forms (as indicated by initialing for receipt).

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

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

General

1. The Activities Committee will email the master sales record computer file to the Literature Committee representative no later than 7 days following transfer of responsibility.
2. Upon transfer of responsibility, the Activities Committee will cease to conduct sales, 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

SPEAKER COPYRIGHT RELEASE AGREEMENT

This is a Copyright Release Agreement between the Central Nova Area of Narcotics Anonymous (hereinafter "CNANA") and

Name (*print*) _____ of City/Town _____ Province/State _____

Email _____ Tel: (_____) _____
(Hereinafter "the MEMBER") *10 digits*

1. CNANA is conducting a convention/event and has invited the MEMBER to be a speaker or participate in a meeting which CNANA intends to record and offer copies of the audio recording for sale. The proposed audio recording will contain the personal experiences of the MEMBER as they share their experience, strength, and hope in recovery. The MEMBER, in electing to sign this Copyright Release Agreement, consents to do so as a means of permitting CNANA to share their personal experience, strength, and hope in recovery with others through the use of the audio recording that is made. In doing so, the MEMBER helps other addicts and assists CNANA fulfill its part of the overall responsibility to the fellowship of Narcotics Anonymous to carry the message of recovery and be self-supporting by our own efforts.
2. The MEMBER receives consideration from this agreement
 - a. through the satisfaction of having been able to share their experience, strength, and hope to assist CNANA to carry the message of recovery and be self-supporting; and,
 - b. through receipt of a copy of his or her audio recording, usually in mp3 format sent to the email address provided above.
3. For this consideration received, the MEMBER hereby transfers all of his or her rights to the audio recording made during the meeting on behalf of CNANA. This transfer is made for the purpose of allowing CNANA to utilize the MEMBER's personal recovery in audio recording only. The MEMBER is transferring all of his or her rights to copyright, reissue, or make excerpts from the audio recording, or to renew or extend any copyrights thereon. These audio recordings will possibly be offered for sale at places other than this convention/event.
4. The MEMBER agrees to hold CNANA harmless from any liability arising from its use or sale of the recorded audio.
5. This is the only agreement between CNANA and the MEMBER regarding the audio recording. This agreement can only be changed or amended by the written consent of the parties hereto. This agreement binds the MEMBER's heirs and assigns. CNANA agrees to use all reasonable caution to protect the MEMBER's anonymity.

Read, understood, and voluntarily signed, on this _____ day of _____, 20_____.

MEMBER Name: _____ **Signature:** _____

Witness Name: _____ **Signature:** _____

For CNANA use only

Convention/Event: _____ Location: _____

Date: _____ CNANA Copyright Release Agreement Serial Number (eg- 2017-01): _____