

**Manitoba Area Service Committee  
Of Narcotics Anonymous  
(MASC)**

**Policies &  
Guidelines**



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# **TABLE OF CONTENTS**

<b>SECTION</b>	<b>TITLE</b>	<b>PAGE</b>
	<b>Preamble</b>	2
<b>1.0</b>	<b>Name</b>	3
<b>2.0</b>	<b>Geographical Boundaries</b>	3
<b>3.0</b>	<b>MASC Members</b>	3
<b>4.0</b>	<b>Seating Procedures</b>	3
4.1	A Home Base is defined by the following criteria	3
4.2	Group Voting Participant	3
4.3	Meeting List Inclusion	3
4.4	Starter Package	4
<b>5.0</b>	<b>Purpose and Functions</b>	4
5.1	Purpose	4
5.2	Functions	4 - 5
<b>6.0</b>	<b>MASC References</b>	5
<b>7.0</b>	<b>ORSCNA, CANA, WSC, and WSO Support</b>	5
<b>8.0</b>	<b>Service Meetings</b>	5
8.1	Regularly Scheduled Service Meetings	5 - 6
8.2	Special MASC Meetings	6
8.3	Emergency MASC Meetings	6
<b>9.0</b>	<b>Committees Defined</b>	5
9.1	Administrative Steering Committee	6
9.2	Ad-Hoc Committees	7
9.3	Committees	7
<b>10.0</b>	<b>Committee Policies &amp; Guidelines</b>	7
<b>11.0</b>	<b>MASC Officer Position</b>	7
11.1	Responsibilities	7 - 8
11.2	Secretary's Job Description	8
11.3	Requirements for Election	8 - 9
11.4	Terms of Service	9
11.5	Dismissal and Resignation	9 - 10
<b>12.0</b>	<b>Voting and Non-Participants</b>	10
12.1	Voting Participants	10
12.2	Non-Voting Participants	10
<b>13.0</b>	<b>Quorum/Majority Requirements</b>	11
13.1	Quorum	11
13.2	Simple Majority	11

13.3	Two Thirds Majority	11
<b>14.0</b>	<b>Voting Procedures</b>	11
14.1	Secret Ballot	11
14.2	Voice Roll Call	11 - 12
14.3	Show of Hands	12
<b>15.0</b>	<b>Election Procedures</b>	12
15.1	Nominations	12
15.2	Election Schedule	12 - 13
15.3	Election Voting	13
<b>16.0</b>	<b>MASC Funds</b>	13
16.1	General	13 - 14
16.2	Financial Audits/Reviews	14
16.3	Prudent Reserve	15
16.4	Fund Flow	15
16.5	Recurring Expense	15
16.6	Dissolution	15
16.7	Misappropriation of NA Funds and/or Property	15 - 16
16.8	Bank Accounts and Signing Authority	16 - 17
<b>17.0</b>	<b>Reporting Procedures</b>	17
17.1	Vice-Chair	17
17.2	Secretary	17 - 18
17.3	Treasurer	18
17.4	Regional Committee Member (RCM)	18
17.5	Sub-Committee Chairs	18
17.6	Group Service Representative	18
<b>18.0</b>	<b>Travel Expenses</b>	18
<b>19.0</b>	<b>Order of Business of MASC Meetings</b>	19 - 20
<b>20.0</b>	<b>Amendment of MSC and Sub-Committee Policies</b>	20

## APPENDICES

Appendix A	Standard Group Welcoming Letter	21
Appendix B	Candidate Questions	22
Appendix C	MASC Financial Procedures	23
	Amendments	24

## Preamble

Beginning on March 1<sup>st</sup>, 2014 the MASC began conducting a “test run” of changes to the service structure in the Manitoba Area in the spirit of the Service System Proposal. This test run is to be extended to February 28<sup>h</sup>, 2016. During this test run the following changes and additions to these Policies and Guidelines will be in force:

1. The MASC meetings and Administrative Steering Committee meetings specified in these Policies & Guidelines will not take place. In their place the following service bodies will be created, organized and implemented:
  - a. Group Service Forum (GSF) will meet every second month to provide a forum for intergroup communication and support as well as service orientations. Membership in the GSF will be comprised of the MASC Vice-Chair, GSRs Alternate GSRs and interested members. Groups may join together to form additional Group Service Forums to meet anywhere in the Manitoba Area based upon geographic or other considerations.
  - b. Manitoba Area Service Board (MASB) will meet the same months as the GSF to manage the ongoing services of the Manitoba Area. Membership in the MASB will be comprised of all MASC Officers (executive, subcommittee chairs and service coordinators).
  - c. Manitoba Area Service Conference (MASC) will meet on the alternate months. Membership in the MASC will be comprised of MASB and GSF members and any other interested members. The MASC will be the forum in which elections and voting on motions to change Policies and Guidelines will take place.
2. The MASC Chairperson is authorized and mandated to, in consultation with the MASB:
  - a. establish the schedule of service meetings for the above service bodies,
  - b. schedule elections for MASC Officers, including changing the length of terms,
  - c. create the meeting agendas for MASC and MASB meetings,
3. The MASC Vice-Chair will be responsible for facilitating the GSF meetings and reporting to the MASB any requests for service originating at the GSF. The Vice-Chair may delegate the facilitator role to another person only with the agreement, by consensus, of those in attendance at the GSF meeting.
4. An effort will be made to implement consensus based decision making. Where the MASC Chairperson has established to his/her satisfaction that consensus has been achieved, the MASC Chairperson is authorized to rule a motion as passed or rejected according to consensus. Any objection from a voting member to such a ruling by the Chairperson will establish the lack of consensus and in those circumstances the voting procedures specified in these Policies and Guidelines will be adhered to, with the additional requirement that a two-thirds majority of votes cast is necessary for a motion to be passed.
5. The MASB is authorized to combine existing subcommittees into a Combined Subcommittee. Chairpersons of subcommittees that are combined will become members of the new Combined Subcommittee and will continue to have voting rights at MASC. Subcommittee Chair positions, serving on a Combined Subcommittee, will become Service Coordinator positions with responsibility for the coordination of services normally associated with their former position. Elections for Service Coordinators will replace elections for subcommittee Chairs in all cases where a subcommittee has been combined. Combined Subcommittee will be responsible for electing a Chair and Vice-Chair, for the combined committee, from among the subcommittee Chairs and Service Coordinators that are members of the combined committee.
6. The MASC Officers are mandated to facilitate workshops and planning sessions at the MASC meetings to provide knowledge about the Service System, to assess the benefits of the GSF/ MASB model, and to establish service priorities.
7. All members of the MASC and its constituent groups are encouraged to utilize the materials and resources available from NA World Services with respect to implementation of the Service System Proposal (available at <http://na.org/?ID=servsys>). The MASC Officers will make every reasonable effort to consult these materials for guidance in the implementation of changes to our Manitoba Area service system and all changes are to be implemented in the spirit of Unity.

## **1.0 NAME**

- a) The name of this committee shall be the "Manitoba Area Service Committee of Narcotics Anonymous" (MASC), hereinafter referred to as MASC.
- b) For purpose of correspondence, documentation, public information, etc., it shall be known as the "Manitoba Area Service Committee of Narcotics Anonymous".

## **2.0 GEOGRAPHICAL BOUNDARIES**

- a) This committee shall serve but not be limited to an area within the boundaries of the province of Manitoba.

We shall have the option of serving groups in other neighbouring areas in the absence of another ASC in their area.

## **3.0 MASC MEMBERS**

The members of this committee are:

- a) All Group Service Representatives (GSRs) or alternate GSRs or a designated member in the absence of the GSR.
- b) Sub-Committee Chairs.
- c) Regional Committee Member (RCM)
- d) Alternate RCM
- e) MASC Chair
- f) MASC Vice-Chair
- g) MASC Secretary
- h) MASC Treasurer

**NOTE:** These members meet regularly to carry out purpose and perform the functions of the MASC as described in Section 5.0 of these Policies and Guidelines.

## **4.0 SEATING PROCEDURES**

### **4.1 A HOME BASE IS DEFINED BY THE FOLLOWING CRITERIA:**

- a) The group be registered with the World Service Office (WSO),
- b) Has reported to the MASC at least once,
- c) Has established a time and location for regularly scheduled recovery meetings,
- d) Accepts and adheres to the definition of an NA group as described in the Narcotics Anonymous Guide to Local Services (Pages 26 – 28).

### **4.2 GROUP VOTING PARTICIPANT**

- a) A group fulfilling the above criteria (4.1) may be seated at the MASC as a voting participant.

### **4.3 MEETING LIST INCLUSION:**

- a) A group fulfilling the above criteria (4.1 & 4.2) may be listed on the Manitoba

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Area Meeting list.

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**4.4 STARTER PACKAGE:**

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- a) A group having been sent a "Standard Group Welcoming Letter" (Appendix A of MASC Policies and Guidelines) and had fulfilled the above criteria (4.1 & 4.2) are eligible to receive a starter package from the MASC.

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**5.0 PURPOSE AND FUNCTIONS**

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**5.1 PURPOSE**

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The purpose of the MASC is to help carry the message of recovery to the addict who still suffers, to be supportive of its member groups and to foster the growth and unity of the fellowship as a whole.

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**5.2 FUNCTIONS**

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The basic functions of the MASC in support of this purpose are to administer and coordinate business and activities common to the various groups comprising its membership, in accordance with the Twelve Traditions of NA.

- a) Helping its member groups deal with their basic situations and needs and welcome any new group in the form of a letter. (See Appendix A: Standard Group Welcoming Letter at the back of guidelines).
  - b) To provide any new group, having submitted a request and meeting the criteria of section 4.4, a starter package consisting of: 1-Introductory Guide to Narcotics Anonymous, 1-Basic Text, 1-Little White Book, 1-Set of Reading Cards, 1 each of the Available Information Pamphlets, 1-Current Meeting List, 1-Current Literature Order Form, 1-Guide to Local Services Booklet, 1-MASC Policies and Guidelines and 1 each of the following service pamphlets: #2201 – "An Introduction to NA Meetings", #2202 – "Group Business Meetings", #2203 – "Group Trusted Servants: Roles and Responsibilities", #2204 – "Disruptive and Violent Behaviour", #2205 – "NA Groups and Medication".
  - c) Providing information and guidance to its member groups.
  - d) Holding regular business meetings which include telephone conference calls that are available to any groups outside the City of Winnipeg.
  - e) Facilitating communication of information to and from the groups, area, region and zonal forum.
  - f) Creating committees to respond to needs as they arise.
  - g) Ensuring that accountability of all MASC Committees to the MASC and that of the MASC to the groups is maintained.
  - h) Holding Annual Inventory Meeting, separate from the regular MASC business meetings.
  - i) Being supportive of the Ontario Regional Service Committee of NA (ORSCNA), the Canadian Assembly of Narcotics Anonymous (CANANA), the World Service Conference (WSC), and the World Service Office (WSO).
  - j) Publishing an Area Meeting List.
  - k) Publishing and distributing a monthly Newslines.
  - l) Encouraging and supporting the planning and implementation of an annual
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convention, through a convention committee – Manitoba Area Convention Committee of Narcotics Anonymous (MACCNA).

- m) Maintaining an Area Literature Review Committee registered with the WSC.
- n) To provide a forum for hearing any and all grievances arising from the fellowship (to be submitted in motion form under new business).

## **6.0 MASC REFERENCES**

The MASC and its committees shall comply in all actions with the following:

- a) Twelve Traditions of Narcotics Anonymous.
- b) Twelve Concepts of NA Service.
- c) Current publications of the MASC Policies and Guidelines.
- d) A "Guide to Local Service in Narcotics Anonymous: and its successors.
- e) Current editions of all NA Handbooks.
- f) Future MASC Directives.
- g) Any special rules of order the committee may adopt.
- h) "Robert's Rules of Order Modified", from the Modified World Service Conference.
- i) The book "Robert's Rules of Order", unless there is a conflict with our own Policies and Guidelines.

**Note:** Each MASC member shall be provided with a copy of the "Guide to Local Service in Narcotics Anonymous" and The MASC Policies and Guidelines.

## **7.0 ORSCNA, CANA, WSC, AND WSO SUPPORT**

- a) The MASC is represented at and is a voting member of the ORSCNA and CANA.
- b) It is our responsibility to financially support these assemblies and contribute to the growth and unity of NA throughout the Fellowship.
- c) It is important for us, as a link in our service structure, to maintain communication with and be a service of cooperation between this and other areas, ORSCNA, CANA, WSC, and WSO.
- d) The MASC shall maintain regular communication with and support the coordination of activities of mutual concern with other areas.

## **8.0 SERVICE MEETINGS**

### **8.1 REGULARLY SCHEDULED SERVICE MEETINGS**

- a) The principle on which all service meetings must be scheduled is to maximize the ability of individual members to attend these meetings, including out of town members and/or regional representatives.
  - b) The responsibility for scheduling the time and place of service meetings rests with the MASC and its Sub-Committees.
  - c) All committees within MASC and all committee meetings within the committees of MASC should hold their meetings in a neutral location, which is not attached to any personalities within the fellowship (i.e. – not an addict's home).
  - d) Sufficient notice shall be given to one full cycle of group meetings (i.e. – one
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- week).
- e) Regular MASC meetings will be held once a month.
  - f) If, upon closing before the order of the day has been dealt with, MASC is to observe the "Treasurer's Recap, Announcements, and Confirmation of the next MASC meeting, before closing with the Circle Prayer.
  - g) Announcements and notices of change of meeting time or place must be circulated to groups one month in advance of the meeting whenever possible.

## **8.2 SPECIAL MEETINGS**

The following stipulations apply:

- a) Any MASC member may call a special meeting, but 25% or more MASC members must agree to hold the meeting. The procedure for determining if 25% are in agreement: the member requesting the special meeting advises the MASC Secretary who then polls the rest of the MASC members to see if 25% are in agreement.
- b) Written notice must be given to all MASC members at least fourteen (14) days in advance.
- c) The reason for the special meeting must be stated in the notice.
- d) The special meeting is limited to dealing with business stated in the notice.
- e) Quorum as defined in Section 13.0 of these Guidelines shall apply in order to hold a special meeting.

## **8.3 EMERGENCY MASC MEETINGS**

The following stipulations apply:

- a) Only the MASC Chair may call an emergency meeting, but 25% or more MASC members must agree to hold the meeting. The procedure for determining if 25% are in agreement: Chair advises the MASC Secretary, who then polls MASC members to see if 25% are in agreement.
- b) Verbal notice within reason must be given to all MASC members at least seven (7) days in advance.
- c) The emergency meeting is limited to dealing with the reason given in the notice.
- d) 25% of voting MASC members shall constitute a quorum for emergency meetings.
- e) All decisions made at emergency meetings must be presented for ratification by the MASC at its next regularly scheduled meeting.
- f) Emergency meetings may be conducted by conference call.

## **9.0 COMMITTEES DEFINED**

### **9.1 ADMINISTRATIVE STEERING COMMITTEE**

- a) This committee is comprised of the MASC Chair, Vice-Chair, Secretary, Treasurer, all Sub-Committee Chairs, the Regional Committee Member (RCM), Alternate RCM, and the current past MASC Chair.



- b) This committee is responsible for setting and prioritizing the needs and projects of the MASC and will assist the MASC Treasurer in the preparation and presentation of an annual budget.
- c) This committee is required to develop Policies and Guidelines and to submit to the MASC for review and approval.
- d) The Steering Committee is to meet the 1<sup>st</sup> Week of every 2<sup>nd</sup> month, (February, April, June, August, October, and December) when deemed necessary by the MASC Chair.

## 9.2 **Ad-Hoc COMMITTEES**

- a) These committees are formed and a Chair appointed by the MASC to investigate a specific need/issue and is retired when the project(s) have been completed.
- b) It is the responsibility of the Ad-Hoc Committee Chair to appoint other Ad-Hoc Committee members as required.
- c) Ad-Hoc Committee Chairs shall be non-voting participants as outlined in section 12.2, as Ad-Hoc Chairs are appointed, not elected.

**Note:** All recommendations from the Administrative Steering Committee and any Ad-Hoc Committee must be presented to and be approved by the MASC.

## 9.3 **COMMITTEES**

The Committees of the MASC include, but are not limited to:

- a) Public Relations
- b) Phonenumber
- c) Hospitals and Institutions
- d) Outreach
- e) Literature
- f) Newslines
- g) Manitoba Area Convention Committee
- h) Activities and Entertainment

## 10.0 **COMMITTEE POLICIES & GUIDELINES**

- a) All committees are required to develop Policies & Guidelines and submit them to MASC for review and approval.
- b) Once approved by MASC, the Policies & Guidelines will form a part of the MASC Policies & Guidelines.
- c) Therefore, any recommended changes to Committee Guidelines are subject to the same amendment procedures outlined in Section 20.0 of this document.

## 11.0 **MASC OFFICER POSITION**

### 11.1 **RESPONSIBILITIES**

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All elected MASC Officers are expected to:

- a) Attend all MASC and Administrative Committee meetings. If at any time they are unable to attend these meetings they must notify the MASC Chair and ensure that their report is submitted.
- b) Serve as an available resource to groups.
- c) Familiarize themselves with the documents listed in Section 6.0 of these Guidelines.
- d) Conduct themselves as per Service Manuals for each position.

**Note:** All records and documents MUST be turned over to new officers in order to maintain continuity and history.

### 11.2 SECRETARY'S JOB DESCRIPTION

- a) Attends all regular, special and emergency MASC meetings.
- b) Attends all Administrative Steering Committee meetings.
- c) Prepares and presents Secretary's report at meeting.
- d) Takes accurate minutes of the above including but not limited to:
  - i. Those in attendance.
  - ii. Information to be passed on to Groups.
  - iii. Old business/motions.
  - iv. New business/motions.
  - v. Concerns/recommendations.
  - vi. Assigned tasks/responsibilities.
- e) Types and distributes to the groups (within seven days) copies of the minutes. (Minutes to be verified by the Chair before copying) Sub Committee Chairs to get copies if requested and arrangements made to pick them up.
- f) Distributes to all the Groups necessary materials as per: MASC.
- g) Ensures that Policies & Guidelines are updated and distributed as they are changed.
- h) Follows all MASC Policies & Guidelines.
- i) the responsibility for checking the MASC E-mail and re-directing to the NA member best suited to respond.

### 11.3 REQUIREMENTS FOR ELECTION

The suggested clean time requirements for MASC Officers are as follows:

RCM	3 years
Alternate RCM	2 years
Area Chair	2 years
Area Vice-Chair	1 year
Secretary	1 year
Treasurer	2 years
Literature Chair	2 years
Sub-Committee Chairs	1 year

- b) Shall have a willingness and commitment to service, the time and resources

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necessary to do the job and a good working knowledge of the Twelve Steps, twelve Traditions and Twelve Concepts.

c) Shall hold no other MASC voting position (refer to Section 12.1) except that a GSR may also sit as a Chair of a standing committee or Ad-Hoc Committee.

d) Shall have previous service experience as follows:

RCM	1 year as Alternate RCM
Alternate RCM	1 year as GSR
Chair	1 year as Vice-Chair
Vice-Chair	1 year as GSR
Secretary	1 year as Group Secretary
Treasurer	1 year as Group Treasurer
Committee Chair	1 year of active service @ that committee level

e) For the position of MASC Treasurer and Literature Chairperson, bookkeeping experience is required. The MASC Treasurer and Secretary are to be provided with the key to the Post Office Box to facilitate prompt payment of all bills.

#### 11.4 **TERMS OF OFFICE**

- a) Trusted servants of MASC may be elected to serve for one term but may be elected to serve for a second term.
- b) No Officer may serve for more than two consecutive terms in the same position.
- c) Officers elected to serve in vacant position or an unexpired term, due to the dismissal or resignation shall serve only until the time of the next regular election for that position. A term filled under these conditions will not be counted in calculating the term in office.
- d) Committee Vice-Chairs and Alternates do not automatically assume the Committee Chair position when it becomes available. Proper nomination, election and voting must be followed at the MASC meeting.

#### 11.5 **DISMISSAL AND RESIGNATION**

- 11.5.1 a) Officers may be dismissed from their positions at any time for gross neglect of responsibilities, continuous absenteeism (two (2) consecutive MASC meetings, except for humanitarian/compassionate reasons), inability to perform responsibilities or refusal to comply with documents listed in Section 6.0 of these Guidelines.
- b) A written motion for dismissal, with due cause stated must be entered, seconded, and filed with MASC.
- c) The officer must be duly notified in writing and shall be afforded the opportunity to speak on their own behalf before any vote is taken.
- d) A two-thirds majority will be required for dismissal

- e) Voting for dismissal shall be conducted by secret ballot, as per Section 14.1 of these Guidelines.
- f) If relapse or theft of NA funds and/or property has occurred and is a fact, then automatic dismissal shall take place.

**11.5.2 Resignation**

Voluntary resignation should be submitted in writing to the MASC Chair.

**12.0 VOTING AND NON-PARTICIPANTS**

**12.1 VOTING PARTICIPANTS**

- a) The legal voting participants of the MASC are as follows:

Vice-Chair
RCM
Alternate RCM
Secretary
Treasurer
Hospitals and Institutions Chair
Outreach Chair
Public Relations Chair
Phoneline Chair
Literature Chair
Newsline Chair
Activities and Entertainment Chair
MACCNA Chair
All GSRs

- b) Whenever possible, all voting participants will be given two (2) weeks advance notice on New Business.
- c) In the event that the GSR or Alternate GSR is unable to attend a MASC meeting, a member designated by the Group's Conscience shall carry their vote to MASC.
- d) Each voting member has only one vote. In the event that a GSR also sits as a Committee Chair, that member may only vote as a GSR and the Committee vote is forfeited. The Committee vote may be carried by another active member of the Committee.
- e) Voting participants, having registered with the MASC Secretary and being recognized by the person chairing, shall enjoy all the privileges allowed by Robert's Rules of Order and the MASC Guidelines.
- f) The person chairing the MASC meeting shall have a vote only in the event of a tie and shall not be permitted to enter and/or second motions.
- g) That only GSRs or the Group's Representative vote on any motions that have been sent back to groups.

**12.2 NON-VOTING PARTICIPANTS**

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A non-voting participant, having registered with the MASC Secretary and being recognized by the person chairing, is then permitted to debate, question, enter or second motions and nominations, present reports, present personal points of privilege, call for points of order and/or query the person chairing.

**Note:** Any member of the Fellowship, being recognized by the person chairing, maybe address the MASC.

## **13.0 QUORUM/MAJORITY REQUIREMENTS**

### **13.1 QUORUM**

When the person chairing MASC or a member of the Executive Committee and (4) or more legal voting participants referred to in Section 12.0 are present.

### **13.2 SIMPLE MAJORITY**

More than half of the votes cast, excluding abstentions, by legal voting participants who are register with the Secretary.

### **13.3 TWO THIRDS MAJORITY**

At least twice as many in the affirmative as in the negative votes cast by legal voting participants who are registered with the Secretary.

**Note:** Official Quorum must be reached by thirty (30) minutes after scheduled start time of the meeting

## **14.0 VOTING PROCEDURES**

### **14.1 SECRET BALLOT**

Secret ballot voting shall be used for election and dismissal of MASC Officers.

- a) Ballots will be distributed to and collected from all voting participants by the teller.
- b) Ballots, indicating vote only shall be tallied by the person chairing and verified by the Vice-Chair. The tally shall be taken apart from the MASC.
- c) Results of the secret ballot votes shall not be published by number.
- d) The person chairing MASC shall announce the results of the vote.
- e) Groups outside of Winnipeg may send their secret ballots by mail. Place ballot inside an envelope with the MASC position on the inside envelope and mail to:

MASC Vote  
PO Box 44085  
RPO Redwood Centre  
Winnipeg, Manitoba R2W 5M3

More than one envelope can be enclosed if there is more than one position to be filled.

- f) When MASC vote mail is picked up it is taken to the next ASC. When the election happens, if the group is on the conference call, the Secretary will open the inner envelope and hand that ballot to the teller.

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**Note:** A teller is a non-voting participant appointed by the Chair.

#### 14.2 **VOICE ROLL CALL**

Voice Roll Call voting shall be used for amendment of MASC Policies and Guidelines and Area Conscience issues.

- a) All voting participants will be called to order and asked to verbally cast their votes.
- b) These votes shall be recorded and published.

#### 14.3 **SHOW OF HANDS**

- a) Voting shall be conducted in this manner for routine business matters. In the case of a conference call, a voice vote will be counted.
- b) The vote shall be recorded and published ("For" or "Against") and the motion declared "Carried" or "Defeated".

### **15.0 ELECTION PROCEDURES**

#### 15.1 **NOMINATIONS**

- a) Announcements of when nominations will be heard shall be given at the MASC meeting prior to the hearing of nominations.
- b) Nominations shall be entered and seconded at the time of the regularly scheduled elections.
- c) Nominations shall take place on one month and the elections shall take place the following month.
- d) Temporary appointments may be made where deemed necessary by the person chairing, until the next MASC meeting. Such temporary appointments shall be deemed as non-voting participants as per Section 12.2.
- e) MASC Officers who have not served two (2) consecutive terms will automatically appear on the ballot for their positions unless they have declined to run at the MASC meeting preceding the election.
- f) Nominees must be present when they are nominated, at which time they will be given an opportunity to share with MASC their qualifications and to respond to the candidate questions, as listed in Appendix B.

**Note:** In cases where there is only one nominee, proper voting procedures must still be followed. There are to be NO acclamations.

#### 15.2 **ELECTION SCHEDULE**

- a) The Regional Committee Member (RCM) shall serve for a term of one (1) year and the Alternate RCM shall serve for a term of one (1) year.
  - i. RCM election to be held during February MASC.
  - ii. Alternate RCM election to be held during February MASC.
- b) The Chair, Vice-Chair, Secretary, and Treasurer shall serve for a term of one (1)

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year.

- i. Chair election to be held during November MASC.
  - ii. Vice-Chair election to be held during November MASC.
  - iii. Secretary election to be held during January MASC.
  - iv. Treasurer election to be held during January MASC.
- c) The Sub-Committee Chairs shall serve for a term of one (1) year.
- i. Hospitals & Institutions Chair election to be held during March MASC.
  - ii. Public Relations Chair to be held during March MASC.
  - iii. Phonenumber Chair election to be held during March MASC.
  - iv. Literature Chair election to be held during April MASC.
  - v. Outreach Chair election to be held during April MASC.
  - vi. Activities & Entertainment Chair election to be held during September MASC.
  - vii. MACCNA Chair election to be held during August MASC.
  - viii. Newline Chair election to be held during September MASC.

<b>15.3 ELECTION VOTING</b>
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- a) Voting for election of MASC Officers shall be conducted by secret ballot.
- b) A simple majority shall be required to elect MASC Officers.
- c) If there are three or more candidates for a single position, a simple majority from votes tabulated is necessary for election. If needed, the person with the least amount of votes is removed from the ballot and voting procedure is continued next month until a simple majority is obtained by one candidate on the ballot. This clause may not however be used if the results would be to eliminate all but one of the nominees.
- d) Candidates shall be absent from the room during voting procedures.
- e) Newly elected Officers shall assume the responsibilities of the position immediately following the MASC meeting at which they are elected. The retiring Officer shall hand over all records pertaining to the position and shall assist the newly elected Officer in completing their tasks in the month following their election and at the next scheduled meeting.

<b>16.0 MASC FUNDS</b>
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<b>16.1 GENERAL</b>
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- a) The MASC shall be self-supporting through contributions from its member groups, fund-raising activities, or through donations from the individual members of NA and MASC.
  - b) All revenues accumulated from these sources will be maintained in a general fund bank account with separate bookkeeping of individual Committee funds.
  - c) All funds are subject to disbursement by the MASC Treasurer for paying obligations.
  - d) The MASC Treasurer shall deposit all revenues upon receipt.
  - e) All non-budgeted expenditures MUST be approved by a majority vote of MASC.
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- f) No re-imbusement for expenditures shall be made without receipt or proof of payment.
  - g) Normally all expenditures shall be paid by cheque.
  - h) All cheques must be signed by two of the following five MASC members: Chair, Secretary, RCM, Vice-Chair, and Treasurer. (Signing Authority)
  - i) All proceeds from the sale of Literature, Convention profits or funds otherwise raised through the efforts of the Sub-Committees shall be turned over to the MASC Treasurer, unless Sub-Committees have set guidelines under Section 16.7.
  - j) Any NA member with NA merchandise belonging to NA that totals over \$500.00 must have insurance to cover this merchandise. Insurance should reflect amount in possession.
  - k) That MASC set a time limit of six (6) months on outstanding cheques written on the MASC account, providing notice of cancellation policy was given at time cheque was written.
  - l) All Sub-Committees and MASC Officers' budgets shall be submitted at the January MASC.
  - m) All budgets shall be approved or rejected at the February MASC.
  - n) MASC fiscal year shall be from March 1<sup>st</sup> to February 29<sup>th</sup>.
  - o) If Sub-Committees are vacant, the budgets are to be prepared by the MASC Treasurer.
  - p) All Sub-Committees who have their own bank accounts (Literature, & MACCNA) need to prepare budgets if they are requesting additional funds from MASC.
  - q) All MASC Administrative Committee members and Ad-Hoc Committees that have made financial transactions during their reporting period must include in their monthly reports a complete and detailed financial statement. These statements are to include a source and description of all funds collected and description/purpose for all funds paid out.

16.2 <b>FINANCIAL AUDITS/REVIEWS</b>
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- a) An annual audit shall be conducted by the Administrative Officers under direction of the MASC Treasurer or the MASC Sub-Committees as listed:
  - i. MACCNA – September
- b) A semi-annual audit of the Literature Committee shall be conducted each May and November with the Administrative Officers of the MASC and under the direction of the MASC Treasurer.
- c) An end of term review of all financial records and inventory shall be conducted by a representative of the Administrative Officers of the MASC; the out-going Chair and the newly elected Chair.
- d) All financial audits shall be conducted as per the procedures outlined in Appendix C.
- e) Periodic financial reviews will be called and conducted at any time by the Administrative Officers of the MASC. This review will exclude the MASC Treasurer and will be conducted as outlined in the Treasurer's Handbook and its successors.
- f) Guidelines for emergency audits called by MASC members:
  - i. The nature of the concern must be specified.



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- ii. The degree of risk to the Fellowship funds will be considered before the decision to audit is made.
  - iii. A committee conscience at a MASC meeting can call an audit regardless of the Administrative Officers' views.
- g) The Administrative Officers shall be any one or more of the following: MASC Chair, Vice-Chair, Secretary, RCM, RCM Alternate, or any Sub-Committee Chair in addition to the Sub-Committee Chair being audited.

### 16.3 **PRUDENT RESERVE**

The MASC shall maintain a prudent reserve of two (2) months operating costs and our regional insurance deductible for a single claim.

### 16.4 **FUND FLOW**

- a) Operating costs to be established during the MASC budget session for the fiscal year, and to be determined by the total yearly budgeted expenses divided by 12 months times two months operating period.
- b) To further our primary purpose, the Manitoba Area Service Committee recognizes, supports and contributes to other levels of service. MASC will make an annual contribution to each of the following levels of NA service:

- ⌘ Narcotics Anonymous World Services – NAWS
- ⌘ Canadian Assembly of Narcotics Anonymous – CANA/ACNA
- ⌘ Ontario Regional Service Committee of NA – ORSCNA

The Administrative Steering Committee will recommend the amounts of the contributions and, in doing so, will take into consideration the financial resources, financial needs, and service priorities of the Manitoba Area when establishing those recommendations. The recommended contributions will be presented as a motion to the body of MASC in January of each year, together with a motion to approve the annual budget. Both motions will be sent back to groups to be voted on at the next scheduled MASC meeting.

### 16.5 **RECURRING EXPENSE**

- a) Budget estimates for recurring expenses will be developed by the Administrative Committee and submitted to the MASC for approval. Therefore, funds of these expenses shall not require repeated approval by the MASC unless there is a change from what was detailed in the budget estimates. These expenditures shall be reflected in the monthly Treasurer's report.
- b) The insurance deductible shall be held in reserve to assist a group in the event that a claim is made. The group needing assistance shall make a financial request to MASC.

### 16.6 **DISSOLUTION**

No part of the net funds of the MASC of NA shall incur to the benefit of any member(s) or individual(s). The assets of this Committee, upon dissolution, shall be

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distributed and transferred to the next level of service.

<b>16.7 MISAPPROPRIATION OF NA FUNDS AND/OR PROPERTY</b>
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Misappropriation of NA funds and/or property is defined as "To appropriate or take possession wrongly; esp. to take dishonestly for one's own use." May include, but not limited to theft, embezzlement, and/or any unauthorized use of NA funds and/or property.

When it has been clearly established that misappropriation has occurred the Service Committee involved shall:

- a) Schedule a meeting and inform the individual(s) involved. The Service Committee involved and the individual(s) then present their points, feelings, and concerns.
- b) If the individual(s) admit to the misappropriation, a restitution agreement can be developed outlining a repayment plan. The agreement shall be drawn up in contract form and signed and witnessed by all parties involved.
- c) A report about the situation shall be published in the MASC minutes with regular status reports of the restitution agreements being published in the MASC minutes until the terms of the agreement have been satisfied.
- d) MASC Policies & Guidelines Section 11.5 Dismissal and Resignation Procedures shall be used in all cases of clearly established misappropriation of NA funds and/or property.
- e) If the individual(s) do not show up at the meeting, refuse to pay, agreed to a repayment plan but does not follow through, or has disappeared, legal action may be considered as a last resort. The Chair of the Committee involved shall have the responsibility to pursue such action.

**Note:** Each case should be determined on its own merits, taking into consideration the amount involved and the cost of court action. The decision to take legal action is an option does NOT compromise Traditions or Spiritual Principles, but it should be our last resort. Opted only when everything else has been tried. It is strongly suggested that the decision to prosecute be thoroughly explored before going ahead, using Area, Regional, Zonal, and World Service as resources.

<b>16.8 BANK ACCOUNTS AND SIGNING AUTHORITY</b>
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<b>16.8.1 General Account</b>
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- a) The MASC maintains a general bank account at the Royal Bank of Canada (Main and Semple Branch) at 1846 Main Street in Winnipeg for the purpose of holding MASC funds.
- b) All disbursements to be made at MASC meetings with two (2) of the following signatures: MASC Chair, Vice-Chair, Treasurer, RCM, and Secretary.

<b>16.8.2 Literature Account</b>
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- a) A separate bank account is to be established at the Royal Bank of Canada

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(Main and Semple Branch) at 1846 Main Street in Winnipeg. Signing authority on the bank account shall be two of the following MASC Officers: Chair, Vice-Chair, Treasurer, RCM, or Secretary, and one of the following Sub-Committee Officers: Chair, Vice-Chair, or Treasurer.

- b) A record of receipts and disbursements for both cash and inventory be maintained and reported to MASC in monthly Sub-Committee reports.
- c) A minimum level of monies and retail value of inventory shall be maintained at \$2000.00.
- d) Excess funds shall be used for operational costs.
- e) Excess funds shall not exceed \$4000.00 of combined monies and inventory.
- f) All funds in excess of this amount shall be given to MASC in the form of a cheque from the literature Sub-Committee no less frequently than every three (3) months.
- g) The amounts of the minimum and maximum combined monies and retail value of inventory for the Literature Sub-Committee shall be determined annually at the year-end audit and are subject to revision at any time by the MASC.
- h) Any literature price change must be submitted to the MASC in motion form for approval.

<b>16.8.3 MACCNA Account</b>
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- a) A separate bank account is to be established at the Royal Bank of Canada (Main and Semple Branch), 1846 Main Street in Winnipeg.
- b) Signing authority on the bank account shall be one (1) of the following MASC Officers: Chair, Vice-Chair, Treasurer, RCM, or Secretary, as well as the MACCNA Treasurer and one (1) other signing authority from the executive Committee of MACCNA.
- c) One MASC signing authority that is also a MACCNA signing authority must be present at all MACCNA meetings to sign cheques.
- d) A record of receipts for both cash and inventory to be maintained and reported to MASC in monthly sub-committee reports.
- e) Yearly audits required as outlined in Section 16.2, Item a) of Financial Audits/Review.
- f) That a MACCNA start-up fund of \$1500.00 be available to the MACCNA Committee at the outset of each MACCNA Committee term and to be left in the MACCNA account at the end of each MACCNA.
- g) Funds in excess of \$1500.00 are to be returned to MASC after the June convention.
- h) If a new MACCNA Committee isn't formed within 6 months of the dissolution of the previous Committee, the \$1500.00 MACCNA start-up fund will be remitted to MASC.

**Note:** Please keep in mind that as trusted servants we are responsible for Fellowship funds and that every effort should be made to keep expenses to a minimum.

## **17.0 REPORTING PROCEDURES**

### **17.1 CHAIR**

- a) Present questions, reports, concerns or recommendations if any.

### **17.2 SECRETARY**

- a) Receive any questions, corrections, and/or omissions concerning the minutes of the last MASC meeting.
- b) Report on correspondence received/sent out.
- c) Report on expenditures for office supplies.
- d) Present questions, requests, concerns or recommendations if any.

### **17.3 TREASURER**

- a) Report on revenues/expenditures for previous period.
- b) Report balance on hand and calculate recap of receipts/expenses presented with New Business.
- c) Present questions, requests, concerns, or recommendations if any.

### **17.4 REGIONAL COMMITTEE MEMBER (RCM)**

- a) Report on matters discussed at ORSCNA and/or CANA meetings, Regional workshops, learning days, communications with member groups, Regional activities, etc.

### **17.5 SUB-COMMITTEE CHAIRS**

- a) Report on projects, progress, and problems.
- b) Advise of the date, time, and location of the next scheduled sub-committee meeting to occur no less than every second month.
- c) Present questions, requests, concerns or recommendations if any.

### **17.6 GROUPS SERVICE REPRESENTATIVE (GSR)**

- a) Submit updated information for meeting lists.
- b) Report on group projects/activities, progress and problems.
- c) Present questions, requests, concerns or recommendations if any.
- d) Groups located outside of the City of Winnipeg may send their GSR reports and/or motions to the MASC email address or the PO Box.

**Note:** All reports must be limited to ten minutes (10) for oral presentation, must be typed or legibly written, must include the member's name, current address and phone number, and must be submitted to the MASC Secretary immediately following presentation for inclusion in the minutes. KEEP IT

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SIMPLE.

## **18.0 TRAVEL EXPENSES**

- a) The MASC will pay the cheapest transportation to Regional Service Committee (RSC) meetings for the RCM members.

## **19.0 ORDER OF BUSINESS OF MASC MEETINGS**

- 1) New Business submitted to the MASC Chair and Financial Requests submitted to the MASC Treasurer.
- 2) Open meeting with a Moment of Silence. Read the following: Modified Serenity Prayer, Modified Service Prayer, Twelve Concepts, and the Twelve Traditions.
- 3) Sign-in and Introductions.
- 4) Quorum Call.
- 5) Treasurer's Report.
- 6) Secretary's Report.
- 7) Chair's Report.
- 8) Vice-Chair's Report.
- 9) Elections.
- 10) GSR Reports.
- 11) RCM Report.
- 12) Sub-Committee Reports.
- 13) Ad-Hoc Committee Reports.
- 14) Old Business.
- 15) New Business.
- 16) Disbursements.
- 17) Announcements.
- 18) Treasurer's Final Report.
- 19) Confirmation of the next MASC meeting.
- 20) Clear resentments and/or bouquets.
- 21) Adjourn and close meeting with the Circle of Unity and 3<sup>rd</sup> Step Prayer.

### **Notes:**

- a) Any MASC member leaving the MASC meeting before its end should notify the Secretary upon leaving. Or if possible, give notice of early departure before the meeting begins.
- b) MASC meetings will be non-smoking.
- c) Breaks will be held at the Chair's discretion.
- d) The Service Prayer is to be included in the agenda in written form:

"God, grant us knowledge that we may serve according to your divine precepts.

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Instill 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, in order that no addict, anywhere, need die from the horrors of addiction.”

## **20.0 AMENDMENT OF MASC AND SUB-COMMITTEE POLICIES**

- a) Any motion to amend any Policies and Guidelines must be published in the MASC minutes for a period of at least one month and presented to and reviewed by the MASC and its member groups except for spelling and grammatical errors which will be corrected by the Secretary and reported to MASC.
- b) A simple majority will be required to amend any Policies.
- c) All Policies amended by MASC and its member groups shall be printed, published and distributed to all MASC participants by the MASC Secretary at the next MASC meeting.

## **APPENDIX A – STANDARD GROUP WELCOMING LETTER**

Hello,

This introduction letter is written on behalf of the Manitoba Area Service Committee of NA. Welcome!!! We hope we can be of service to you and your group. We would like to have some communication with your group.

How is the group doing? What is the group attendance? Is the group growing? Are there any problems with the group? Is there anything we can do to help? These are only a few questions that are of interest to us. Our main concern is how we can help you. We have regular scheduled area service meetings. They are held on the 3<sup>rd</sup> Saturday of every month at 430 Langside Street, Winnipeg, Manitoba at 10:30 am.

Our mailing address is:

P.O. Box 44085  
RPO Redwood Centre  
Winnipeg, MB R2W 5M3

Phone: (204) 981-1730 Please leave message to have someone return your call.

Here is a copy of our seating procedures as outlined in our policy and guidelines: They may be of assistance to your group should they wish to be seated.

### **4.0 SEATING PROCEDURES**

#### **4.1 A Home Base is defined by the following Criteria:**

- a) The group be registered with the World Service Office (WSO):

<http://www.wsoinc.com>

PO Box 9999

Van Nuys, CA

USA 91409

<http://www.na.org/updateforms/ngp-form.htm>

- b) Has reported to the MASC at least once;  
c) Has established a time and location for regularly scheduled recovery meetings;  
d) Accepts and adheres to the definition of an NA group as described in the Narcotics Anonymous Guide to Local Services (Pages 26-28).

#### **4.2 GROUP VOTING PARTICIPANT:**

A group fulfilling the above criteria (4.1) may be seated at the MASC as a voting participant.

In Service,

Manitoba Area Service Committee of Narcotics Anonymous

Attachment(s): WSO Group Registration Form

## APPENDIX B – CANDIDATE QUESTIONS

1. What is your clean time?
2. Do you have a home group in which you are actively involved?
3. Do you have a working knowledge of the Steps, Traditions, and Concepts?
4. Have you resigned or been asked to resign from a service commitment within the last 5 years? If so explain.
5. Have you discussed your nomination with your Higher Power, sponsor, and partner?
6. Do you know the duties, responsibilities, guidelines related to this position?
7. Do you have the time and resources necessary to fulfill the duties of this position?
8. a) What is your specific service experience in regards to this position?  
b) Give a brief resume of your other service experience.
9. What service commitments do you currently hold? If any, when will the term be completed?
10. a) Are you willing & able to attend all required service meetings, within reason?  
b) Are you willing to commit to the full term of the position?  
c) Are you willing to remain for the entire scheduled time frame of the service meeting?
11. Have you read the MASC policies and guidelines?
12. Are you familiar with Robert's Rules of Order?
13. Have you ever stole, embezzled and/or misappropriated NA funds in any way?  
If so, explain.  
*(If candidate(s) will NOT be handling NA funds, go to question 17.)*
14. Are you financially stable?
15. Do you have experience in handling funds?
16. Are you familiar with proper bookkeeping practices?
17. (If more than one candidate) Are you willing to stand as Vice-chair or alternate, if not elected?



# APPENDIX C - MASC FINANCIAL AUDIT PROCEDURES

**Audit:** a formal examination and verification of financial accounts.

The objectives of a financial audit are to:

1. To ensure that MASC funds and other assets are properly accounted for and used solely to further our primary purpose.
2. To confirm that MASC and its sub-committees are complying with legal requirements for financial reporting and bookkeeping.
3. To determine whether the internal financial controls of MASC are adequate or in need of improvement.
4. To ascertain whether MASC and its sub-committees are complying with the financial practices and procedures of the MASC Policies and Guidelines.

All financial audits of MASC and its sub-committees shall be conducted by two MASC Administrative Officers, as defined in section 16.2, item f of the MASC Policies and Guidelines, under direction of the MASC Treasurer.

All financial audits shall be conducted in a neutral location, which is not attached to any personalities within the fellowship (i.e. not an addict's home).

All financial audits shall be open to the members of Narcotics Anonymous for the purpose of observing the proceedings. Questions may be directed to the auditors as the results are being presented.

Financial audits shall be conducted as follows:

## 1. Disbursements:

- a) Ensure that all of the bank statements within the audit period are accounted for.
- b) Ensure that all of the checks that were written within the audit period are accounted for. This includes making sure that all of the checks exist in sequential order. A logical explanation should be presented for any checks within the sequential order that are missing or cancelled.
- c) Select three (3) cancelled checks at random, from three (3) different months within the audit period.
- d) Order them numerically.
- e) Keep them with the corresponding bank statements.
- f) Compare the amounts on each cancelled check with the corresponding entries on the bank statements. Make sure the amounts on the cancelled checks are the same as on the bank statements.
- g) Compare the information on these checks with the corresponding entries in the treasurer's ledger. Make sure that the payee, the amount, the date, and the purpose on each cancelled check are properly recorded in the ledger. Look for any discrepancies between the ledger entries and the checks. Turn the checks over and examine the endorsements, making sure they match the payees on the front of the checks.
- h) Confirm that there is supporting documentation such as invoices or receipts from third party sources that support the amounts on the cancelled checks.

## 2. Deposits:

- a) Select three (3) deposit entries at random, from three (3) different months within the audit period.
- b) Order them numerically by date.
- c) Keep them with the corresponding bank statements.
- d) Compare the amounts deposited with the corresponding entries on the bank statements. Make sure the amounts deposited are the same as on the bank statements. Also, confirm the amount deposited to other supporting documentation from the bank such as a deposit slip.
- e) Compare the information on these deposits with the corresponding entries in the treasurer's ledger. Make sure that the amount, the date, and the source of the funds for the deposit are properly recorded in the ledger. Look for any discrepancies between the ledger entries and the deposits.
- f) Confirm that receipts were issued to the source of the deposited funds.

## 3. Reporting:

- a) The results of the financial audit shall be presented at the next MASC.
- b) Any questionable items or areas of concern need to be recorded, reported and investigated further.

## **AMENDMENTS**

<b>SECTION</b>	<b>HEADING</b>	<b>PART</b>	<b>MOTION #</b>	<b>PASSED</b>	<b>UPDATED</b>
Footer	Inserted revision date	Footer	---	---	Jan 2013
All	Added white space	All	---	---	Jan 2013
16.3	Prudent Reserve	16.3	1	Oct 2012	Jan 2013
16.5	Recurring Expense	b	1	Oct 2012	Jan 2013
16.4		a	1	Oct 2012	Jan 2013
16.3	Prudent Reserve (Was mistake in old P&Gs)	16.3	---	---	Jan 2013
App A	Welcome Letter - Group Voting Participant	4.2	2	Jun 2010	Jan 2013
11.2	Terms of Office	i	1	Jun 2010	Jan 2013
9.3	Committees	a	2	Oct 2012	Dec 2013
12.1	Voting Participants	a	2	Oct 2012	Dec 2013
15.2	Election Schedule	cii	2	Oct 2012	Dec 2013
All	Made Grammar and Spelling Corrections	All	---	---	Dec 2012
All	New Look	All	---	---	Dec 2012
16.8	Literature Account	2e	1	Sept 2011	Dec 2012
17.4	Regional Committee Member (RCM)	a	1	May 2011	Dec 2012
16.4	Fund Flow	c	1	May 2011	Dec 2012
16.4	Fund Flow	Bottom Para	1	May 2011	Dec 2012
7.0	ORSCNA, CANA, WSC, and WSO Support	Header	1	May 2011	Dec 2012
7.0	ORSCNA, CANA, WSC, and WSO Support	a	1	May 2011	Dec 2012
7.0	ORSCNA, CANA, WSC, and WSO Support	c	1	May 2011	Dec 2012
5.2	Functions	e	1	May 2011	Dec 2012
5.2	Functions	i	1	May 2011	Dec 2012
T of C	Table of Contents	T of C	1	May 2011	Dec 2012
11.4	Terms of Office	a	1	Feb 2010	Dec 2012
11.4	Terms of Office	b	2	Feb 2010	Dec 2012
11.4	Terms of Office	d	1	Aug 2009	Dec 2012
16.8	MACCNA Account	3f, 3g, & 3h	5	May 2009	Dec 2012
App A	Standard Group Welcoming Letter	2 <sup>nd</sup> paragraph	2	March 2013	Apr 2013
16.8.3	MACCNA Account	g, h	3	March 2013	Apr 2013
16.2	Financial Audits/Reviews	a.i	1	April 2013	Apr 2013
16.1	MASC Funds – General	p	2	April 2013	Apr 2013
16.2	Financial Audits/Reviews	a.ii	3	April 2013	Apr 2013
All	Changed MASC PO Box address	All	---	---	Apr 2013
16.8.3	MACCNA Account	f	3	March 2013	Apr 2013
19.0	Corrections to Service Prayer	---	---	---	Sep 2013
17.5	Reporting procedures	B	1	Nov 2013	Jan 2014
Preamble	SSP Preamble	Preamble	1	Dec 2013	Jan 2014
16.4	Fund Flow	b	1	Jan 2014	Feb 2014
Preamble	SSP Preamble updated	Preamble	1	Jan 2015	Jan 2015