

Manitoba Area Newline Committee

Policies and Guidelines

(Last revised May 11, 2013)

1.0 - Geographical Boundaries

The Newline Committee shall serve the area as defined by the MASC policies and guidelines (see 2.0 in MASC Policies and Guidelines).

2.0 - Purpose and Function

2.1 - Purpose

Newline serves several purposes in the Manitoba Service Area of Narcotics Anonymous. Most importantly, we build N.A. unity through communication. The information contained in the Newline usually falls into one of two categories: N.A. news, or personal experience with recovery from addiction. N.A. news is provided to help unify the groups in the Manitoba Area so that in keeping with our First Tradition, personal recovery is made more available. Sharing personal experience lends the flavour of an N.A. meeting to the newsletter. In both cases, our Fifth Tradition must always be the guiding principle: Our primary purpose is to carry the message to the addict who still suffers.

2.2 – The Function

The basic functions that support this purpose are:

- a) To carry the message through personal stories of other recovering addicts sharing their experience, strength and hope,
- b) Provide information on upcoming events on Manitoba area, regional and world levels,

- c) To summarize the happenings within recent service committee meetings,
- d) New meetings and meetings which need support can be listed.

3.0 – Newline Positions

3.1 – Executive Members/Elected Positions

- a) Committee Chairperson
- b) Committee Vice-Chairperson
- c) Distributor
- d) Producer

3.2 - Trusted Servants/ Proofer

(See section 8.0 - Requirements for elected positions of these P&G's)

4.0 - Newline References

The Newline Committee must comply with the following NA materials:

- a) the Twelve Traditions of Narcotics Anonymous,
- b) the Twelve Concepts of Narcotics Anonymous,
- c) current publication of the Newline Committee policies and guidelines,
- d) future directives of the MASC Policies & Guidelines,
- e) Handbook for Narcotics Anonymous Newsletters,
- f) A Guide to the Local Service in Narcotics Anonymous,
- g) NA Intellectual Property Bulletin #1 / Internal Use of NA Intellectual Property (Narcotics Anonymous World Services).

5.0 - Service Meetings

5.1 - Regularly Scheduled Service Meetings

- a) All meetings shall be held on a regularly scheduled basis, as deemed by the committee.
- b) There must be a least one Executive Member present to conduct a meeting.

- c) Announcements and any changes made in regards to the meeting time and place shall be related at the MASC Meeting prior to the event or meeting change.

5.2 – Detailed Agenda

Agenda consists of the following:

- a) Service prayer
- b) Reports
- c) Vacant Positions
- d) Budget Details (Committee Balance, Expenses, Advance Payments from MASC)
- e) List of submission in the inbox/filing cabinet
- f) Old business/new business
- g) Next deadline date & next meeting date
- h) Member concerns
- i) Third step prayer

6.0 – Process of Delivery

6.1– The order of Service following monthly MASC

- a) Send submissions, event dates and articles for the month's issue to the producer after time sensitive date (Sunday 6pm following MASC).
- b) Have the draft back from the producer by Monday evening.
- c) Send the draft to the proofers Monday requesting that feedback be sent back by Thursday.
- d) Have final PDF copy made and submitted to printer by Friday.
- e) Pick up order Saturday and ready for distribution before the 1st of the following month.

6.2 – The following priority ought to be used when seeking fillers:

- a) MASC/Regional Website/World Website.

7.0 - Newsline Executive Member Responsibilities

7.1 - Newsline Committee Chairperson

- a) Attend all regularly scheduled meetings.
- b) Familiarize themselves with the Webmail in order to:
 - i. receive and acknowledge submissions,
 - ii. distribute electronic copies of the Newsline,
 - iii. maintain communication with the fellowship on upcoming events/birthdays and corrections,
 - iv. have communication with the producer and proofers in order to have an accurate and legible copy of the Newsline before going to the printer,
 - v. order monthly Newsline from printer.
- c) Pick up, pay for and make available to distributor for distribution.
- d) submit all receipts to MASC Treasurer for expenses incurred for printing and distribution of the Newsline.
- e) Submit event dates/birthdays, and other announcements to the producer for formatting to create a draft copy.
- f) In the event that the Newsline Chairperson is unavailable to attend a committee meeting sufficient notice, (7 days), shall be given to the committee where possible.
- g) Familiarize themselves with the documents listed in section 4.0 of these guidelines.
- h) Write and submit full monthly reports to MASC.
- i) Attend all MASC Meetings; however, if the Chairperson is unavailable the Vice-Chair will attend in place of the Chairperson (See Section 7.2.).
- j) Prepare an agenda and Chair's report at least 7 days in advance of scheduled Newsline meeting and distribute it to all committee members in that time frame.
- k) Ensure all submissions have been edited and all, if any, references are included in the submission before send to the printer.

7.2 - Newsline Committee Vice-Chairperson

- a) Attend all regularly scheduled meetings.
- b) Assumes all responsibilities of the Chairperson in the Chairperson's absence.

7.3 - Newsline Distributor

- a) To collect the hardcopy of the Newsline from the Chair and distribute to groups.
- b) Submit distribution record at next Newsline Committee Meeting.

7.4 – Newsline Producer

- a) Have a working knowledge of Microsoft Office Word.
- b) Have access to the internet and a computer.
- c) Organize and format all information received from Chairperson (as per section 7.1.e) and create a draft copy.
 - i. Return draft to Chairperson no later than Monday following MASC 6pm.

7.5 – Newsline Proofers

- a) Receive a draft copy of Newsline by Tuesday morning from the chairperson.
- b) Correct spelling and grammatical errors.
- c) Re-check dates (ensure days match the date).
- d) Check and solve any puzzles to ensure their accuracy.
- e) Check and confirm references to ensure their accuracy.
- f) Any pertinent feedback to be directed to the chairperson.

8.0 – Requirements for Elected Positions

8.1 - Suggested Clean Time Requirements

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|----|-------------------------------------|----------|
| a) | Newsline Committee Chairperson | 1 year |
| b) | Newsline Committee Vice-Chairperson | 9 Months |
| c) | Newsline Committee Distributor | 3 Months |
| d) | Newsline Committee Producer | 3 Months |

8.2 - Election Procedures

- a) Candidates for Vice-Chair, Secretary, Distributor and Producer will be by nomination or through expressed interest.
- b) The candidate will be asked questions and voting will take place at the same meeting.
- c) To qualify for a position, candidate must attend 2 consecutive Newline meetings, being eligible to stand at the 3rd meeting.

8.3 - Terms of Positions

- a) As per MASC Policies and Guidelines Section 11.4.
- b) Relapse calls for an automatic dismissal.

8.4 – Dismissal and Resignation

- a) In the event that an executive member has been negligent of their duties due to
 - i. being absent from 2 consecutive Newline Committee meetings (except for humanitarian/compassionate reasons),
 - ii. unable to perform responsibilities,
 - iii. refusal to comply with the documents listed in section 4.0 of these guidelines,there will be a majority vote to determine whether the executive member will be dismissed.
- b) Newline Committee Chairperson must resign in accordance with MASC Policies and Guideline's (section 11.5.2)

9.0 – Voting

9.1 – Voting Eligibility

- a) All attending members, except the Chair, have a vote.
- b) Interested members are encouraged to attend 2 regularly scheduled meetings.
- c) The Chair only votes to break a tie.

9.2 – Voting Procedures

- a) All regular Newline Committee business votes will be a show of hands of all eligible voting members.
- b) All executive election votes will be by a secret ballot of all eligible voting members.

10.0 – Submission Guidelines

- a) All submissions become property of Newline which reserves the right to edit, facilitate publishing and ensure the NA message is carried.
- b) - Recovery Orientated.
 - Solution Focused.
 - Respects Intellectual Property Obligations.
 - Maximum 400 Words.
 - Newline disclaimer is non-negotiable.