

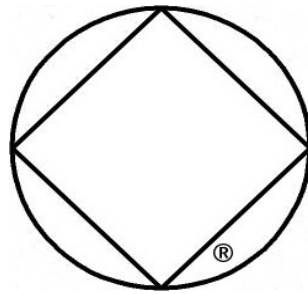
# Central Vancouver Island Area

## Service Committee

Of

Narcotics Anonymous

# **AREA SERVICE GUIDELINES**



### **Service Prayer**

God, grant us the knowledge that we may act  
according to your divine precepts.  
Instil in us a sense of your purpose,  
make us servants of your will and  
grant us a bond of selflessness that this  
may truly be your work, not ours,  
so that no addict, anywhere,  
need die from the horrors of addiction.

*As adapted from the Introduction section in our Basic Text, Fifth Edition*

## TABLE OF CONTENTS

<b>SECTION</b>	<b>TITLE</b>	<b>PAGE</b>
1.0	NAME	3
2.0	PURPOSE AND ACCOUNTABILITY	3
3.0	GEOGRAPHICAL BOUNDARIES	3
4.0	CVIASC REFERENCES	3
5.0	AREA SERVICE COMMITTEE MEETING	3
6.0	SUBCOMMITTEE MEETINGS	4
7.0	REGULAR MEETING AGENDA	4
8.0	EMERGENCY MEETINGS & STIPULATIONS	5
9.0	EMERGENCY MEETING AGENDA	5
10.0	VOTING PROCEDURES	6
11.0	VOTING FOR ELECTIONS AND DISMISSAL OF OFFICE	6
12.0	VOTING PARTICIPANTS	7
13.0	NON-VOTING PARTICIPANTS	7
14.0	AMENDMENT OF AREA SERVICE GUIDELINES	7
15.0	ELECTIONS AND NOMINATIONS	7
16.0	TERMS OF OFFICE	7
17.0	RESIGNATION AND DISMISSAL OF OFFICE	8
18.0	QUALIFICATIONS AND RESPONSIBILITIES OF THE CVIASC TRUSTED SERVANTS	8
19.0	ADMINISTRATIVE OFFICERS QUALIFICATIONS AND RESPONSIBILITIES	9
20.0	SUBCOMMITTEE CHAIRPERSON QUALIFICATIONS & RESPONSIBILITIES	13
21.0	SUBCOMMITTEE GUIDELINES & RESPONSIBILITIES	14
22.0	GROUP SERVICE REPRESENTATIVE (GSR) & ALTERNATE GSR RESPONSIBILITIES	17
23.0	FINANCIAL POLICY	17
24.0	SUBCOMMITTEE FINANCIAL POLICY	19

## **1.0**        **NAME**

- 1.1        The official name of this area service body shall be the Central Vancouver Island Area Service Committee of Narcotics Anonymous and shall be referred to as CVIASC within this document.

## **2.0**        **PURPOSE AND ACCOUNTABILITY**

- 2.1        Tradition Five States: "Each group has but one primary purpose – to carry the message to the addict who still suffers". The purpose of this body shall be to encourage unity, co-operation, and communication among the groups and committees within the area.
- 2.2        To provide monthly meetings at which home groups express their collective conscience to the service structure.
- 2.3        Help groups and committees deal with their basic situations and needs.
- 2.4        Encourages the growth of the fellowship.
- 2.5        Also to provide representation at the British Columbia Regional Service Committee of Narcotics Anonymous (BCRSCNA).
- 2.6        The CVIASC is accountable to the CVIASC groups and fellowship.

## **3.0**        **GEOGRAPHICAL BOUNDARIES**

- 3.1        The geographical boundaries of the CVIASC shall be from as far south as Ladysmith, as far north as Qualicum Beach, with a western limit to include Port Alberni, and with Vancouver Island's Salish Sea Coastline and Gabriola Island as the most easterly limits.
- 3.2        We shall have the option of serving groups in other neighbouring areas in the absence of other Area Service Committees in their area.

## **4.0**        **CVIASC REFERENCES**

- 4.1        The CVIASC and its committees shall comply in all actions with the following:
- 4.2        The Twelve Traditions of Narcotics Anonymous.
- 4.3        The Twelve Concepts of NA Service.
- 4.4        Current publication of the CVIASC Service Guidelines.
- 4.5        "A Guide to Local Service in Narcotics Anonymous" and its successors.
- 4.6        Current editions of all NA handbooks.
- 4.7        Future CVIASC directives.
- 4.8        Any special rules of order the committee may adopt.
- 4.9        Each CVIASC member shall be provided with a copy of "*A Guide to Local Service in Narcotics Anonymous*", and a copy of the *CVIASC Service Guidelines*.

## **5.0**        **AREA SERVICE COMMITTEE MEETING**

### **5.1**        **General**

- 5.1.1      The CVIASC shall meet once every calendar month as directed by the voting area participants attending the current Area meeting.
- 5.1.2      If the meeting time, place or date must be changed, it shall be announced prior to the end of the current meeting.
- 5.1.3      If the need arises to change the meeting's time and/or location after the most recent meeting the Facilitator or the Secretary shall notify all members of the CVIASC by telephone as soon as possible prior to the next meeting.

### **5.2**        **Seating Procedure**

- 5.2.1      Group Service Representatives (GSRs), GSR Alternates, Administrative Officers, Subcommittee

Chairs and Subcommittee Vice-Chairs shall be the only persons seated at the table during CVIASC meeting.

### **5.3 NA Group Defined**

- 5.3.1 The NA group is registered at the *World Service Office* (NAWS).
- 5.3.2 Has reported to the CVIASC at least once.
- 5.3.3 Has an established time and location for regularly-scheduled recovery meetings.
- 5.3.4 Accepts and adheres to the definition of an NA group as described in "*A Guide to Local Service In Narcotics Anonymous*" (p. 26 – 28).

### **6.0 SUBCOMMITTEE MEETINGS**

- 6.1 All Subcommittees are required to meet once a month at a regularly-scheduled date, time and place. (example: \_\_\_\_\_ Subcommittee meets on the last Thursday of each month at 6 pm.)
- 6.2 Subcommittees are required to contact the Newsletter Subcommittee 10 days before the CVIASC meeting with the date, time and meeting place of their Subcommittee meeting.
- 6.3 Subcommittee meetings will not be held in a private home.
- 6.4 CVIASC will pay for the meeting place for all regular Subcommittee Meetings.
- 6.5 Additional Subcommittee meetings may be held.
- 6.6 Additional Subcommittee meetings will be paid for by that Subcommittee.

### **7.0 REGULAR MEETING AGENDA**

- **Call to order**
- **Moment of silence for the still-suffering addict, followed by the Service Prayer**
- **Welcoming of new groups or GSRs to the CVIASC**
- **Twelve Concepts for NA Service**
- **Roll call**
- **Approval of the meeting minutes**
  
- **Administrative Officers' Reports**
  - 1) Facilitator
  - 2) Co-Facilitator
  - 3) Secretary
  - 4) Alternate Secretary
  - 5) Treasurer (1<sup>st</sup> of 2 reports)
  - 6) Alternate Treasurer
  - 7) Regional Committee Member (RCM)
  - 8) Alternate RCM
  - 9) GSR Representative
  
- **Subcommittee Reports**
  - 1) Literature
  - 2) Activities
  - 3) Newsletter
  - 4) Campout
  - 5) Area Service Guidelines
  - 6) Public Relations (PR)
  - 7) Ad-Hoc
  
- **Elections**
  - 1) Elections of any open positions
  - 2) Elections of CVIASC positions in the following order (or as required):
    - March** ASC Meeting - Administrative Officers \* (see below)

**September ASC Meeting - Sub-Committee Chairpersons \*\***  
**December ASC Meeting – Alternate Treasurer & Alternate Secretary**

**\* Administrative Officers (AO) consist of:** Facilitator, Co-Facilitator, Treasurer, Alternate Treasurer, Secretary, Alternate Secretary, Regional Committee Member (RCM), Alternate RCM, GSR Representative

**\*\* Subcommittee Chairpersons consist of:** Literature, Activities, Newsletter, Campout, Area Service Guidelines, Public Relations

- **Break (10 minutes)**
- **Second Roll Call**
- **Old Business**
- **Sharing Session**  
GSR sharing session (Questions and Mentoring)  
Open Sharing Session
- **Treasurer's Ending Balance** (2<sup>nd</sup> Report)
- **Confirmation of next meeting date**
- **Adjourn meeting with the “We” version of the Serenity Prayer**

**8.0            EMERGENCY MEETINGS AND STIPULATIONS**

8.1            This type of meeting is rare, and is only held in an emergency if deemed necessary by the administrative officers.

8.2            All members of the CVIASC are to be informed by telephone of the meeting date, time, place, and reason for the meeting, by the Facilitator of the CVIASC a few days prior to the meeting.

8.3            **Stipulations**

8.3.1        The emergency meeting shall be limited to the emergency issue raised in the notice.

8.3.2        All decisions made at the emergency meeting must be presented at the next regularly scheduled CVIASC meeting.

**9.0            EMERGENCY MEETING AGENDA**

- Call to Order
- Moment of silence for the still-suffering addict, followed by the Serenity Prayer
- Service Prayer from page 2 of these Service Guidelines
- Purpose of Area Service
- Twelve Concepts for NA Service
- Twelve Traditions of NA
- Roll call
- Report from the Facilitator as to the reason for the meeting
- Discussion of the issue (20-minute limit)
- Proposal (if any) to be placed on the table
- Adjournment of meeting.

## **10.0 VOTING PROCEDURES**

### **10.1 Consensus Based Decision Making**

10.1.1 The Facilitator shall ensure that GSRs are prepared to work towards consensus.

Step 1: Test for Consensus

“Do we have consensus?”

*If consensus is achieved, then action points for implementation are then discussed*

Step 2: Stand Aside

If GSRs could not reach consensus because someone has concerns, but will allow the proposal to move forward, the secretary will note the concerns, then the proposal will continue to be passed.

The CVIASC Facilitator will ask the GSR(s) “are you willing to stand aside, and let this proposal pass?”

If there are significant reservations about a proposal, the body may choose to modify the proposal

Step 3: Block

A block is a rare and extreme form of dissent taken only if you honestly believe that one of the 12 Traditions, 12 Concepts, or spiritual principle is directly violated by a proposal, or that some very fundamental moral position would be violated.

A participant who blocks must be able to articulate which Tradition, Concept, or spiritual principle fundamental to NA is violated by the proposal.

If consensus is blocked because no reasonable consensus can be reached, the group stays with existing policy, does nothing, or asks the creators of the proposal to do more work on the proposal.

10.1.2 All participating members of the CVIASC may vote to accept the treasurer and secretary reports, to adjourn the meeting and to change the date of the CVIASC meeting.

## **11.0 VOTING FOR ELECTIONS AND DISMISSAL OF OFFICE**

### **11.1 Consensus Based Decision Making**

11.1.1 Consensus shall be reached for regular business.

### **11.2 Secret Ballot Voting**

11.2.1 Voting on Elections and Dismissal of CVIASC Officers shall be by secret ballot.

11.2.2 Ballots will be distributed to and collected from all voting participants by the Co-Facilitator and Treasurer.

11.2.3 The Co-Facilitator and Treasurer will tally the secret ballots.

11.2.4 Tally of the votes will be taken privately.

11.2.5 Tallies of secret ballot voting will not be published or announced.

11.2.6 The CVIASC Facilitator shall announce the results of an election.

## **12.0 VOTING PARTICIPANTS**

12.1 GSRs or Alternate GSRs (one group - one vote) are the only participants working towards Consensus at the CVIASC meeting.

12.2 The Fellowship Liaison (part of PR) shall have a vote for each group for whom he/she carries a group conscience.

### **13.0**      **NON-VOTING PARTICIPANTS**

- 13.1      All members of NA are welcome to observe the CVIASC meeting.
- 13.2      All members may participate in discussions (*See Policy 19.1 for guidelines*).
- 13.3      All members are allowed to give reports.
- 13.4      All members are required to follow CVIASC Service Guidelines.

### **14.0**      **AMENDMENT OF CVIASC AREA SERVICE GUIDELINES**

**New Item to be reworded and formulated in Spring 2016**

### **15.0**      **ELECTIONS AND NOMINATIONS**

- 15.1      Nominations will be accepted first from GSRs, Subcommittee Chairs and Administrative Officers.
- 15.2      Nominations will then be accepted from other NA members present.
- 15.3      Any NA member may also put his or her name forth for a nomination.
- 15.4      All nominations must be seconded by a voting participant of the CVIASC.
- 15.5      Nominees will state their service resume, continuous clean time, and relevant qualifications and answer any questions. (*See appendix for list of questions.*)
- 15.6      Nominees must be present at the time of the elections during the CVIASC meeting.
- 15.7      Area Service Committee Administrative Officers and Subcommittee Chairs may maintain positions as GSRs or alternate GSRs.

### **16.0**      **TERMS OF OFFICE**

#### **16.1**      **Regular Terms of Office**

- 16.1.1      A term of office for the CVIASC will be a duration of two (2) years for Administrative Officers and one (1) year for Subcommittee Chairpersons, or until the next regularly scheduled election for that position.
- 16.1.2      CVIASC Administrative Officers and Subcommittee Chairpersons should not serve more than two consecutive full terms in the same position.
- 16.1.3      The term for a position will start after the meeting in which the election took place.

#### **16.2**      **Vacant Positions**

- 16.2.1      Any Administrative Officers or Subcommittee Chair positions left vacant from early resignation or dismissal shall remain vacant for one month so the vacancy can be announced to the Fellowship.
- 16.2.2      An Administrative Officer or Subcommittee Chairperson who has resigned or has been dismissed from office prior to completion of the term for that office will not be eligible for election to another position at the CVIASC for six months.
- 16.2.3      Exception to 16.2.3 is when the resignation is intended to facilitate a newly created and elected position agreed to by the CVIASC.

#### **16.3**      **Temporary Appointment of Office**

- 16.3.1      In the event of a vacancy due to recall, dismissal of office, or resignation, un-expired terms may be filled by appointment from the CVIASC Facilitator, with the consent of the CVIASC, for a maximum thirty-day term.
- 16.3.2      Regular election procedures will be followed at the next CVIASC Meeting.

#### **16.4**      **Partial Terms of Office**

16.4.1 Partial terms of office shall be not considered as a full term.

## **17.0 RESIGNATION AND DISMISSAL OF OFFICE**

### **17.1 Resignation**

17.1.1 A Resignation must be given in writing.

### **17.2 Dismissal of Office**

17.2.1 Members of the CVIASC will be removed from office immediately upon an interruption of abstinence.

17.2.2 Members of the CVIASC may be removed from office for failure to perform job responsibilities.

17.2.3 Removal from office shall be made through a proposal in new business.

17.2.4 A proposal for removal from office requires that consensus be reached.

## **18.0 QUALIFICATIONS AND RESPONSIBILITIES OF THE CVIASC TRUSTED SERVANTS**

18.1 The qualifications suggested here are meant as guidelines for GSRs in selecting trusted servants for the CVIASC.

18.2 Some individuals nominated will not fit all of the criteria set forth but this should not disqualify them from consideration.

18.3 It should be stated however, that these guidelines were formed as a result of previous experience, and should be given weight when considering a nominee for a particular trusted servant position. \*

18.4 The Administrative Subcommittee is not an elected Subcommittee. It is made up from the Administrative Officers, as part of their Responsibilities.

18.5 For the purposes of the CVIASC, "Continuous clean time" is defined as continuous complete abstinence from all drugs. \*

*\*Refer to Attachments*

## **19.0 ADMINISTRATIVE OFFICERS QUALIFICATIONS AND RESPONSIBILITIES**

### **19.1 Facilitator Qualifications**

19.1.1 Minimum three (3) years continuous clean time.

19.1.2 Minimum of one year of NA service, preferably as the Co-Facilitator.

19.1.3 Ability to make a two (2) year commitment to the CVIASC.

19.1.4 Demonstrates stability and personal sense of direction that serve as an example to others.

19.1.5 An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the CVIASC Area Service Guidelines.

19.1.6 Willingness, time and resources to serve.

19.1.7 Willingness to resign all other elected positions at the Area level.

### **19.2 Facilitator Responsibilities**

19.2.1 Obtains a current copy of the *CVIASC Area Service Guidelines*.

19.2.2 Obtains all the paper work, manuals and/or handbooks from outgoing Facilitator.

19.2.3 Attends all the CVIASC meetings.

19.2.4 Serves as the "Acting Chair" on the Administrative Subcommittee.

19.2.5 Gives a monthly written and verbal report.

19.2.6 Facilitates the regular CVIASC meetings and any special session meetings.

19.2.7 Executes the meeting agenda.

19.2.8 Upholds the 12 Traditions, 12 Concepts and CVIASC Area Service Guidelines.

19.2.9 Keeps order and direction of the CVIASC meeting, keeps discussion brief and on topic.

19.2.10 Expresses no opinion while facilitating the meeting.



- 19.2.11 Assures the meeting starts and ends on time
- 19.2.12 Acts as a spokesperson for the Area.
- 19.2.13 Acts as one of four co-signers on the CVIASC bank account.
- 19.2.14 Acts as co-signer of all letters.
- 19.2.15 Attends and participates in Area Workshops and Service Learning Days.
- 19.2.16 Prepares and mentors the Co-Facilitator to take up this position at a future election date.

### **19.3 Co-Facilitator Qualifications**

- 19.3.1 Minimum two (2) years continuous clean time.
- 19.3.2 Minimum of one year of NA service.
- 19.3.3 Willing to make a two term (2) commitment to the CVIASC, first 2 years as Co-Facilitator, following two years, with a vote of confidence, as the Facilitator.
- 19.3.4 An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the CVIASC Area Service Guidelines.
- 19.3.5 Willingness, time and resources to serve.
- 19.3.6 Willing to resign all other elected positions at the Area level.

### **19.4 Co-Facilitator Responsibilities**

- 19.4.1 Obtains a current copy of the *CVIASC Area Service Guidelines Handbook*.
- 19.4.2 Obtains all the paper work, manuals and/or handbooks from outgoing Co-Facilitator.
- 19.4.3 Attends all the CVIASC meetings.
- 19.4.4 Secures a key from the landlord and assures the meeting facility is open on time.
- 19.4.5 Serves on the Administrative Subcommittee.
- 19.4.6 Gives a monthly written and oral report.
- 19.4.7 Assists the Facilitator in carrying out his/her Responsibilities.
- 19.4.8 Keeps an accurate list of persons wanting to speak during the meeting.
- 19.4.9 Orients newly-elected officers, GSRs and Subcommittee Chairs to the ASC's Area Service Guidelines, Group Booklets and the appropriate Subcommittee hand guides.
- 19.4.10 Regularly contacts Subcommittee Chairpersons and stays informed of their projects.
- 19.4.11 Helps to find solutions if problems arise within or between subcommittees.
- 19.4.12 Attends Subcommittee meetings whenever possible.
- 19.4.13 Acts as one of four co-signers on the CVIASC bank account.
- 19.4.14 Ensures that both the Facilitator and Co-Facilitator of the ASC have a full set of the most current Handbooks for Subcommittees as well as A Guide to Local Service.
- 19.4.15 Assumes the responsibilities of the Facilitator in his or her absence, or after removal from office or resignation.
- 19.4.16 Attends and participates in Area Workshops and Learning Days.

### **19.5 Secretary Qualifications**

- 19.5.1 Minimum two (2) years continuous clean time.
- 19.5.2 A minimum of one year of NA service.
- 19.5.3 Willing to make a two (2) year commitment to the CVIASC.
- 19.5.4 Willingness, time and resources to serve.
- 19.5.5 Willing to resign all other elected positions at the Area level.
- 19.5.6 Has an understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the CVIASC Area Service Guidelines.
- 19.5.7 Has a computer or regular and consistent access to a computer.

### **19.6 Secretary Responsibilities**

- 19.6.1 Obtains a current copy of the *CVIASC Area Service Guidelines Handbook*.
- 19.6.2 Obtains all the paper work and archives from the outgoing Secretary.
- 19.6.3 Attends all the CVIASC meetings.

- 19.6.4 Serves on the Administrative Subcommittee.
- 19.6.4 Gives a monthly written and oral report.
- 19.6.5 Records all the minutes for the CVIASC meetings, special sessions, and phone votes.
- 19.6.6 Maintains an accurate list of phone numbers, addresses and email addresses of the CVIASC participants.
- 19.6.7 Distributes the minutes to all CVIASC participants within 10 days of the meeting.
- 19.6.8 Includes with the minutes the confidential phone list.
- 19.6.9 Works with the Fellowship Liaison (PR) to distribute minutes, including copies of flyers and regional directories to **groups not in attendance** at the CVIASC Meeting.
- 19.6.10 Emails a copy of the minutes to the Secretary and RCM of the following areas: Vancouver Island North & Powell River Area and the South Vancouver Island Area.
- 19.6.11 Responsible for maintaining archives of the CVIASC meeting minutes past and present, along with any other relevant documents.
- 19.6.12 Responsible for CVIASC correspondence.
- 19.6.13 One of four co-signers of the CVIASC bank account.
- 19.6.14 Picks up the mail least twice per month.
- 19.6.15 Alerts the treasurer and any Subcommittee Chairpersons to the arrival of any pertinent mail.
- 19.6.16 Immediately opens and assesses mail that is addressed to the "CVIASC", responding accordingly.
- 19.6.17 Distributes all other mail at the Area meeting.
- 19.6.17 Will, in cooperation with the Service Guidelines Coordinator, maintain an updated copy of the CVIASC Area Service Guidelines, which will be considered the "Official Copy".
- 19.6.18 Registers with NAWS and/or confirms registrations are correct for the CVIASC groups and the new Administrative Officers, within two months of election.
- 19.6.19 Registers with NAWS all new Subcommittee Chairpersons within one month of their election to office.
- 19.6.19 Prepares and distributes minutes of Emergency meetings at the next CVIASC meeting.
- 19.6.21 Attends and participates in Area Workshops and Service Learning Days.

## **19.7 Alternate Secretary Qualifications**

- 19.7.1 Minimum two (2) years continuous clean time.
- 19.7.2 See "Secretary Qualifications".

## **19.8 Alternate Secretary Responsibilities**

- 19.8.1 Attends all the CVIASC meetings.
- 19.8.2 Assists the Secretary.
- 19.8.3 Attends the Administrative Subcommittee meetings.
- 19.8.4 Attends and participates in Area Workshops and Service Learning Days.

## **19.9 Treasurer Qualifications**

- 19.9.1 Minimum three (3) years continuous clean time.
- 19.9.2 Minimum of one year of NA service.
- 19.9.3 Preference for this position will be given to the Alternate Treasurer.
- 19.9.4 Willing to make a two (2) year commitment to the CVIASC.
- 19.9.5 Willingness, time and resources to serve.
- 19.9.6 Willing to resign all other elected positions at the Area level.
- 19.9.7 An understanding of the Twelve Traditions and Twelve Concepts of NA through application and an understanding of the CVIASC Area Service Guidelines.
- 19.9.8 Should be financially secure.
- 19.9.9 Previous bookkeeping experience is an asset, but not a requirement.

## **19.10 Treasurer Responsibilities**

- 19.10.1 Obtains a current copy of the *CVIASC Area Service Guidelines*.
- 19.10.2 Obtains all the paper work, cheque books, deposit books, ledgers and handbooks from the outgoing Treasurer.
- 19.10.3 Attends all the CVIASC meetings.
- 19.10.4 Serves on the Administrative Subcommittee.
- 19.10.5 Keeps accurate track of all CONTRIBUTIONS and expenses during the meeting.
- 19.10.6 Provides oral reports during the meeting as per meeting agenda.
- 19.10.7 Prepares and distributes a written, accurate monthly financial report.
- 19.10.8 Prepares a quarterly financial report: *See Financial Policy Section*
- 19.10.9 Provides an oral overall report on finances at the monthly meeting.
- 19.10.10 Pays bills as per CVIASC Area Service Guidelines Financial Policy.
- 19.10.11 Treasurer's signature is required on all CVIASC expenditures.
- 19.10.12 One of four Co-signers of bank account.
- 19.10.13 Secures a night deposit key and deposit bags from the bank.
- 19.10.14 Deposits all money and cheques promptly after each ASC meeting.
- 19.10.15 Whenever possible will have someone to accompany him/her to the bank to make the deposits.
- 19.10.16 Attends and participates in Area Workshops and Learning Days.
- 19.10.17 Mentors the Alternate Treasurer to take over their position at a future date.

**19.11 Alternate Treasurer Qualifications**

- 19.11.1 Minimum 3 years of continuous clean time.
- 19.11.2 See "Treasurer Qualifications".

**19.12 Alternate Treasurer Responsibilities**

- 19.12.1 Attends all the CVIASC meetings.
- 19.12.2 Assists the Treasurer.
- 19.12.3 Attends the Administrative Subcommittee meetings.
- 19.12.4 Attends and participates in Area Workshops and Service Learning Days.

**19.13 Regional Committee Member - (RCM) Qualifications**

- 19.13.1 Minimum three (3) years continuous clean time.
- 19.13.2 Minimum one year of NA service at the Area level, preferably as RCM Alternate.
- 19.13.3 Willing to make a two (2) year commitment to the CVIASC.
- 19.13.4 Willing to travel 4 times a year to attend the BCRSC Meetings.
- 19.13.5 Willingness, time and the resources to serve.
- 19.13.6 Willing to resign all other elected positions at the Area and Regional level.
- 19.13.7 Willing to join a Regional Subcommittee and be an active participant.
- 19.13.8 An understanding and application of the Twelve Traditions and Twelve Concepts of NA and an understanding of the CVIASC Area Service Guidelines.

**19.14 RCM Responsibilities**

- 19.14.1 Obtains a current copy of the *CVIASC Area Service Guidelines*.
- 19.14.2 Upon election, resigns all other elected positions at the Area and Regional level.
- 19.14.3 Obtains all the paper work and handbooks from the outgoing RCM.
- 19.14.4 Attends all CVIASC and BCRSC meetings.
- 19.14.5 Presents written and oral report at both the CVIASC and BCRSC meetings.
- 19.14.6 Serves on the Administrative Subcommittee.
- 19.14.7 Presents a written report to the BCRSC from our Area. (Includes updates from the Subcommittees).
- 19.14.8 Becomes a participating member on a BCRSC Subcommittee.

- 19.14.9 Represents the CVIASC at the BCRSC.
- 19.14.10 Communicates with the BCRSC, CANA and NAWS.
- 19.14.11 Communicates monthly with VINPRANA and SVIANA about upcoming events.
- 19.14.12 Submits a request to CVIASC in advance for travel funds to the BCRSC quarterly meeting.
- 19.14.13 Carries the conscience of the CVIASC to the BCRSC, but otherwise may vote as a trusted servant.
- 19.14.14 Brings back from the BCRSC all proposals that require a group conscience from the fellowship.
- 19.14.15 Brings back from the BCRSC meetings copies of the meeting minutes, flyers and any other pertinent information for distribution to the groups.
- 19.14.16 Makes extra copies of Flyers to ensure all groups will receive at least one copy.
- 19.14.17 Attends and participates in Area Workshops and Learning Days.
- 19.14.18 Mentors the RCM Alternate to take over their position at a future date.

**19.15 RCM Alternate Qualifications**

- 19.15.1 Minimum (2) two years of continuous clean time.
- 19.15.2 Minimum one year of NA service.
- 19.15.3 Willing to make a two (2) term commitment to the CVIASC, first two (2) years as RCM Alternate, and following two (2) years as the RCM.
- 19.15.4 Willingness, time and the resources to serve.
- 19.15.5 Willing to travel with the RCM to the BCRSC 4 times a year.
- 19.15.6 Willing to resign any elected CVIASC positions upon election.
- 19.15.7 Willing to join and actively participate on a BC Regional Subcommittee.
- 19.15.8 An understanding and application of the Twelve Traditions and Twelve Concepts of NA and an understanding of the CVIASC Area Service Guidelines.

**19.16 RCM Alternate Responsibilities**

- 19.16.1 Obtains a current copy of the *CVIASC Area Service Guidelines*.
- 19.16.2 Assumes the Responsibilities of the RCM in their absence, removal or resignation.
- 19.16.3 Attends all CVIASC and BCRSC meetings.
- 19.16.4 Assists the RCM in carrying out their Responsibilities.
- 19.16.5 Assists the RCM in conducting Workshops.
- 19.16.6 Serves on the Administrative Subcommittee.
- 19.16.7 Joins and actively participates on a Regional Subcommittee.
- 19.16.8 Submits a request to CVIASC in advance for travel funds to the BCRSC quarterly meeting.
- 19.16.9 Attends and participates in Area Workshops and Service Learning Days.
- 19.16.10 Presents a written and oral report to the CVIASC.

**19.17 Group Support Representative / Facilitator / Delegate**

**New Item to be Inserted Once New Guideline Formulated (Spring 2016)**

**20.0 SUBCOMMITTEE CHAIRPERSON QUALIFICATIONS & RESPONSIBILITIES**

**20.1 Subcommittee Chairperson Qualifications**

- 20.1.1 Minimum two (2) years of continuous clean time is suggested.
- 20.1.2 Minimum one year of NA service, preferably at Area level.
- 20.1.3 Willing to make a two (2) term commitment to the CVIASC.
- 20.1.4 Willing to travel to the BC Regional Service meetings 4 times a year (only applicable to Literature and Public Relations).
- 20.1.5 Willing to resign all other elected positions at the Area level.
- 20.1.6 Willing to attend all the CVIASC and BCRSC meetings (BCRSC meeting attendance applicable only to Literature and Public Relations).

- 20.1.7 An understanding and application of the Twelve Traditions and Twelve Concepts of NA and an understanding of the CVIASC Area Service Guidelines.
- 20.1.8 Willing to attend and participate in Area workshops and Service Learning Days.

**20.2 Subcommittee Chairperson's Responsibilities**

- 20.2.1 Obtains a current copy of the *CVIASC Area Service Guidelines*.
- 20.2.2 Obtains all the paper work and hand-guides from the outgoing Chairperson or Subcommittee.
- 20.2.3 Gathers any information on any ongoing projects from the outgoing chairperson or Subcommittee so that NA works-in-progress may continue.
- 20.2.4 Resigns all other elected positions at the Area level.
- 20.2.5 Attends all CVIASC, BCRSC and Subcommittee meetings. (BCRSC meeting attendance applicable only to Literature and Public Relations).
- 20.2.6 Presents oral and written monthly reports to the CVIASC which includes a monthly budget, a copy of the most current bank statement and other relevant issues.
- 20.2.7 Chairs the monthly Subcommittee meetings.
- 20.2.8 Holds elections at Subcommittee meetings for positions of Vice-chair, Secretary and any other relevant positions for that Subcommittee.
- 20.2.9 Ensures application of the spiritual principles of The Twelve Traditions and Twelve Concepts as they apply to the Subcommittee's work.
- 20.2.10 Seeks to encourage the continued growth and progress of the Subcommittee.
- 20.2.11 Co-operates with other Area, Regional and World Subcommittees.
- 20.2.12 Submits a travel request to attend the BCRSC Subcommittee Meeting (only applicable to Literature and Public Relations).
- 20.2.13 If unable to attend a Regional Subcommittee Meeting, he/she sends the Vice-Chair or a duly elected person in his or her place to attend with a written report. (Only applicable to Literature and Public Relations).
- 20.2.14 If no one from the subcommittee is able to attend the Regional Subcommittee Meeting, prepares a report to be sent with the RCM.
- 20.2.15 Mentors the Subcommittee Vice-Chair to take over their position at a future date.
- 20.2.16 Attends and participates in Area Workshops and Service Learning Days.

**21.0 SUBCOMMITTEE GUIDELINES & RESPONSIBILITIES**

**21.1 General**

- 21.1.1 All Subcommittees are required to develop their own Guidelines and submit them to the CVIASC for review and approval.
- 21.1.2 Once approved by the CVIASC, these guidelines will form a part of the CVIASC Area Service Guidelines.
- 21.1.3 Any recommended changes to Subcommittee Policy are subject to the same amendment procedures outlined in section 9 of this document.
- 21.1.4 CVIASC Subcommittees are accountable to and responsible to the CVIASC.
- 21.1.5 Attends and participates in Area Workshops and Service Learning Days.
- 21.1.6 See Subcommittee Meetings Section 6.0.
- 21.1.7 See Subcommittee Chairpersons Responsibilities, Section 20.16.
- 21.1.8 See Subcommittee Area Service Guidelines, Section 21.0
- 21.1.9 See Financial Policy, Section 26
- 21.1.10 See Subcommittee Financial Policy, Section 27.0.
- 21.1.11 Refer to Attachments.
- 21.1.12 Refer to "*A Guide to Local Service in NA*".

**21.2 Literature Subcommittee Responsibilities**

- 21.2.1 This Subcommittee is responsible for purchasing Literature and recovery-oriented items

- from the BC Regional Literature Committee and reselling it to the fellowship and groups.
- 21.2.2 Literature orders will all be pre-ordered and may be picked up at the CVIASC and Literature Subcommittee meetings and at the Literature Subcommittee's discretion between those meetings.
  - 21.2.3 The Literature Subcommittee will sell NA Literature at no more than 10% above cost. Cost is understood to include shipping and handling costs.
  - 21.2.4 After paying its bills, any remaining funds should be placed in the Literature Subcommittee's bank account, with excess funds diverted back to the CVIASC.
  - 21.2.5 A current price list, including contact information is to be prepared and distributed at the next CVIASC meeting following election to this position.
  - 21.2.6 The Literature Subcommittee does not extend credit to anyone seeking literature without the approval of the CVIASC.
  - 21.2.7 The Literature Subcommittee is responsible for invoicing the CVIASC for any purchases made by the CVIASC or its Subcommittees.
  - 21.2.8 Invoices the CVIASC monthly for any Starter Kits, which includes a Guide to Local Service and a Group Booklet, handed out to newly formed groups.

### **21.3 Campout Subcommittee Responsibilities**

- 21.3.1 Responsible for organizing and providing the CVIA Fellowship with a recovery oriented weekend campout once a year either the last weekend in June or first weekend in July.
- 21.3.2 This campout's name is "The Nature of Recovery."
- 21.3.3 Pre-sells tickets as part of fundraising utilizing a payment plan for ticket purchases.
- 21.3.4 Prepares and distributes flyers (min 50) for the BC Regional meeting.
- 21.3.5 Contacts the BC Regional Web Site [www.bcrna.ca](http://www.bcrna.ca) and our Newsletter with all the pertinent information regarding the event.
- 21.3.6 Informs our neighbouring Areas, VINPRANA and SVIANA of the event.

### **21.4 Activities Subcommittee Responsibilities**

- 21.4.1 Arranges and coordinates recovery orientated social functions which encourage fellowship and help carry the message of recovery.
- 21.4.2 All events shall be consistent with the spiritual principles of recovery.
- 21.4.3 It is not the purpose of the Activities Subcommittee to raise funds for NA but to raise funds in order to be self-supporting.
- 21.4.4 This Subcommittee is required to work with other Subcommittees in need of fundraising.
- 21.4.5 Fundraising for any Subcommittee must first have the approval of the CVIASC.
- 21.4.6 Prepares and distributes to the GSRs at the monthly CVIASC meeting a flyer with all pertinent information regarding the event.
- 21.4.7 Contacts the CVIASC Newsletter with pertinent information regarding the event.
- 21.4.8 Informs our neighbouring Areas, VINPRANA and SVIANA of all events.
- 21.4.9 The Activities Subcommittee is required to organize an annual New Year's Eve event which includes a dinner, speaker meeting and a recovery-oriented dance. Subcommittee will pre-sell tickets as part of fundraising and planning for this event.

### **21.5 Newsletter Subcommittee Responsibilities**

- 21.5.1 Prepares a monthly newsletter for the fellowship which is distributed at the CVIASC meeting.
- 21.5.2 The newsletter will be a tri-area newsletter in cooperation with VINPRANA and SVIANA.
- 21.5.3 The name of the CVIASC Newsletter will be "The Narrative".
- 21.5.4 Adheres to the current copy of "*Handbook for NA Newsletters*".

### **21.6 Service Guidelines Subcommittee Responsibilities**

- 21.6.1 This Subcommittee studies and makes recommendations on CVIASC policy as directed by the CVIASC.

- 21.6.2 Will be responsible for the maintenance and revision of the CVIASC Service Guidelines.
- 21.6.3 Any and all guidelines amended by the CVIASC and its member groups shall be printed and distributed to all CVIASC participants at the following meeting.
- 21.6.4 Will provide a Service Kit to the members of the CVIASC, which includes an up to date "Area Service Guidelines" and a current copy of "A guide to Local Service in NA".

## **21.7 Administrative Subcommittee Responsibilities**

- 21.7.1 The Administrative Subcommittee is made up of the CVIASC Facilitator, Co-Facilitator, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, RCM, Alternate RCM, **GSR Representative**.
- 21.7.2 Meets as required or as directed by the CVIASC.
- 21.7.3 Its purpose is to facilitate the administrative Responsibilities for the CVIASC and its officers.
- 21.7.4 This committee is responsible for setting and prioritizing the needs and projects of the CVIASC.
- 21.7.5 Will assist the treasurer in the preparation and presentation of an annual budget for the CVIASC and its Subcommittees.
- 21.7.6 Seeks to mediate conflicts between groups and subcommittees within the CVIASC.
- 21.7.7 This Subcommittee is responsible for recovering stolen funds and/or bad cheques.
- 21.7.8 Shall recover NA property from a CVIASC member who has been removed from office or has resigned.
- 21.7.9 Will conduct business between meetings as directed by the GSRs.
- 21.7.10 Ensures the Pager/Phone Line is maintained when there is no Phone Line Coordinator.
- 21.7.11 Ensures corrections to Area Service Guidelines are current in the absence of a Area Service Guidelines Coordinator.
- 21.7.12 Ensures that current meeting lists are distributed at the CVIASC in the absence of representation from Public Relations.
- 21.7.13 Conducts an annual financial audit\*\* of the financial records of the CVIASC and the CVIASC Subcommittees during the first month following election.
- 21.7.14 Based on the annual audit will present and recommend prudent reserves and budgets for the CVIASC and the CVIASC Subcommittees based on the previous year's activities.
- 21.7.15 Conducts non-periodical audits\*\* of financial records for the CVIASC and the CVIASC Subcommittees.
- 21.7.16 Holds an "Area Inventory" once per year for all CVIASC participants.
- 21.7.17 Conducts Service Workshops/Service Learning Days once a year. Service Learning Days will be held the third weekend of November.
- 21.7.18 Organizes the annual Christmas Marathon meeting.

\* Refer to pages 53 to 61, "A guide to Local Service in NA"

\*\* See *Financial Audits and Financial Policy* section.

## **21.8 Public Relations Subcommittee Responsibilities**

- 21.8.1 Performs Public Relations service to increase the awareness and credibility of the NA Program in the Central Vancouver Island Area.
- 21.8.2 Will be responsible for producing a group meeting list to be distributed each month at the CVIASC meeting.
- 21.8.3 Subcommittee consists of the following positions; PR Facilitator, PR Co-Facilitator, PR Secretary, Treasurer, Fellowship Liaison, Web Coordinator, Phone Line Coordinator, Jail Panel Coordinator, Detox Panel Coordinator, School Coordinator, Community Information Distribution and the Meeting List Coordinator.
- 21.8.4 The PR Facilitator, or Co-Facilitator, provides and gives a monthly written report (including a financial summary) to the CVIASC.

## **21.9 Ad-Hoc Subcommittee Responsibilities**

- 21.9.1 These committees are formed and a Chair appointed by the CVIASC to investigate a specific need/issue and is retired when the project/s have been completed.
- 21.9.2 It is the responsibility of the Ad Hoc Committee Chair to solicit other Ad Hoc Committee members as required.

**22.0 GROUP SERVICE REPRESENTATIVE (GSR) & ALTERNATE GSR RESPONSIBILITIES**

- 22.1 Obtains a current copy of the *CVIASC Area Service Guidelines Handbook*.
- 22.2 Attends all CVIASC meetings.
- 22.3 Reports CVIASC Activities to their group.
- 22.4 Collects flyers, meeting lists and newsletters for distribution to their home group.
- 22.5 Reports to the CVIASC their group's status including a financial report.
- 22.6 Supports one of the CVIASC Subcommittees.
- 22.7 Supports the CVIASC Fellowship by participating in CVIASC Workshops, Service Learning Days, and attending any BCRSC meetings when hosted by the CVIASC.
- 22.8 Has an understanding of the CVIASC Area Service Guidelines.

**23.0 FINANCIAL POLICY**

**23.1 General**

- 23.1.1 The CVIASC Treasurer is the single point of accountability for the CVIASC bank account.
- 23.1.2 The Treasurer's signature is required on all expenditures.
- 23.1.3 Bills outside of NA should be paid first as outlined below.
- 23.1.4 If necessary, the Treasurer will decide which of the bills are the most important to pay from each payment group (see below).
- 23.1.5 The CVIASC Treasurer will pay the monthly bills in the following order:

**Payment Group One**

- Pager
- 1-888- Phone Line
- Voice ox
- Post Office
- Rent for CVIASC and Subcommittee Meetings

**Payment Group Two**

- Photocopy Expenses
- Administrative Expenses (postage, stationery, etc.)
- Meeting Directories (in absence of a Standing Public Relations Subcommittee)

**Payment Group Three**

- PR Subcommittee
- Newsletter Subcommittee
- Service Guidelines Subcommittee

**Payment Group Four**

- Prudent Reserve (one month operating expenses) \$790

**Payment Group Five**

- RCM Travel Expenses
- Subcommittee Travel Expenses

**Payment Group Six**

- Activities Subcommittee
- Campout Subcommittee
- New Year's Eve

**Payment Group Seven**

- Regional Donation

- 23.1.6 The following **trimestral (3 month) budgets** apply to:

<b>PR Subcommittee</b>	\$ 500.00
<b>CVIASC Secretary</b>	\$ 90.00



<b>Newsletter</b>	\$ 210.00
<b>Guidelines Subcommittee</b>	\$ 15.00
<b>BCRSC Travel Fund</b>	\$1,000.00

- 23.1.7 Seed Funds available **once per year** to the following Subcommittees:
- |  |   |
|--|---|
| <b>Campout / Service Learning Days</b> | \$ 450.00   |
| <b>Literature</b>                      | \$ 5,000.00 <i>(includes stock and cash combined)</i> |
| <b>Activities</b>                      | \$ 600.00 <i>(includes stock and cash combined)</i>   |

- 23.1.8 These budgets cannot be exceeded without consensus  
 23.1.9 The above payment schedule can be changed with consensus

**23.2 Group Contributions And Literature Purchases**

- 23.2.1 CVIASC encourages group cheques and money orders for group contributions and literature purchases.  
 23.2.2 Cash will be accepted but no personal cheques.

**23.3 Earmarked Funds**

- 23.3.1 Our prudent reserve shall reflect one month's operating expenses.  
 23.3.2 Annual seed funds will be earmarked.

**23.12 Designated Funds**

- 23.12.1 All groups are autonomous in their allocation of funds however the CVIASC does not break down funding allocations.  
 23.12.2 There is one treasury and the CVIASC accepts all funds under one treasury name: CVIASC.  
 23.12.3 In accordance with the BC Regional and World Service Guidelines and in the spirit of our Tradition of Unity the CVIASC cannot dictate financial policy to the groups.

**23.13 Treasurer's Report**

- CVIASC treasurer's monthly reports must include:
- beginning balance
  - record of individualized group contributions
  - all other sources of income
  - detailed list of expenses
  - list of all earmarked funds
  - how much is in the prudent reserve
  - ending balance

**23.14 Recurring Expenses**

- 23.14.1 Monthly budgets for recurring expenses will be developed by the Administrative Subcommittee and submitted for approval.  
 23.14.2 Funds for these recurring expenses shall not require repeated approval unless there is a change from what was detailed in the monthly budget.

**23.15 Travel Expenses**

- 23.15.1 Members of the CVIASC attending the BCRSC shall travel in such a manner as to minimize expenses. *(Example: carpool, billet)*  
 23.15.2 Members of the CVIASC that travel to the BCRSC are eligible for a \$30.00 food allowance per day when funds permit.

## **23.16 Dissolution**

- 23.16.1 All the assets of the CVIASC, upon dissolution, shall be distributed and transferred to the next level of service.

## **23.17 Financial Audit**

- 23.17.1 Any two CVIASC Administrative Officers (excluding the treasurer) and at least 1 GSR are to conduct an annual financial audit of the CVIASC, for the previous year, in April. A financial audit must also take place immediately upon the resignation of the treasurer.
- 23.17.2 Results must be presented in an oral and written report at the May Area meeting, or at the next Area meeting following the resignation of a previous treasurer.
- 23.17.3 Every October, an annual financial audit of the subcommittees must be conducted for the previous year (12 months). This audit must be conducted by the incoming Subcommittee Chair, the outgoing Subcommittee Chair, at least 1 Administrative Officer and at least 1 GSR. Financial Audits must also be completed in the case of a resignation or dismissal from office.
- 23.17.4 Those conducting a financial audit must take physical possession of all records, bank statements, inventory and petty cash from the treasurer or other trusted servant (ie: subcommittee chair or subcommittee treasurer).
- 23.17.5 Results of Subcommittee financial audits must be presented in an oral and written report at the November Area meeting.
- 23.17.6 The treasurer should be available to those conducting the CVIASC financial audit to assist and answer questions as needed. In the case of subcommittee financial audits, either the chair or treasurer of the subcommittee should likewise be available to assist and answer questions relating to subcommittee audits as needed.
- 23.17.7 Guidelines for financial audit and financial review procedures are available as an appendix at the end of the Area Service Guidelines Handbook. These guidelines are detailed and clear to ensure that Area maintains financial accountability to itself and to those it serves.

## **23.18 Financial Reviews**

- 23.18.1 Any two CVIASC Administrative Officers (excluding the treasurer) will conduct a minimum of 1 financial review annually in addition to the annual financial audit, which can occur at any time throughout the year.
- 23.18.2 Those conducting the financial review must take physical possession of all records, bank statements from the treasurer.
- 23.18.3 The treasurer should be available to those conducting the financial audit to assist and answer questions as needed
- 23.18.4 Financial reviews should not be predictable but should be varied as to time. No more than 21 hours of advance notice is to be given for a financial review.

## **23.19 Theft Of Funds & Bad Cheque Policy**

- 23.19.1 The Administrative Subcommittee shall attempt recovery of theft of funds and/or bad cheques.
- 23.19.2 The Administrative Subcommittee shall be guided by the spiritual principles of recovery and shall allow every member an opportunity to behave responsibly in difficult situations and make amends.
- 23.19.3 The World Service Board of Trustees Bulletin #30, June 1996 "theft of NA Funds" has been included as attachment # 1 for further guidance.
- 23.19.4 When a person or group has written a bad cheque, the CVIASC Treasurer will notify him/her and give that person a letter (see attached addendum).
- 23.19.5 This policy shall be a guideline to encourage a process that is both responsible and spiritual, taking steps of increasing severity should they prove necessary.
- 23.19.6 A seven-day period will be given to make the cheque good and pay the bank charges before procedures below are initiated.

- 23.19.7 The Facilitator will be notified if the funds are not repaid within this period of seven (7) days.
- 23.19.8 In case of theft of funds, the CVIASC Facilitator will be notified immediately, the following steps will be taken to protect the fellowships money, and to encourage the person involved to act responsibly.
- 23.19.9 The CVIASC Facilitator shall convene the Administrative Subcommittee to evaluate the situation. The Administrative Subcommittee will then attempt to meet with the person.
- 23.19.10 The CVIASC Treasurer will keep track of the payments and include them in the monthly treasurer's report.
- 23.19.10 If payment is not received as agreed, the CVIASC Treasurer shall notify the CVIASC Facilitator.
- 23.19.11 The Administrative Subcommittee shall meet as needed to monitor the situation and act to recover the funds.
- 23.19.12 Administrative Subcommittee as a last resort may initiate legal proceedings if necessary.

## **24.0 SUBCOMMITTEE FINANCIAL POLICY**

- 24.1 Any Subcommittee that handles money are required to have a treasurer with 2 years clean. The Subcommittee chairperson may appoint a treasurer and bring this person forward to the CVIASC meeting for election by the CVIASC GSRs.
- 24.2 One of the three signing officers on a Subcommittee bank account must be from the Administrative Subcommittee.
- 24.3 A Subcommittee without a Treasurer is required to use the CVIASC back account for all their financial transactions.
- 24.4 Subcommittees are responsible to secure a night deposit key from the bank as well as night deposit bags and night deposit slips, to be used daily at the end of each day/night of each event.
- 24.5 The Activities Subcommittee is to donate all excess funds over their allotted budgets (this includes stock and cash) at the next CVIASC meetings.
- 24.6 All Subcommittee's are required to donate all excess funds, stock and their seed money to the CVIASC after the completion of the event.
- 24.7 Literature Subcommittee will donate quarterly excess funds to the CVIASC after the combined stock and cash reach \$5000.00.
- 24.8 Subcommittees may have their own bank account only when there is a Subcommittee Chairperson.
- 24.9 All CVIASC bank accounts must have three signing authorities with two signatures required for cheques or withdrawals.
- 24.10 Reports by Administrative Officers and Subcommittees must include expenses and receipts.
- 24.11 All fundraising shall be coordinated with the CVIASC
- 24.12 Subcommittees will not promote gambling as a source of fundraising. However, raffles involving recovery-themed items (i.e.: literature, NA clothing, NA mugs, etc.) of no significant financial value are permissible.

***This ends the Central Vancouver Island Area Service Committee Guidelines.***

Appendixes & Attachments in A Separate Document