

## **Article I: NAME**

The name of this committee of Narcotics Anonymous shall be the Cache Valley Activities Committee of Narcotics Anonymous, hereafter to be referred to as "CVAC" for convenience.

## **ARTICLE II: BOUNDARIES**

CVAC encompasses the geographical area which has the following boundaries: South of Cache County to include Paradise, Utah, and North of Franklin County to include Preston, Idaho, aka "Cache Valley." These boundaries may vary in order to accommodate special requests from groups outside the defined boundaries.

## **ARTICLE III: PURPOSE AND FUNCTION**

CVAC was formed to conduct activities to promote unity and enhance their groups' effectiveness in carrying the message to the addict who still suffers.

CVAC brings the NA membership together in the celebration of recovery. Dinners, dances, speakers, marathon meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members along with carrying the message of Narcotics Anonymous. Because activities are hosted by service committees of Narcotics Anonymous, they should always conform to the NA principles, Twelve Traditions, Twelve Concepts of Service, and the CVAC Guidelines, and Robert's Rules of Order in ascending order to reflect our primary purpose to carry the message to the addict who still suffers. CVAC should always be kept simple and within the spirit of service while always representing the best interests through the direct request of the homegroups. The focus of CVAC should always be kept on the local fellowship and is to support the homegroup upon request based on the committee's discretion.

## **ARTICLE IV: MEETINGS AND ATTENDANCE**

### **SECTION 1: MEETING DATE, TIME AND LOCATION**

- A. The regularly scheduled CVAC meetings shall be held on the first Sunday of the month at 8 pm at the Recovery Café.
- B. If prior to the CVAC meeting the need arises to change the meeting's time or location, the Chairperson will notify all representatives, participants, officers, and subcommittee chairpersons as soon as possible of the scheduling change.
- C. A notice of the meeting being rescheduled is to be posted at the original location of the CVAC meeting.

### **SECTION 2: SPECIAL MEETINGS**

A. Any member of CVAC may call special meetings as needed to carry out any the functions of the committee, which cannot be performed in the time available at the monthly meeting, at a place that is well publicized. The CVAC chairperson will notify all CVAC members of the special meeting and the needs the meeting will cover as soon as possible.

B. The annual meeting shall be held the first business meeting of the year.

### **SECTION 3 ATTENDANCE;**

A. Membership is open to all NA members willing to serve and help.

B. All positions require attendance at the CVAC meeting along with their individual committee meetings.

C. Missing the meeting requires an excused absence from an Executive Officer.

D. Excused absences shall be at the discretion of an Executive Officer.

### **SECTION 4: QUORUM**

A. A quorum must be present before any business can be conducted. 51 percent of the voting members constitute a quorum - two of which must be executive committee members.

### **SECTION 5: AGENDA**

A. The Chairperson shall prepare an agenda prior to CVAC meetings as outlined below made available to CVAC members prior to the meeting:

1. Opening

a. Begin with a moment of silence for all members to reflect on their involvement, thinking about who they serve and why.

b. Followed by the reading of the Service Prayer, Service Motivation, the 12 Traditions and the 12 Concepts for NA Service.

2. Open discussion

a. Allow time for participants to schedule topics for the agenda.

3. Chairperson Report

a. Review progress to date and relay recent information.

4. Secretary's report

a. Reading of the minutes and corrections for approval of the previous CVAC minutes to be followed by a motion to accept, second and vote for approval.

5. Treasurer's Report

a. Update on income, expenses and beginning balance for the month.

6. Subcommittee Reports

a. Includes goals and progress of each committee.

7. Old Business

a. Discussion regarding all business carried over from last meeting.

8. New Business

a. Any motions or discussion to be undertaken before next meeting.

9. 7<sup>th</sup> Tradition

10. Final Treasurer's Report

11. Adjournment

a. Reading of Just For Today and followed by a closing prayer.

B. Addition to Agenda

1. Any CVAC member may request an item be put on the agenda.

## ARTICLE V: MEMBERSHIP

### SECTION 1: MEMBERSHIP

A. Membership is open to all NA members willing to serve and participate within CVAC guidelines.

B. Members must have the personal time and willingness to serve as an active member of Narcotics Anonymous.

C. Members shall have an understanding and practical experience of the 12 Steps, 12 Traditions, 12 Concepts for NA Service and the willingness to learn CVAC guidelines.

D. Members shall maintain their clean time throughout participation as an active member.

E. Members shall give the secretary their current address, phone number and email address.

### SECTION 2: REPRESENTATIVES

Representatives are members who have been elected by their homegroups who hold a vote in CVAC. Representatives are the ONLY voting members within CVAC, all other members are participants.

A. Each NA home group wanting to be represented on this committee shall choose a representative to sit on this committee.

B. Any NA member may participate on sub committees and CVAC discussions.

## ARTICLE VI: VOTING

Voting is to determine God's will as expressed through the group conscience.

### SECTION 1: CLASSES

- A. Only CVAC homegroup representatives may vote.
- B. Other members that are not homegroup representatives MAY NOT vote.

### Section 2: MOTIONS AND NOMINATIONS

- A. Any CVAC member can make a motion or nomination.
- B. Motions and nominations must be seconded by a homegroup representative.
- C. Any member of Narcotics Anonymous has the right to speak or request clarification, and can request time on the floor at the discretion of the Chairperson.
- D. Voting shall be conducted in accordance with the spiritual guidelines.

### SECTION 3: RIGHT TO BE HEARD

- A. Any member of Narcotics Anonymous has the right to speak or request clarification, and can request time on the floor at the discretion of the chairperson.

### SECTION 4: SPIRITUAL GUIDELINES

- A. Order of Guiding Documents used to expedite CVAC business meetings;
  - 1. The 12 Concepts for NA Service;
  - 2. The 12 Traditions of NA;
  - 3. CVAC Guidelines; and
- 4. The rules contained in the current edition of "Robert's Rules of Order," newly revised where applicable and in which they are not inconsistent with the preceding Guiding Documents.
- B. CVAC shall not make any action that conflict with the Guiding Documents.

## ARTICLE VII: ELECTIONS

### SECTION 1: ELECTIONS

- A. Elections shall be held every 2 years.
- B. All nominees for a CVAC position must be present in order to state their qualifications.

## SECTION 2: POSITIONS (See Article V Section 1)

- A. Chairperson shall be elected by the Homegroups.
- B. All other positions will be elected by the CVAC voting representatives.
  - 1. A vote will be taken for all elected positions regardless of the number of nominees.
  - 2. Participants will be given the opportunity to ask questions and/or voice their objections (if any) concerning any nominee while the nominee is present.
  - 3. While the voting process is taking place the nominees should leave the room.
  - 4. All voting representatives in attendance may cast one vote.
  - 5. The Chairperson will ask who is in favor of the first candidate nominated, then the second, and so on.
  - 6. All votes for a candidate will be counted before moving on to the next one.
  - 7. The only votes that will be tallied are those in favor of the candidate.
  - 8. The final vote totals will NOT be reflected in the minutes.

## ARTICLE VIII: OBLIGATIONS AND RESPONSIBILITIES OF ALL CVAC MEMBERS

The Fourth Concept states, effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants. We need to keep in mind that length of clean time is not the only qualification. Experience, dedication, enthusiasm and willingness to complete the required tasks are essential for those filling these positions.

### SECTION 1: CVAC OFFICERS INCLUDE, BUT ARE NOT LIMITED TO:

- A. Chairperson
- B. Vice Chairperson
- C. Treasurer
- D. Secretary
- E. Committee Service Representatives

### SECTION 2: ELECTION OF OFFICERS;

- A. Elections will begin in November of even numbered years with officers to begin their terms in January of the following year.
- B. A term of service shall be for two (2) years, reaffirmed yearly by the voting participants.
- C. No Officer will serve more than two (2) consecutive terms (4 years) in the same office.
- D. Elections for the Chairperson will begin in November and end in December.

1. CVAC will nominate a minimum of two individuals for the position of CVAC Chairperson at the November CVAC meeting.
2. Representatives will then take the names and qualifications of the nominees to their home groups for election at their November business meetings.
3. The nominee with the most votes will become the CVAC Chairperson.
4. Home groups failing to vote by the first Sunday in December will lose their opportunity to participate in the election.

E. Elections for the remaining Officers will be conducted at the December CVAC meeting.

1. The CVAC Chairperson will conduct nominations and elections to fill the remaining offices of Vice-Chairperson, Treasurer, Secretary, Committee Service Representative and Standing Committee Chairs at the December CVAC meeting.

### **SECTION 3: VACANCIES;**

- A. In case of a vacancy in the office of Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson until the start of the next regular meeting following the election of a Chairperson.
- B. In case of a vacancy in the office of Committee Service Representative, the Chairperson shall appoint someone to assume the duties of the CSR until the start of the next regular meeting following the election of a CSR.
- C. In case of a vacancy in the office of Treasurer, the Chairperson shall assume the duties of the Treasurer until the start of the next regular meeting following the election of a Treasurer.
- D. The nomination and election of an unfilled office on or after the December CVAC meeting will be held on a month-to-month basis.
- E. An election to fill a vacancy in any office shall occur at the next regularly scheduled CVAC meeting (30 days) after the vacancy arises.

## **ARTICLE IX: SPECIFIC REQUIREMENTS AND DUTIES OF OFFICERS;**

### **SECTION 1: REPRESENTATIVES;**

It is the duty of the Home Group's Representative Member to be the messenger between their home group and CVAC. Qualifications and terms of service for home group representatives shall be determined by the home group.

A. It is suggested that home group representatives have a clear understanding of the required duties and the willingness, commitment, time and ability to fulfill those duties helps to provide the CVAC with the stability and continuity it will require to fulfill its purpose and to carry out its functions.

#### **B. Duties**

1. To attend all CVAC meetings.
2. To announce the upcoming CVAC events at their home groups.

3. To take all CVAC motions back to their home groups to be voted on.
4. To take motions designated for a home group's vote back to the home group for voting and to otherwise represent the group conscience of their home groups in all matters.
5. To provide the CVAC Chairperson with additional agenda items, if appropriate, for the next regular meeting of CVAC.
6. To actively participate in the planning, organizing and carrying out of CVAC activities through a CVAC Office, Subcommittee or Ad-hoc Committee.

## **SECTION 2. CHAIRPERSON;**

### **A. Requirements**

1. Minimum clean time of Two (2) years
2. Service experience at the Group, Area or Regional level.
3. A clear understanding of the duties required of them and the time and commitment to serve in that capacity.

### **B. Duties:**

1. Attend all CVAC meetings and arrange the agenda for each meeting.
2. Recognize those who are entitled to the floor and conduct the meeting with impartiality and fairness.
3. Enforce the rules relating to debate, order and decorum within the committee.
4. Expedite business in every way compatible with the rights of the members and observers.
5. Decide all questions of order, unless the chairperson prefers to submit the question to the committee for decision.
6. Respond to all inquiries of members relating to parliamentary decision making or factual information bearing on the business of the committee.
7. Appoint ad-hock committees or persons when appropriate.
8. Opens CVAC's bank account and is a co-signer of the account.
9. Provide a written report of all monthly activities at each CVAC meeting.
10. Adjourn the meeting.

## **SECTION 3: VICE-CHAIRPERSON;**

### **A. Requirements:**

1. Minimum clean time of two (2) years.

2. A clear understanding of the duties required of them and the time and commitment to serve in that capacity.

B. Duties:

1. To serve as chairperson in the absence of the chairperson.
2. Coordinates subcommittees and attend subcommittee meetings as necessary to ensure they get the support needed to do their job well.
3. Fill in for and assume responsibility for chairperson and secretary as needed.
4. Fill in for and assume responsibility for any vacant subcommittee chairperson positions until such position are filled by election or ad-hoc appointment.
5. Provide a written report of all monthly activities at each CVAC meeting.

**SECTION 4: TREASURER;**

A. Requirements:

1. Minimum clean time two (2) years.
2. A clear understanding of the duties required of them and the time and a commitment to serve in that capacity.

B. Duties:

1. Acts as Treasurer and the custodian of the CVAC monies.
2. Opens CVAC's bank account and is a co-signer of the account.
3. Deposits and disburses funds as directed by the CVAC committee.
4. Makes prompt deposits to bank account of all funds received from activities.
5. Keep an archive of the past month's bank account statements, including canceled checks, deposit slips and all receipts.
6. Report receipts and disbursements at each meeting, and submits an excel spreadsheet to be added to the minutes.
7. Shall procure with the Chairperson a Debit card.

**SECTION 5: SECRETARY;**

A. Requirements:

1. Minimum clean time of six (6) months.
2. A clear understanding of the duties required of them and the time and commitment to serve in that capacity

B. Duties:

1. Take and read minutes at all CVAC meetings.

2. Distribute minutes to all CVAC Members no later than ten (10) days following the CVAC meeting.
3. Maintain and update archives, making them easily accessible.
4. Amend and maintain CVAC guidelines as needed.
5. Keep an updated list of all active CVAC members and their phone numbers, and email accounts.

## **SECTION 6: COMMITTEE SERVICE REPRESENTATIVE;**

### **A. REQUIREMENTS:**

1. Minimum clean time of two (2) years.
2. A clear understanding of the duties required of them and the time and commitment to serve in that capacity.

### **B. Duties:**

- I. To attend all monthly CVAC meetings and to take notes for the NUASC meeting.
2. In the absence of the Chairperson and Vice-Chairperson, to call the meeting to order and to fulfill all their responsibilities and duties in their absence.
3. To be a co-signer of CVAC's bank account.
4. To attend NUASC Activities Subcommittee meetings to coordinate the nature and timing of CVAC events and to learn of Area's and Region's upcoming events.
5. To attend NUASC meeting and to act as the committee's public relations representative and to generate interest and support for CVAC events.
6. To take donations to the NUASC as determined appropriate by the CVAC and the home groups.
7. To make and submit a written report to the CVAC secretary of the CSR's progress between CVAC meetings.

## **ARTICLE X: SUBCOMMITTEES**

The CVAC may establish subcommittees as necessary to perform certain duties. These Subcommittees shall be formed upon approval by the members of CVAC. At the inception of these standing subcommittees a Chairperson will be elected by the voting members of the CVAC. Subsequent Officers of each standing subcommittee will be elected by the subcommittee membership.

### **Section 1: SUBCOMMITTEES MAY INCLUDE, BUT ARE NOT LIMITED TO;**

#### **A. Subcommittee Chairpersons:**

1. Place & Programming Chairperson

2. Coffee & Catering Chairperson,
3. Fun & Fundraising Chairperson,
4. Grunts & Gratitude Chairperson, and
5. Arts, Graphics & Merchandising Chairperson

## Section 2: REQUIREMENTS & DUTIES OF SUBCOMMITTEE CHAIRPERSONS;

### A. Requirements:

1. Minimum clean time of one (1) year.
2. A clear understanding of the duties required of them, the time and commitment to serve in that capacity, and a working understanding of the Twelve Traditions, Twelve Concepts of Service, and the CVAC guidelines.
3. Must use CVAC funds prudently and efficiently and is recommended that the member will present three bids to the committee for any one item totaling more than \$50 in sufficient time to be reviewed by committee when applicable.
4. Reports should be written and delivered to the Secretary in a timely manner for CVAC meetings.
5. Work with the Treasurer to provide a written financial statement (along with receipts) after each fund-raising event, detailing all incoming and outgoing money.

### B. CHAIRS

1. PLACE & PROGRAMMING CHAIRPERSON - The Programming Subcommittee is largely, but not solely responsible for the activities agenda. A strong program will lay the groundwork for members to participate in and enjoy the process and celebration of recovery.

#### Duties:

- a. Makes a list of all potential facilities where CVAC events may be held.
- b. Contacts all potential facilities to obtain information about their reservation policies and actual costs.
- c. Creates and maintains a facility reservation and expense chart for CVAC events.
- d. Presents three proposed sites and costs for the intended activity to the CVAC committee sixty (60) days prior to the activity for approval.
- e. Responsible for securing the CVAC approved site/facility.
- f. Solicits speaker tapes from the membership and selects potential main speakers for approval by the CVAC. Speaker must have one year continuous clean time, who carries a clear message of Narcotics Anonymous.
- g. Workshop and marathon meeting speakers are chosen solely by the Programming Subcommittee.
- h. Proposes a plan, including topics and times for all workshops and meetings.

- i. Makes arrangements for and conducts the clean-time countdowns.
- j. Works closely with the Arts & Graphics / Merchandise Chairperson to develop a program detailing scheduled activities when appropriate.

## 2: COFFEE & CATERING CHAIRPERSON

It is the responsibility of this Subcommittee to arrange for coffee, drinks, refreshments and/or meals at CVAC events as well as providing oversight for clean-up and storage of food and cooking items.

Duties:

1. Attends all CVAC meetings.
2. Presents a menu of all meals as well as proposed cost of meals to the CVAC committee thirty (30) days prior to the activity for approval.
3. Plans, prices and procures all food stuffs for CVAC events.
4. Plans and makes arrangements for the preparation of all meals/refreshments at CVAC events.
5. Plans and makes arrangements for the clean-up of all meals.
6. Works closely with the Grunts and Gratitude committee to set up the hospitality table for coffee and refreshments.

## 3: FUN & FUNDRAISING CHAIRPERSON –

The Fun and Fundraising Subcommittee is responsible for generating interest and enthusiasm for activities as well as raising funds to support them.

Duties:

1. To attend all CVAC meetings.
2. To hold a monthly subcommittee meeting in a neutral location. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
3. To be familiar with NA's literature in regards to raffles and fundraising.
4. To be responsible for the carrying out of raffles.
5. To solicit raffle and other donated items from the fellowship to be used at CVAC activities. Various formats may be used for raffle, such as tickets for a traditional raffle, raffles by bids, or other methods. Fundraisers do not have to raise a lot of money to be considered successful. Generating fellowship interest and support is equally important, if not more important than actual funds raised.
6. To collect and keep raffle items in an appropriate location at all times, working closely with the Grunts & Gratitude Subcommittee for the proper display and protection of raffle items during CVAC events.
7. To coordinate all fundraising and entertainment with the approval of CVAC.

8. To present a list of all expenses for CVAC's approval before each event.
9. To be responsible to deliver all money raised from the event and an itemized statement to Treasurer or Chairperson as soon as possible.
10. Works closely with the Arts & Graphics / Merchandising Subcommittee in the creation of flyers for all CVAC events and distributes them prior to the scheduled event.
11. In the absence of an Arts, Graphics & Merchandising Subcommittee, to assume responsibility for the creation and distribution of flyers announcing upcoming CVAC events.
12. Responsible for entertainment activities (DJ, sports, games, etc.) during events.
13. Be in charge of obtaining music to be played at dances and when necessary always obeying all local and federal laws.
14. Make sure volleyball, horseshoes or any other sports equipment required for entertainment purposes is available for events such as the Day in the Park and the Pig & Fish Campout.

#### 4: GRUNTS & GRATITUDE CHAIRPERSON –

It is the responsibility of this Subcommittee to do the heavy lifting at CVAC events and to provide facility maintenance.

Duties:

1. To attend all CVAC meetings.
2. To be in charge of facility preparation, including the physical placement and protection of sound systems, inclement weather setup and maintenance.
3. To set up facilities for registration and merchandise, including tents, tables, and protection from inclement weather.
4. To arrange tents, tables, generators, cookers, coffee pots, coolers, etc. as needed for all CVAC events.
5. To assign committee members to set up, make, maintain, and clean up after group functions. Set up coffee tables, extension cords, etc.
6. To rent sufficient gas-powered generators for lighting and sound system use when required.
7. To arrange for generators to heat the hot drinks, and coolers for cold drinks.
8. To transport sufficient firewood for group campsite fire pits, dance and marathon meetings.
9. To facilitate the storage, transportation and maintenance of the CVAC sound system.
10. To act as transportation and storage specialists for other subcommittees' needs.
11. To organize trash cleanup crews and be responsible for leaving the facilities cleaner than we found them.
12. To delegate tasks to members who do not have financial capital (money) for event fees but would like to contribute through service.

13. To make and give a written report to the secretary of all merchandise purchased and/or rented between CVAC meetings.

#### 5: AD HOC COMMITTEES

A. May be formed from time to time to meet the needs of CVAC at the discretion of the Chairperson. The purpose, membership and duration of any such ad hoc committee should be specifically designated at the time of the appointment.

**SECTION 6: ARTS, GRAPHICS & MERCHANDISE CHAIRPERSON** – This Subcommittee provides a source of income for CVAC and fosters fellowship interest.

A. Duties;

1. To attend all CVAC meetings.
3. To be in charge of the CVAC logo contests by setting deadlines for the contest and collecting entries to be chosen by the CVAC.
4. To obtain a release from all persons submitting artwork used by the committee, releasing all rights and privileges of ownership to the CVAC.
5. After the committee has chosen a winner, prepare the artwork so it is suitable for printing T-shirts and other URCNA merchandise.
6. To ensure that the original approved logo is put into digital format and saved on a disk before it is used for anything.
7. To design all banners, programs, tickets, flyers, convention posters, and all CVAC merchandise using the approved logos. Approved information will be provided for the printed program.
8. To contract for all CVAC merchandise. A minimum of three bids must be obtained for approval by the CVAC. All contracts must be presented to and approved by the CVAC with sufficient time for adjustment.
- 9. To maintain an accurate ledger of all merchandise purchased and sold and must keep that ledger up-to-date and include this information in their monthly report.**
10. To make available all records and merchandise to the CVAC at any time it is requested, for audit or financial review.
11. To be in charge of the sale of all merchandise and prohibiting the sale of merchandise from outside of the fellowship of Narcotics Anonymous.
12. To deliver all money from merchandise sales to an Officer of CVAC within 72 hours, and at least daily during CVAC events.
13. To make and give a written report to the secretary of all merchandise purchased and sold between CVAC meetings.
14. Unsold merchandise may be used to support raffles at other conventions, with committee approval.

## **ARTICLE XI: REMOVAL OF OFFICERS/CHAIRPERSONS**

#### Section 1. Removals;

A. A CVAC Officer, Subcommittee Chairperson and/or Ad-hoc Chairperson will be removed from their position for noncompliance.

B. Noncompliance includes, but is not limited to:

1. A loss of clean time.
2. Non-Fulfillment of the duties of their position.
3. Two consecutive absences of the CVAC business meeting without prior notification of a legitimate or emergency circumstance to a CVAC Executive Officer.
4. Two out of three absences of the CVAC activities without prior notification of a legitimate or emergency circumstance to a CVAC Executive Officer.

C. A 2/3rds vote is required for removal.

## **SECTION 2: RESIGNATIONS;**

Any Officer or Subcommittee Chair of this committee may resign by providing written notice to the CVAC Chairperson at least one (1) month in advance of the upcoming regular meeting of the committee.

A. Moratorium- A four (4) month moratorium from participation in CVAC will be required for any Officer or Subcommittee Chair resigning or dismissed from position prior to completion of that office.

B. The only exception is when that resignation is intended to perform a newly elected position.

## **ARTICLE XVI: FINANCIAL MANAGEMENT**

### **SECTION 1. CVAC'S GUIDE FOR HANDLING FUNDS;**

A. CVAC's fiscal year begins on January 1, and ends on December 31.

B. All funds generated through CVAC belong to CVAC.

C. Prudent Reserve: CVAC shall maintain a prudent reserve of \$500.

D. Annual Budget: CVAC shall have a working budget of \$1000.

E. Needs Assessment: At times, it may appear that there is an excess of funds over and above the proposed yearly budget for the CVAC. Careful planning will determine if there is truly an excess. A projection of activities and fellowship needs should be used in determining this question, based on the annual budget.

F. Excess Funding: Distribution of monies in excess of CVAC's prudent reserve and working budget shall be determined by the CVAC's home groups.

G. CVAC funds shall be maintained in a bank account general fund, and all funds subject to disbursement shall be controlled by the Treasurer.

H. All expenditures made by the committee shall be paid by check, using checks written directly to provider of businesses services wherever possible and the use of a debit card when necessary. Trusted servants may pay for items but must retain a receipt for reimbursement.

- I. All checks shall be required to have two (2) signatures of the three approved co-signers on the bank account signature card.
- J. In the event a check is made payable to one of the authorized signers of the bank account, the payee shall not be authorized to sign said check and another authorized signature is required.
- K. No regular expenditure shall be made from the Treasury without receipt or itemized listing of accountability
- L. All CVAC members utilizing or requesting any CVAC funds will be required to provide the chairperson with an itemized budget request and financial report including all receipts.
- M. Members must have a suggested clean time of 6 months to handle any monies.
- N. The current Executive Committee members and an objective member of NA shall audit the Treasurer's books annually in January. Final accountability will be made to the NA home groups in February.
- O. Sound financial management principles should govern this committee. Double counting of money after each event and signatures should accompany each income session.

## **ARTICLE XVII: AMENDMENT OF GUIDELINES**

### **SECTION 1: AMENDMENTS AND ADDITIONS TO THE CVAC GUIDELINES;**

- A. Guideline amendments and additions may be proposed by any CVAC Member.
- B. The proposal must be written and verbalized in exact wording to the CVAC Chairperson during the regular CVAC meeting.
- C. The proposal will then be voted on at the regular CVAC meeting.
- D. A 2/3rd majority vote from the voting participants present is necessary to amend or add on to the guidelines.
- E. The amendment shall go into effect immediately upon its adoption unless otherwise specified in the amendment.

### **SECTION 2: REVISION OF GUIDELINES;**

- A. Bylaw revisions may be proposed by any CVAC Member.
- B. The proposal must be submitted in writing (exact wording), to the CVAC Chairperson during the regular CVAC meeting.
- C. The proposal will then be discussed by the CVAC members at a special meeting before the next regularly scheduled CVAC meeting (See Article IV: Special Meetings).
- D. The proposal will be voted on at the next regularly scheduled CVAC meeting.
- E. A 3/4th super majority vote from the voting members present is necessary to revise.

F. The revision shall go into effect immediately upon its adoption unless otherwise specified in the amendment.

## ***ARTICLE XVIII. CVAC CALENDAR OF EVENTS***

### **SECTION 1: NUMBER OF EVENTS**

A. CVAC shall plan, coordinate and carry out activities throughout the year in keeping with our home groups' conscience, the Twelve Traditions of NA, the Twelve Concepts of Service of NA, and the CVAC's Guidelines.

B. A calendar of CVAC events is included here only as a sample. CVAC will evaluate and re-evaluate what events to hold on an ongoing basis.

1. CVAC Fish and Pig June
2. CVAC Seasonal Festivity/Festivities
3. CVAC Halloween Party October
4. CVAC Gratitude Marathon Meeting November
5. CVAC Gifts of Recovery Marathon Meetings December

### **SECTION 2: COORDINATION OF EVENTS;**

A. CVAC shall make every attempt to coordinate activities with NUASC to avoid scheduling conflicts and to encourage support and attendance of CVAC and NUANA activities.