

**MANITOBA AREA
LITERATURE COMMITTEE
OF NARCOTICS ANONYMOUS
(MALCNA)**

**POLICIES
&
GUIDELINES**

MALCNA POLICIES & GUIDELINES

1. Purpose:

- 1.1. The primary purpose of the MALCNA is to carry the message of NA in written form so that others may experience the freedom in recovery from active addiction that we ourselves have found.
- 1.2. The member groups of the Manitoba Area Service Committee of Narcotics Anonymous have joined together to support and share services that are better fulfilled through cooperation amongst the groups. One such service is delivered by the MALCNA. The groups can benefit from having a local stockpile of NA literature from which to draw for the following key reasons:
 - 1.2.1. Local availability can reduce the time required for groups to acquire literature.
 - 1.2.2. Combining the purchasing power of the groups within the MALCNA can reduce the cost for both the literature and shipping of same to the Manitoba Area.

2. Functions:

- 2.1. The MALCNA shall serve, but not be limited to, an area within the border of the Province of Manitoba.
- 2.2. In order to fulfill its purpose the MALCNA is delegated the following responsibilities:
 - 2.2.1. Maintaining a stockpile of NA literature adequate to meet the day to day needs of the groups. "NA literature" is understood to mean; products produced and distributed by NA World Service, Inc.
 - 2.2.2. Purchasing literature at the lowest price possible.
 - 2.2.3. Whenever reasonable, purchasing literature in quantities that will allow for the minimization of shipping expenses.
 - 2.2.4. Distributing NA literature, as requested by NA groups, individuals and institutions at the lowest cost possible so as to ensure that the NA message can be carried without undue expense. "Lowest cost possible" is understood to mean; cost adequate to cover all expenses incurred (purchase price of literature, tax, shipping, and a buffer for unexpected expenses), but not to produce profit.
 - 2.2.5. Maintain and make available to NA groups a literature request form with all costs specified.
- 2.3. Literature cost adjustments must be reported to and approved by the MASC the month prior to taking effect. The literature request form shall be updated promptly upon the approval of such adjustments.
- 2.4. The MALCNA is responsible for the maintenance of the Meeting List of the Manitoba Area of NA and will update it as needed.
- 2.5. MALCNA will participate in the World Literature Review process by:
 - 2.5.1. Serving as a communication link in all matters of literature between the groups and literature committee on all levels: Area, Region and World.
 - 2.5.2. Making available approval form literature.
 - 2.5.3. Providing the forum and atmosphere where members may contribute to the development of NA literature.

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3. References:

The MALCNA shall comply in all actions with the following:

- 3.1. Twelve Traditions of NA.
- 3.2. Twelve Concepts of NA Service.
- 3.3. Current publications of MASC (Manitoba Area Service Committee) Policies and Guidelines.
- 3.4. The Guide to Local Services.
- 3.5. The current edition of the Handbook for NA Literature committee.

4. Literature Committee Members and Voting Privileges:

- 4.1. The MALCNA shall endeavour to utilize consensus based decision making whenever possible. At any time that the committee is unable to reach consensus on a decision that the Chair judges to be critical to the functioning of the committee, the Chair shall have the authority to call a vote on the decision. In such cases a 2/3 majority will be required to approve such a decision.
- 4.2. Upon election, Officers of the MALCNA, as listed in Section 9, are members of the MALCNA.
- 4.3. Anyone who attends 2 consecutive meetings may become a member of the MALCNA with voting privileges beginning at their 3rd consecutive meeting. If a member misses 3 consecutive meetings without notifying the Chair or Secretary, their voting privileges will be automatically suspended until they have again attended 2 consecutive meetings.

5. Financial Management:

- 5.1. MALCNA shall maintain a bank account as specified in the MASC Policies and guidelines
- 5.2. Disbursements can be made from the MALCNA bank account for the following:
 - 5.2.1. To pay for the purchase of products produced by NAWS.
 - 5.2.2. To give excess funds to the MASC (see 5.7)
 - 5.2.3. To purchase receipt books and other supplies.
 - 5.2.4. To pay for shipping of literature to locations outside of Winnipeg.
- 5.3. Signing authority on the bank account shall require two signatures. There shall be three MASC officers authorized to sign and they shall be the Chairperson of the MALCNA and two of the following MASC officers: Chair, Vice-Chair, Treasurer, RCM or Secretary.
- 5.4. Semi-Annual audits to be held in May and November (to be submitted to the MASC in June and December) as required by MASC Policies & Guidelines Section 16.2.b.
- 5.5. The value of the combination of money and the stockpile of literature in possession of the committee shall be maintained at or above \$2000.00 and shall not exceed \$4000 for longer than three consecutive months
- 5.6. All funds in excess of \$4000.00 longer than three months shall be given over to the MASC in the form of a cheque from the MALCNA to the MASC

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5.7. Monthly financial and inventory reports shall be submitted to the MASC.

6. Insurance: Any MALCNA member who keeps in their possession for the purpose of storage any part of the MALCNA literature stockpile that has a total value of greater than \$500.00 must have insurance to cover loss or damage to the stockpile. Insurance should reflect the value of the stockpile in the member's possession.

7. Fulfilling Requests for Literature:

7.1. Requests for literature shall be accepted by email

(literature@malcna.org) and in writing using the literature request form provided by the MALCNA.

7.2. All requests are to be recorded on a separate receipt, to be retained for MALCNA records and shall include the name of the Group, Sub-Committee or institution that made the request, a listing of all products requested and the total cost, including any shipping costs.

7.3. A cheque or cash to cover the cost of the products requested must be provided to the MALCNA before or at the time the request is fulfilled.

7.4. Requests for literature from the sub-committees of MASC are paid for by MASC out of the budget of the requesting sub-committee. Literature shall be provided directly to the sub-committee. The receipt shall be submitted, together with a financial request, to the MASC Treasurer, for reimbursement to the MALCNA.

8. Shipping Costs:

8.1. A portion of the shipping expenses incurred to accommodate requests for literature to be shipped outside of Winnipeg shall be passed on to the requester based upon the following formula:

8.2. For requests with a total cost under \$100, shipping cost passed on is \$12.

8.3. For requests with a total cost from \$100 to \$300, shipping cost passed on is 10% of the cost of requested products.

8.4. For requests with a total cost of \$300 or more, shipping cost passed on is 8% of the cost of requested products.

9. Elected Officer Positions and Responsibilities

9.1. All elected MALCNA Officers are expected to:

9.1.1. Attend all MALCNA meetings. If at any time they are unable to attend these meetings, they must notify the Chair or Secretary and ensure their report etc. is submitted.

9.1.2. If an elected officer misses 3 consecutive meetings without notifying the Chair or Secretary, they will be automatically dismissed from their responsibilities.

9.1.3. Familiarize themselves with the MALCNA Guidelines and the Handbook for Narcotics Anonymous Literature Committee.

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9.1.4. Turn over all records and documents to new officers at the completion of their term in office in order to maintain continuity.

9.2. Chair:

- 9.2.1. Make sure meeting list and request forms are updated as needed.
- 9.2.2. The MALCNA chair shall keep a current list of stockpiled literature and NAWS products at all times and shall update this list at the time of distributing any items and at the time of receiving any items.
- 9.2.3. Attend all MASC service meetings and submit Monthly financial and inventory report.
- 9.2.4. Carry out duties of other positions not filled, where possible.

9.3. Vice Chair:

- 9.3.1. Take over chair duties when chair unavailable.
- 9.3.2. Carry out duties of other positions, not filled, where possible
- 9.3.3. Have a willingness to accept a nomination for the Chair position in the future.

9.4. Treasurer:

- 9.4.1. Maintain an accurate accounting of all financial transactions.
- 9.4.2. Prepare monthly financial and inventory reports.

9.5. Secretary:

- 9.5.1. Record the minutes at each meeting and email a copy to the Chair and other committee members. Retain a copy for the Secretary records.
- 9.5.2. Maintain a list of current contacts for NAWS and Canadian WSO literature Branch.
- 9.5.3. Maintain a meeting agenda and Sign In Sheet to keep on hand with a current copy of the MASC and the MALCNA guidelines.

9.6. Distributors:

- 9.6.1. Distribute literature to groups, subcommittees or businesses as needed.

10. Requirements for Election

10.1. Suggested Clean Time:

- 10.1.1. Literature Chair 2 years
- 10.1.2. Vice Chair 1 year
- 10.1.3. Treasurer 2 years
- 10.1.4. Secretary 6 months
- 10.1.5. Distributors 6 months

10.2. Shall have a willingness to commit for a one-year term.

10.3. Suggested previous service experience as follows:

- 10.3.1. Chair: One year as Vice-Chair of MALCNA and experience at the group (or other level) as treasurer.
- 10.3.2. Vice-Chair: Six months service in the MALCNA.
- 10.3.3. Treasurer: One year as treasurer at the group or another level of service. (Bookkeeping skills are an asset).
- 10.3.4. Secretary: One-year experience as secretary at the group or another level of service.

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11. Elections

- 11.1. The MALCNA Chair is nominated and elected by the MASC according to MASC Policies & Guidelines.
- 11.2. All other MALCNA positions are to be elected in July at the regular MALCNA meeting and, when a position has become vacant, at any meeting of the MALCNA during the year.
- 11.3. Nominees must be present for nomination at which time they will share their qualifications, and stand for questions by the subcommittee.
- 11.4. Candidates shall exit the meeting room at the time of the ballot.
- 11.5. Secret ballot to be used and counted by the Chair and one other member.
- 11.6. A simple majority of the vote casts is required for election.
- 11.7. The motion to elect will be declared carried or defeated.
- 11.8. From time to time positions of trusted service may be appointed by the chairperson to fulfill particular needs of the operations of the MALCNA. All appointments are subject to review by the subcommittee at its next meeting following the appointment, at which time the subcommittee may rescind any such appointment by a simple majority vote.

12. MALCNA Meetings

- 12.1. Regularly scheduled meetings will be held once every second month.
- 12.2. Special Meetings: These meetings should be announced at least 14 days in advance. Announcements shall be sent to the MASC Secretary for distribution to the fellowship.
 - 12.2.1. These special meetings are limited to dealing with the business stated in the aforementioned announcement.
- 12.3. Meetings of the MALCNA shall be conducted according to the following agenda:

LITERATURE COMMITTEE MEETING AGENDA

1. Open meeting with a moment of silence, the WE version of the Serenity Prayer, readings of the Traditions and Concepts.
2. Sign in and Introductions.
3. Chair - Financial/Inventory/Distribution Report
4. Secretary's Report (Read Minutes from Last Meeting)
5. Monthly Agenda:
 - July: Election of Sub-Committee Positions (or any time after if vacant)
 - Any Month: Review and Update Order Form, Review and Update Meeting List
6. Old Business.
7. New Business.
8. Confirmation of Next Meeting.
9. Close meeting with a circle of unity and the third step prayer.