Coming Together... the Voice of NA
WSC 2002

CONFERENCE APPROVAL TRACK MATERIAL

Page numbers refer to the numbers on the bottom of each document.

CONFERENCE APPROVAL TRACK MATERIAL
For WSC 2002

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Date:	28 January 2002
To:	World Service Conference Participants
From:	The World Board
Re:	Conference Approval Track Material

Introduction

As you know, in past years, changes to service material have been made through the *Conference Agenda Report* process. In keeping with the approval for service material policy adopted at WSC 2000, we are forwarding these new proposed documents to conference participants ninety days prior to the World Service Conference using the new conference-approval track. The items contained in this packet included *A Temporary Working Guide to Our World Service Structure (TWGWSS)* with revised *WSC Rules of Order* included, *The Treasurers Handbook,* and a new simplified summary of the service structure to be added to *A Guide to Local Services in NA.*

This material will be presented for adoption in new business, with the exception of the WSC Rules of Order and Election Procedures, which need to be adopted at the start of the conference. By including this material in *TWGWSS* in the future, the conference should not be forced to adopt these items at the opening of each conference unless there are proposed changes.

Proposed changes to TWGWSS

As is normal and customary every conference cycle, you can expect a series of changes to *A Temporary Working Guide to Our World Service Structure (TWGWSS).*

There are a great many individual changes that we are proposing in this service material, including changing the title to *A Guide to World Services in Narcotics Anonymous.* This document has been Temporary since 1982, twenty years ago. It seems appropriate to give it a name that more accurately reflects what it has become.

Since *TWGWSS* undergoes changes at each conference, it has always been printed with the year that the conference took place prominently on the front cover. With the new two-year conference cycle, we will print the dates of the cycle on the cover in the future, for example 2002-2004 Version.

If the conference is to meet the needs of delegates coming from around the world every two years, it must become more *user friendly.* We believe one simple way to assist in this effort is to have as much as possible about the conference that would be relevant or of interest to a new delegate in one place. We are proposing a new introduction that has

as many of the important conference-related dates, as we know of for the 2002-2004 conference cycle. There will also be a list of other documents that might be of interest to a new conference participant. We are also proposing inclusion of documents that are not typically included in *TWGWSS* as Addenda, such as the WSC Reimbursement Policy that is included with each budget, the World Service Participation Request Form, the Ideas for World Service Projects Submission Form, a list of all projects approved at the 2002 conference, and the WSC Rules of Order. If accepted, we will include all of these additions in future versions of this guide.

We are proposing minor clarifications to the chart for *The Conference Work Cycle*. This will be explanatory language rather than any changes to policy. We have included a paragraph about regional reports under the description of *The Conference Report*. The new language points out the type of information that delegates typically include in their regional report to the conference. These reports are provided as information to world services, and to provide conference participants with the variety of experience, strength, and hope from different regions. This is, again, simply an explanation rather than a change in policy.

World Board External Guidelines

Another change concerns language describing the size of the World Board. We are proposing language that clarifies that the board will contain *up to* 24 members, which will allow the conference to always elect up to that number, but not feel that it is "violating" any policy if it elects fewer members than that to serve on the board at any one time. The only new language here is the words *up to*. This suggestion actually came from the floor at WSC 2000.

We are also supplying clarifying language about how to maintain the ideal of one-third of the board seats being up for election at any one conference. This is a restatement of the practice that was used in 1998 within the board. Similarly, to take into account the variable size of the board, as well as the changing needs of the committees, the description of the size of board committees changes from "four board members" to "assigned board members." We are also proposing adding a sentence about the committees having workgroups with concurrence of the board. Although we know that we have a lot to learn about how to maximize the effectiveness of our committees and workgroups, we do know that all workgroups and workgroup members do not need to be committee members. The Translations Evaluations workgroup for instance, included three non-board members and focused on evaluations of translations efforts for the first pieces of literature for a language, rather than all of the work of the Publications Committee.

The World Service Office

The current description of the *NA Way* says that the "magazine is edited by WSO staff and an editorial board consisting of members of the World Board." We would like to change this to be members *appointed by* the World Board. This would allow us to appoint either World Board or World Pool members to this position.

World Pool and the Human Resource Panel

The HRP plans to change the World Pool Resume to an *Information Form*. Their hope is that this name will be less intimidating to people and will more accurately reflect what the form is used for.

The Human Resource Panel also has staggered terms, with two positions available at each conference. There is language proposed that is similar to that for the World Board, that if a vacancy exists and the conference is asked to elect more than two members at one time, the term lengths will be determined by volunteers and then by random drawing at the first HRP meeting following the WSC.

World Service Conference Elections

The existing language in this section is outdated and superseded by the nomination and election procedures adopted at the beginning of each conference. We are proposing that the election procedures replace the existing language in *TWGWSS* and become part of this guide. The only change we made to the 2000 WSC Election Procedures, with a copyedit for clarity.

A policy for challenging a nomination at each conference is also proposed for inclusion.

Guidelines for the Unified Budget NA World Services

Now that it is four years since the conference adopted a new system for world services, it seems appropriate to eliminate the word "unified" and begin to call this what it is: the budget for Narcotics Anonymous World Services. We have deleted language about *Capital Funds* and added language about the *Reserve Funds*. The new language covers what was previously described under *Capital* and *Reserve* and does not change current practice. We hope this language will serve to provide better understanding of what these funds are used for. We are also offering language to clarify what the conference has decided about projects: that is that "routine" services, like translations or standard business plans, do not require a project plan, are reported to the conference, but are not presented for prioritization and approval. All "non-routine" project plans require specific approval by the conference; that is, each project plan must contain a timeline and budget and be individually approved by the conference.

We hope that this language helps to clarify some of the confusion. We do not believe, however, that we will use this system as it was intended without much more discussion at the conference. The board and staff have certainly fallen back to old familiar approaches at times, as have many delegates. This is an area that needs more discussion to become a productive and useful tool for the conference in planning activities of world services.

World Services Travel Guidelines

The changes proposed for this section are to reflect current practices rather than to change policy. Specific language that affects reimbursement, for instance, is contained in the reimbursement policy and does not need to be repeated here. There is also some old language that was written for the old Interim Committee about Quorum and Voting that we propose to eliminate. Additionally, language was added to explain that requests are considered on a quarterly basis, when those deadlines are, and how to make those requests.

World Convention

We are recommending two changes in the event rotation for the world convention. First, we think it would be more prudent to split North America into two zones from the current three zones. We are making this recommendation because as the size of WCNA has grown, whenever it is held in North America, fewer cities are able to meet our baseline criteria for consideration. Creating two zones will increase the potential sites in each zone.

The second recommendation is to change the current rotation by holding the convention in Europe scheduled for 2011 in 2009 instead. In reviewing the current WCNA rotation schedule, the frequency of upcoming conventions in North America was discussed. While Hawaii is part of the Asia Pacific zone, it is also in the United States. The WSC agreed in 1995 to allow Hawaii to be included in the Asia Pacific zone at their request. Nonetheless, the choice of Hawaii as the site for WCNA-31 (to be held in 2005) means that the convention will not be held outside North America again until 2011, unless this change is made.

Current Zone Rotation Remains

2002: Zone 3 Atlanta, Georgia.
2003: Southern California (San Diego) Special 50th Anniversary.
2005: Zone 4 (Honolulu, Hawaii).
2007: Zone 5 (San Antonio, Texas)

Proposed Zone Rotation Changes:
2009: Europe
2011: Western North America. (Currently, Zone 6 - Europe, Africa, & Middle East is set for 2011)
2013: Eastern North America and the Caribbean (No change recommended.)
2015: To be determined at a later date. (Currently, Zone 5 - Central North America is set for 2015.)

We have not made any recommendation for the site of the 2015 world convention because we believe that the changing and growing nature of the convention and the fellowship will require us to revisit this well before 2011. We will make proposals to the conference for decision at that time.

There are some other recommended changes in *TWGWSS* regarding WCNA. These relate to a change in description of the support committee. This, again, is language that reflects current practice. What is currently in *TWGWSS* is outdated. Also, we are proposing new language that describes the purpose of the world convention. An old purpose statement was deleted in 1998, during the change to the world service system. The proposed language uses the old statement as its base and adds a comment that this event also is a reflection of our diversity.

WSC Rules of Order

The WSC committed two motions to the board at WSC 2000. One concerned putting standing rules of order for the conference in *TWGWSS*. We have included an amended copy of the existing Rules of Order for your approval. We used a non-traveling working group to offer ways to "clean up" these Rules without making policy changes. This

workgroup included, in addition to a variety of pool members, the Cofacilitators and the WSC parliamentarian. We hope you find the results easier to use. We are aware that they could still use more paring down in the future.

Summary of the Service Structure for *A Guide to Local Services*

The other committed motion from WSC 2000 asked for a simplified summary of the service structure in *A Guide to Local Services.* What we offer here is not new information. It has been compiled from existing descriptions from *TWGWSS* or the old Table of Contents in this Guide. It allows a summary of the components of the NA service structure to be copied and distributed on the front and back of one page, with the existing diagram from *TWGWSS* as an additional page. We believe this can be a useful tool for workshops and learning days. In addition to adding this summary, we have edited the Table of Contents down to section headings only.

Treasurer's Handbook

If the revised *Group Treasurer's Workbook,* contained in the *CAR,* is approved, we will ask the conference to approve the *Treasurer's Handbook.* This is not the new material that we would like to be proposing but simply a heavy copy edit of the existing handbook that incorporates the fund flow system approved in 1998, as well as current service terminology. It also adds copies of three existing Trustee Bulletins: *Theft of NA Funds, Direct Contributions,* and *The Generation of Funds (fundraising) and the Seventh Tradition in Narcotics Anonymous.* Although this is not what we hope to develop in the future, we believe it is drastically superior to what we currently have in inventory.

We have received suggestions on how to improve this document since the *Group Treasurer's Workbook* was released in the *CAR.* We have incorporated these changes into the draft of the *Treasurer's Handbook* that we are presenting for approval at WSC 2002. These changes are: 1) the inclusion of an additional bulletin, *Direct Contributions,* 2) the addition of an arrow from region to world services in the fund flow diagram, 3) revision to the language in the *Group Treasurers Record* to accommodate groups who meet more or less often than once a week, as well as 4) the addition of a page of meeting reports to accommodate the different needs of groups. We will be asking the conference whether or not they wish to make these same changes to the *Group Treasurer's Workbook.*

Proposed 2002-2004 Budget for NA World Services

The final item in this packet is the proposed budget for 2002-2004. Ideally, we would provide you with a status update on the 2000-2002 projects as well as the proposed projects for the upcoming cycle. We are unable to do so because we are providing this to you ninety days before the conference and one hundred fifty days before the end of this fiscal year. We will provide you with an update of the projects from this conference cycle in the March *Conference Report* and an update on the two-year budget at the conference. The March *Conference Report* will also contain a summary of all of the project ideas we have received this cycle.

Conclusion

We have tried to provide you with adequate information and timely reporting on this new conference process. Preparation for WSC 2002 now involves the 2002 *Conference Agenda Report*, this packet of Conference Approval Track material, including the budget, a packet of information about *Miracles Happen,* and the March *Conference Report.* For those of you who have attended previous conferences, this means that we will not be sending stacks of information to you right before the conference. This process should assist each of us in being prepared to participate fully in the conference discussions. As we reported in the *Conference Agenda Report,* we are committed to continue to work on creating new ideas about ways that we can reach the vision of the biennial conference and to having a major discussion at the upcoming conference about these and other ideas for the future. Only together can we ensure that every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life.

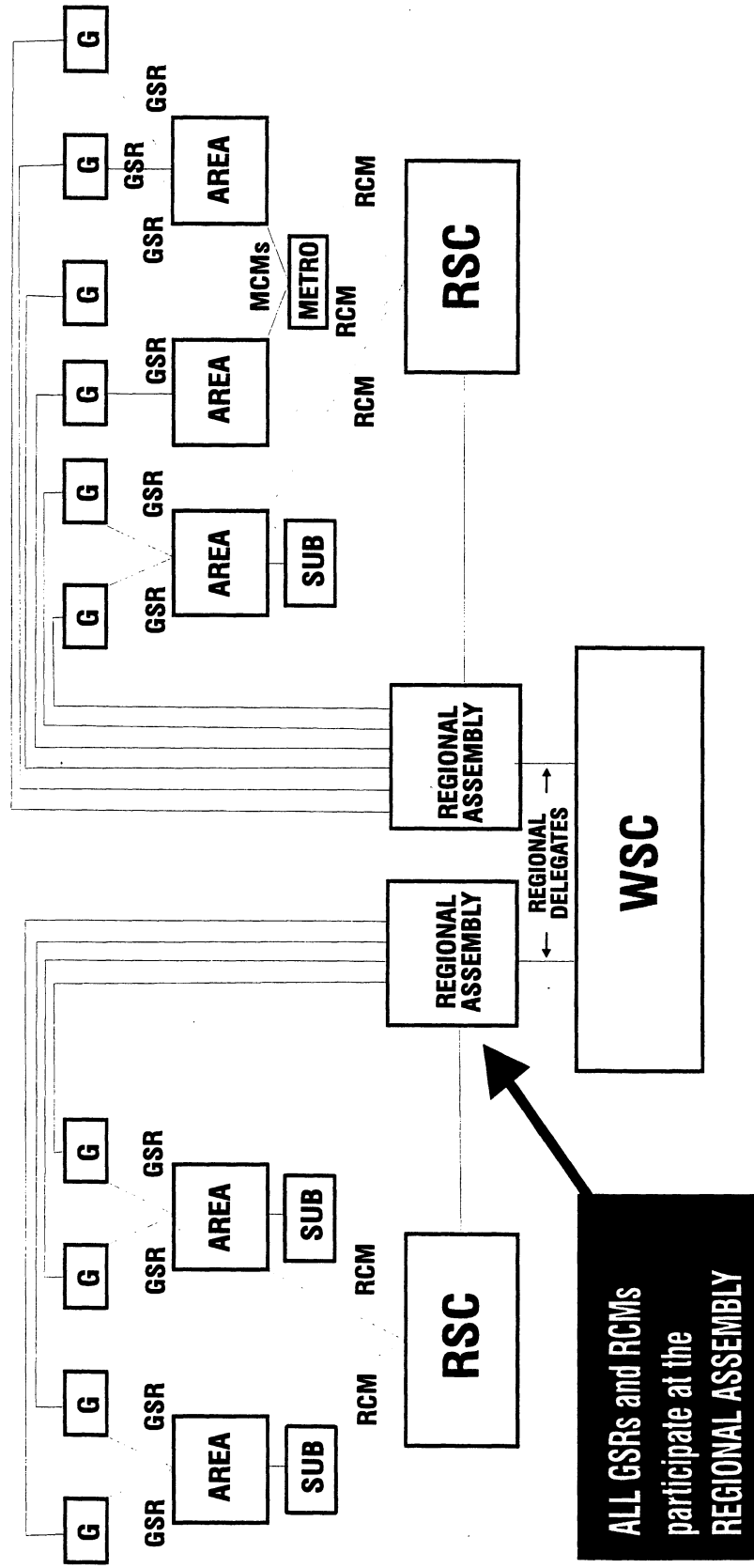We look forward to meeting old friends and making new ones at WSC 2002. If there is anything that the office or the board can do to assist you in preparing for the conference, please let us know.

Proposed Summary of the Service Structure for
A Guide to Local Services in Narcotics Anonymous

GENERAL TABLE OF CONTENTS

NA SERVICE STRUCTURE

ALL GSRs and RCMs participate at the REGIONAL ASSEMBLY

The Narcotics Anonymous Service Structure

The following is a brief description of the service units of Narcotics Anonymous. A more complete description of service on the local level including groups, areas, metropolitan services, regions, etc. can be found in this *Guide to Local Services in Narcotics Anonymous*. Additional information about NA World Services may be found in *A Guide to World Services in Narcotics Anonymous*.

The NA group

NA groups are local, informal associations of recovering addicts. They are the foundation of the NA service structure. Groups are formed for the primary purpose of carrying the NA message of recovery, and all of their activities should reflect that purpose. Conducting Narcotics Anonymous meetings is the primary activity of an NA group. The group may conduct its own affairs in whatever way seems fit to its members, provided the group's actions are consistent with NA's Twelve Traditions and do not adversely affect other groups or the entire NA Fellowship. In the conduct of the affairs of NA as a whole, the groups delegate to the rest of the service structure the responsibility for the fulfillment of NA services. Group service representatives (GSRs) are elected to participate on behalf of the groups in the area committee and the regional assembly.

The area service committee (ASC)

The area committee is the primary means by which the services of a local NA community are administered. The area committee is composed of group service representatives, administrative officers (chairperson, vice chairperson, secretary, treasurer), subcommittee chairpersons, and the area's regional committee members. The area committee elects its own officers, subcommittee chairpersons, and RCMs.

The metropolitan service committee (MSC)

A metropolitan service committee may exist to administer a single set of coordinated NA subcommittees in a city that has more than one ASC, eliminating duplication of services and providing greater effectiveness in carrying the NA message.

The regional service committee (RSC)

Regional service committees exist to pool the experience and resources of the areas and groups it serves. The RSC is composed of regional committee members (RCM's) elected by the region's member-areas; these RCMs elect regional committee officers from among themselves. RSCs organize regional assemblies at which GSRs and RCMs discuss a wide range of service matters, including those likely to come before the World Service Conference, and elect a regional delegate and alternate delegate to the WSC.

Zonal forums

Zonal forums are service-oriented sharing and/or business sessions that provide the means by which NA communities can communicate, cooperate, and grow with one

another. Although not a part of NA's formal decision-making system, world services and zonal forums interact in many ways.

NA World Services (NAWS)

World services are those services that deal with the needs of NA as a whole and that NA offers to its members, its groups, and to society. The basic purposes of our world services are communication, coordination, information, and guidance. We provide these services so that our groups and members can more successfully carry the message of recovery, and so that our program of recovery can be made more available to addicts everywhere.

World Service Conference (WSC)

Unlike all other NA service bodies, the conference is not an entity; it is an event—the coming together. Every two years, regional delegates, the members of the World Board, and the executive director of the World Service Office meet to discuss questions of significance to the Fellowship of Narcotics Anonymous as a whole. The purpose of the WSC is to be supportive of the fellowship as a whole and to define and take action according to the group conscience of Narcotics Anonymous.

The World Board (WB)

The purpose of the World Board of Narcotics Anonymous World Services, Inc. is to contribute to the continuation and growth of Narcotics Anonymous. The World Board manages all activities of world services including oversight of the operations of the fellowship's primary service center, the World Service Office.

The World Service Office (WSO)

The purpose of the World Service Office, our main service center, is to carry out the directives of the World Service Conference in matters that relate to communications and information for the Fellowship of NA, its services, groups, and members. The World Service Office achieves this purpose by maintaining correspondence with NA groups and service committees, by printing and distributing WSC-approved literature, and by maintaining the archives and files of Narcotics Anonymous.

The Human Resource Panel (HRP) and the World Pool

The HRP administers the world pool, which is the source for candidates that the HRP can select to recommend for WSC elections for the World Board, for the WSC Co-Facilitators, and for the Human Resource Panel. The World Board can also draw members from the pool to serve on board committees or project workgroups.

Proposed *Treasurer's Handbook*

Narcotics Anonymous®

Treasurer's Handbook
Revised

Twelve Steps of Narcotics Anonymous

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.

2. We came to believe that a Power greater than ourselves could restore us to sanity.

3. We made a decision to turn our will and our lives over to the care of God *as we understood Him.*

4. We made a searching and fearless moral inventory of ourselves.

5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.

6. We were entirely ready to have God remove all these defects of character.

7. We humbly asked Him to remove our shortcomings.

8. We made a list of all persons we had harmed, and became willing to make amends to them all.

9. We made direct amends to such people wherever possible, except when to do so would injure them or others.

10 We continued to take personal inventory and when we were wrong promptly admitted it.

11. We sought through prayer and meditation to improve our conscious contact with God *as we understood Him,* praying only for knowledge of His will for us and the power to carry that out.

12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

Treasurer's Handbook
Revised

Twelve Steps and Twelve Traditions
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Contents of Proposed Treasurer's Handbook Revision

Introduction

The Treasurer's Handbook is meant to help us use NA's money responsibly, at all levels of service. We know that local communities around the world face different circumstances, so we encourage you to adapt these guidelines, using common sense, to meet your local needs.

Our Eleventh Concept tells us that "NA funds are to be used to further our primary purpose, and must be managed responsibly." The Eleventh Concept essay from the Twelve Concepts for NA Service booklet tells us a little more:

> *Narcotics Anonymous funds should always be used to further our primary purpose. Money is used to pay the expenses involved in running NA recovery meetings, to inform the public about NA, and to reach addicts who can't get to meetings. It is used to develop, produce, translate, and distribute our message in written form, and to bring our members together in a service community committed to the vision of spreading our message around the world to those in need. All of this is done in support of NA's spiritual aim: to carry the message to the addict who still suffers.*

SELF-SUPPORT: OUR COMMON RESPONSIBILITY

In today's world, it is impossible to carry the message of Narcotics Anonymous without the availability of sufficient funds. It costs money to print literature and distribute it, to have phonelines and other services that connect the newcomer to us, and to staff service centers.

The moment the member's hard-earned money is dropped in the basket at a meeting, our responsibility for that money as trusted servants begins. It is incumbent upon us to do everything possible to see that the money is used wisely and cared for judiciously, and this includes providing not only for the individual group's needs but for the needs of NA services as well. *A Guide to Local Services in Narcotics Anonymous* suggests direct group and area donations to all levels of service: "Narcotics Anonymous groups directly support area, regional, and world services from money left over after covering their own expenses. Area committees ... are encouraged to do the same with their surplus funds, sending them on to other levels of the service structure." Here is a chart that demonstrates how funds can flow through our service structure:
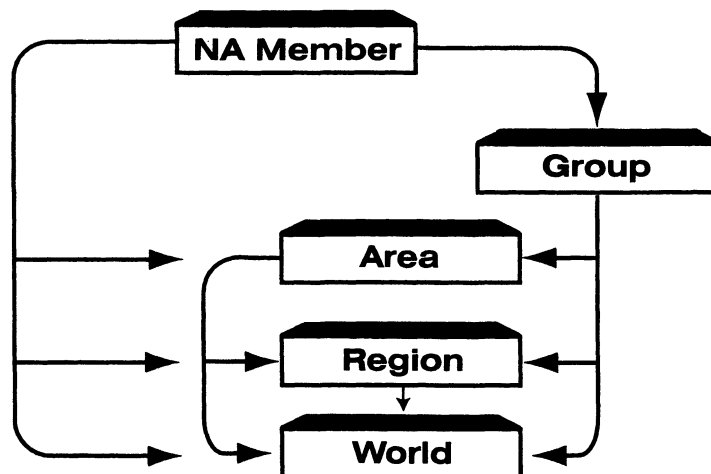
GUIDELINES FOR THE MEMBER

As a member of Narcotics Anonymous, there are two things you can do to help make sure your group's money is handled right:

1. You can ask your group treasurer to bring his or her records to every group business meeting, and

2. You can ask that the group hold business meetings at least once a month.

GUIDELINES FOR THE GROUP TREASURER

1. A *Guide to Local Services in Narcotics Anonymous* says that clean time counts when we choose group officers:

    > ***There are a couple things to think about when looking for a group officer. One is maturity in recovery. When those new in recovery are elected to a position, they may find themselves deprived of time and energy they need for their early recovery. Group members with a year or two clean are probably already established in their personal recovery. They are also more likely than new members to be familiar with NA's traditions and service concepts as well as group procedures.***

    Of course, clean time "standards" will vary from one NA community to another. As the *Guide* says, it is important to "establish *realistic* terms of service and clean-time requirements" that work in your community.

2. It is a good idea to have two people count the Seventh Tradition collection, not just the group treasurer or someone else.

3. Do not "borrow" the group's money. Our experience tells us that treasurers and others who make this a practice tend to not return to the fellowship, nor do they return the funds.

4. Do not spend the group's money without asking the group first at a business meeting.

5. If it is practical, open a bank account for your group, and have more than one signature on the account. This will protect your group's money and make it easier to keep track of it.

    It is important to remember our Fifth Tradition: "Each group has but one primary purpose—to carry the message to the addict who still suffers." When your group has more money than it needs, make sure you pass the extra money along to the area, region, and world levels of NA service. Extra money hoarded in your group treasury will not help NA carry its recovery message.

7. There should be only one person handling the funds in your group, preferably the treasurer.

8. It is very important that every treasurer hand over his or her records to the next treasurer. Doing this will help the group figure out in the future what has been done with its money in the past.

Procedures for accurate group record keeping

When practical, each group should have its own checking account. Groups that choose not to have a checking account can do two things to help keep track of their money:

1. Make receipts every time cash comes into or goes out of the group treasury, and

2. Use money orders, not cash, for paying bills and making donations to area or regional committees.

Every time a check is written or a deposit is made, a record should be made in the group's check register. (The same applies if a group uses cash and money orders. Such groups can just call the form a "cash record" instead of a check register.) If this isn't done, it can take a long time to straighten out the group's money records and match them up with bank statements for the group's account.

The figures in the check register and the bank statement for the account should be matched up every month. If good, easy-to-read records are kept, this will only take a few minutes each month.

Filling in the Group Check Register Form

The following procedure for preparing a check register should be repeated each month.

A. *Beginning balance (Line 1):* This will be the beginning balance for the first day of the month. Enter the date, then go over to the "balance" column and enter the amount of the beginning balance. The ending balance for one month becomes the beginning balance for the following month.

B. *Procedure for entering checks:* When entering the check, enter the date of the check in the "date" column, the payee and the purpose of the check in the "description and purpose" column, and the check number and the amount of the check and the "amount" column. Subtract the amount of the check from the previous balance to arrive at the current balance.

C. *Procedure for entering deposits:* Enter the date of the deposit in the "date" column, state where the money came from under the "description and purpose" column, and enter the amount of the deposit under the "deposit" column. Add the amount of the deposit to the previous balance, and enter the total under "balance."

Procedure for reconciling the Group Check Register Form to the bank statement

This must be done each month. When the treasurer receives the bank statement, he or she should "reconcile" it with the check register (in other words, match up the entries in the group's check register with the figures shown on the bank statement) as soon as possible. Doing this each month will make sure that the group's records are right and that any math errors in them are found. The attached Bank Statement Reconciliation Form provides simple, step-by-step instructions.

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Record keeping without a checking account

Groups that choose not to use checking accounts can use the same record system and form included in this handbook. Such groups can use money orders instead of checks to pay bills and make donations to area, region, and/or world services.

Group financial reporting

The group treasurer should make a financial report every month. This responsibility is too often overlooked. A written report based upon the Group Financial Report Form included in these guidelines is recommended. Information contained in this report should be taken from the Group Check Register Form.

BANK STATEMENT RECONCILIATION FORM

Each month the checkbook balance as shown on the Check Register Form should be reconciled with the bank statement received from the bank. The following format may be used:

Checking account reconciliation for the month ending _____

A. **Bank statement balance** .... $ _____
   (ending balance on your current bank statement)

B. **Deposits "in transit"** .... $ _____
   (Total of all deposits made which have *not* yet cleared the
   bank—that is, deposits made by the treasurer that do *not*
   show up in the bank statement. A checkmark should be
   made on the Check Register Form next to deposits that
   have cleared the bank to aid in locating these each month.)

C. **Add the answers to steps A and B above** .... $ _____

D. **Checks "outstanding"** .... $ _____
   (Total of all checks written that have not yet cleared the bank.
   These will be the checks in the Check Register Form that do
   not appear on the bank statement. Place a checkmark by
   checks that cleared this month, as in step B above.)

E. **Ending balance** .... $ _____
   Subtract D from C above. This should equal the balance
   in your Register as of the date listed above.)

If those figures don't match exactly, one of the following mistakes may have occured:

1. A mathematical error somewhere in the Check Register Form.

2. A mistake in entering (or failure to enter) a check or deposit in your Check Register Form.

3. A math error in steps A through E above.

4. Entering the wrong figure in step A above.

5. Failure to subtract service charges or add interest in your Check Register Form.

GROUP CHECK REGISTER FORM

CHECK REGISTER

NAME OF GROUP _____ DATES COVERED _____ TO _____

DATE:		DESCRIPTION AND PURPOSE	CHECK NO.	AMOUNT	DEPOSIT	BALANCE	
1		BEGINNING BALANCE					1
2							2
3							3
4							4
5							5
6							6
7							7
8							8
9							9
10							10
11							11
12							12
13							13
14							14
15							15
16							16
17							17
18							18
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27							27
28							28
29							29
30							30
31							31
32							32
33							33
34							34
35							35
36							36
37							37
38							38
39							39
40							40

GROUP TREASURER'S RECORD

MEETING RECORD FOR: _____

PREVIOUS BALANCE: $ _____

Secretary _____ Treasurer _____ GSR _____

Phone Number _____ Phone Number _____ Phone Number _____

MEETING REPORTS

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance (Total) _____

Old balance $ _____	**Income** Collection $ _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income $ _____
Minus total expenses _____	**Expenses** Rent $ _____
Equals new balance $ _____	Plus literature _____
	Plus refreshments _____
	Equals total expenses $ _____

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance (Total) _____

Old balance $ _____	**Income** Collection $ _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income $ _____
Minus total expenses _____	**Expenses** Rent $ _____
Equals new balance $ _____	Plus literature _____
	Plus refreshments _____
	Equals total expenses $ _____

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance (Total) _____

Old balance $ _____	**Income** Collection $ _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income $ _____
Minus total expenses _____	**Expenses** Rent $ _____
Equals new balance $ _____	Plus literature _____
	Plus refreshments _____
	Equals total expenses $ _____

FOR APPROVAL AT WSC 2002

Date _____   Newcomers _____

Leader/Chairperson_____   Attendance (Total) _____

           Old balance $ _____   **Income**   Collection $ _____

      Plus total income _____   Plus other income _____

          Subtotal _____   Equals total income $ _____

Minus total expenses _____   **Expenses**   Rent $ _____

   Equals new balance $ _____   Plus literature _____

         Plus refreshments _____

      Equals total expenses $ _____

Date _____   Newcomers _____

Leader/Chairperson_____   Attendance (Total) _____

           Old balance $ _____   **Income**   Collection $ _____

      Plus total income _____   Plus other income _____

          Subtotal _____   Equals total income $ _____

Minus total expenses _____   **Expenses**   Rent $ _____

   Equals new balance $ _____   Plus literature _____

         Plus refreshments _____

      Equals total expenses $ _____

WEEKLY/MONTHLY REPORT

THIS INFORMATION SHOULD BE INCLUDED WITH YOUR GSR REPORT TO THE AREA

BEGINNING BALANCE (Previous Balance): $ _____

INCOME:

COLLECTION:	$	_____
LITERATURE:		_____
OTHER:		_____

                TOTAL INCOME: + $ _____

EXPENSES:

RENT:	$	_____
SUPPLIES:		_____
ASC DONATION:		_____
RSC DONATION:		_____
NA WORLD SERVICES DONATION:		_____
LITERATURE:		_____
OTHER:		_____

           TOTAL EXPENSES: – _____

             ENDING BALANCE: = $ _____

FOR APPROVAL AT WSC 2002

ADDITIONAL MEETING REPORTS

Date _____   Newcomers _____

Leader/Chairperson _____   Attendance (Total) _____

Old balance $ _____	**Income** Collection $ _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income $ _____
Minus total expenses _____	**Expenses** Rent $ _____
Equals new balance $ _____	Plus literature _____
	Plus refreshments _____
	Equals total expenses $ _____

Date _____   Newcomers _____

Leader/Chairperson _____   Attendance (Total) _____

Old balance $ _____	**Income** Collection $ _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income $ _____
Minus total expenses _____	**Expenses** Rent $ _____
Equals new balance $ _____	Plus literature _____
	Plus refreshments _____
	Equals total expenses $ _____

Date _____   Newcomers _____

Leader/Chairperson _____   Attendance (Total) _____

Old balance $ _____	**Income** Collection $ _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income $ _____
Minus total expenses _____	**Expenses** Rent $ _____
Equals new balance $ _____	Plus literature _____
	Plus refreshments _____
	Equals total expenses $ _____

Date _____   Newcomers _____

Leader/Chairperson _____   Attendance (Total) _____

Old balance $ _____	**Income** Collection $ _____
Plus total income _____	Plus other income _____
Subtotal _____	Equals total income $ _____
Minus total expenses _____	**Expenses** Rent $ _____
Equals new balance $ _____	Plus literature _____
	Plus refreshments _____
	Equals total expenses $ _____

ADDITIONAL MEETING REPORTS

Date _____   Newcomers _____

Leader/Chairperson _____   Attendance (Total) _____

Old balance $ _____   **Income**   Collection $ _____

Plus total income _____   Plus other income _____

Subtotal _____   Equals total income $ _____

Minus total expenses _____   **Expenses**   Rent $ _____

Equals new balance $ _____   Plus literature _____

Plus refreshments _____

Equals total expenses $ _____

Date _____   Newcomers _____

Leader/Chairperson _____   Attendance (Total) _____

Old balance $ _____   **Income**   Collection $ _____

Plus total income _____   Plus other income _____

Subtotal _____   Equals total income $ _____

Minus total expenses _____   **Expenses**   Rent $ _____

Equals new balance $ _____   Plus literature _____

Plus refreshments _____

Equals total expenses $ _____

Date _____   Newcomers _____

Leader/Chairperson _____   Attendance (Total) _____

Old balance $ _____   **Income**   Collection $ _____

Plus total income _____   Plus other income _____

Subtotal _____   Equals total income $ _____

Minus total expenses _____   **Expenses**   Rent $ _____

Equals new balance $ _____   Plus literature _____

Plus refreshments _____

Equals total expenses $ _____

Date _____   Newcomers _____

Leader/Chairperson _____   Attendance (Total) _____

Old balance $ _____   **Income**   Collection $ _____

Plus total income _____   Plus other income _____

Subtotal _____   Equals total income $ _____

Minus total expenses _____   **Expenses**   Rent $ _____

Equals new balance $ _____   Plus literature _____

Plus refreshments _____

Equals total expenses $ _____

GUIDELINES FOR THE AREA OR
REGIONAL SERVICE COMMITTEE TREASURER

1. *A Guide to Local Services in Narcotics Anonymous* suggests that when electing area or regional service committee officers, "a substantial amount of clean time and personal maturity should be the first consideration, along with experience in the steps, traditions, and concepts of service. . . . The specific amount of clean time required for each office will vary from area to area according to how long the local NA community has been in existence."

2. An ASC or RSC treasurer should issue a receipt to all groups for donations made to the ASC or RSC. This will create a written history of financial activity and facilitate the bookkeeping of both the group or area and the ASC or RSC.

3. Do not borrow funds from the ASC or RSC treasury. Our experience tells us that treasurers and others who make this a practice tend to not return to the fellowship, nor do they return the funds.

4. Do not spend ASC or RSC funds without the approval of the GSRs or RCMs, and/or the ASC or RSC as a whole.

5. ASC and RSC funds should be deposited in a bank account. Make sure that you have more than one signator on your bank account. We recommend that the ASC or RSC treasurer and either the chairperson, the vice chairperson or the secretary be the co-signers on the checks. Setting up your account this way will protect ASC or RSC funds. It will also help the treasurer keep track of fellowship money by providing him or her with financial records from an outside source—in this case, the bank's records.

6. The ASC or RSC treasurer should make a written financial report of contributions and expenditures at each regularly scheduled meeting of the ASC or RSC, as well as an annual report at the end of each calendar year. The treasurer can also be made responsible for bulk purchases of literature for the groups.

7. All funds in excess of the prudent reserve (i.e., all money in excess of monthly expenses) should be sent on to other levels of service according to your committee's practice as discussed in the information pamphlet, Self-Support: Principle and Practice. It is our experience that prudent reserves established for subcommittees have a tendency to stagnate, thus keeping the fellowship from fulfilling its primary purpose. Therefore, we recommend that subcommittees turn to their ASCs (or RSCs, where applicable) for money.

8. At the ASC or RSC level of service, there should be only *one* person handling the funds: the treasurer.

9. An ASC or RSC should audit all its financial records at least once a year, and whenever there is a change in treasurers.

10. It is vital that every treasurer hand over his or her records to the next treasurer. Doing this will preserve much-needed continuity and history.

Procedures for accurate record keeping

Each area/regional service committee should have a checking account. Donations from groups/areas, funds from literature sales, funds from fund-raising events and all other ASC/RSC funds should be kept in this account. The funds are allocated to the subcommittees of the ASC/RSC and are recorded as outlined below. Excess funds are usually sent to the next levels of service (regional and world services).

Filling in the check register

A. *Beginning balance (Line 1)* — This will be the beginning balance for the first day of the month. Enter the date and go over to the "Balance" category. On line 1 (columns 14-18) enter the beginning balance for each subcommittee. * Under the "Total" column, enter the total for all the balances added together. If you do not know the beginning balance for each subcommittee, you should calculate what the current bank balance is. Then the area/region should decide what amount of money should be given to each subcommittee. These amounts, when added together, should equal the current bank balance. The ending balance for the month becomes the beginning balance for the following month.

* NOTE: If there are more subcommittees than shown on the form, add additional columns in the appropriate categories.

B. *Procedure for entering checks:*

1. When entering the check, enter the date of the check in the "date" column, the payee and the purpose of the check in the "description" column, and the check number and the amount of the check under the appropriate subcommittee. All check numbers should be accounted for.

2. Add the amount of each check to the "total expenses" under the category "expenditures."

3. Under the "balance" category, subtract the amount of the check from the appropriate subcommittee and the "total" column. When the balances for the subcommittees are added together, they equal the "total" balance. This is a double check for mathematical accuracy.

C. *Procedure for entering deposits:*

1. Enter the date of the deposit in the "date" column.

2. Enter the source of the money under "description" (for example, from literature sales or contributions from groups, etc.).

3. Enter the amount of the deposit under the appropriate subcommittee under the "deposit" category (columns 8-11).

4. For contributions or donations from groups, enter the total amount of the deposit on the "Check Register." A record of the amounts contributed from each group can be kept on a separate page entitled "Contributions From Groups." On this record, a separate column is used for different dates. The amount on the "Check Register" and the total for the date on "Contributions From Groups" should always be equal. In this way, anytime you need to know how much money a particular group has donated, you can make a total column on the "Contributions From Groups" record and add across for each group.

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5. On the "Check Register" add the amount of the deposit to the previous figure in the "total deposits" column to arrive at a total deposit figure for the month.

6. Under the "balance" category, the deposit is added to the previous balance for the appropriate subcommittee and to the "total" column (column 18) to arrive at the current balance.

D. *Procedure for Transfer of Funds:*

If a transfer of funds is made between subcommittees, this should be indicated on the "Check Register." These are footnoted with a "T" (for transfer) and checked so they will not be included when balancing the "Check Register." These entries offset each other and do not appear on the bank statement. Again, the total for each category and the balances should be brought current.

Procedure for reconciling the check register to the bank statement

This must be done monthly. When the treasurer receives the bank statement, he or she should reconcile it to the check register as soon as possible. Doing this each month will assure a correct balance for the account, and any mathematical errors will be found. Simple step-by-step instructions for this can be found on the Bank Statement Reconciliation Form earlier in these guidelines.

Suggested procedures for auditing

ASC or RSC level of service

A. The ASC or RSC administrative committee (chairperson, vice chairperson, secretary) should determine when an audit is to take place.

B. We recommend that no more than 24 hours notice be given before the audit.

C. Those conducting the audit *must* take physical possession of all records, statements, inventories, and petty cash.

D. The treasurer should be available to the audit committee in order to assist and answer questions, if necessary.

E. **An audit should be seen as a tool that can keep a minor error from becoming a major one. *It is not intended to be an inquisition.***

F. **Audits should not be predictable, but should be varied as to time and place.**

Conclusion

These guidelines are intended to serve as an aid to all members of Narcotics Anonymous, particularly those charged with the responsibility of handling funds. If followed as closely as possible, our experience tells us that they will help avoid financial chaos and lessen the chance of financial disaster. It is our hope that, together, we have helped our fellowship achieve a smoother flow of funds, which will, in the long run, maximize our effort to carry the message of recovery to the addict who still suffers.

World Service Bulletin #30

THEFT OF NA FUNDS

The following paper was written in 1996 and revised in 2002 in response to a number of letters indicating that theft of NA funds is a recurring issue in our fellowship. In preparing this paper, we have relied on the experience of many groups, area and regional service committees, convention corporations, and service offices as shared with us in correspondence and at workshops on the issue. We encourage you to make use of this valuable and often painfully learned experience in your management of NA funds.

Substantial donations are contributed by the NA Fellowship every year. These funds are given by NA members who trust that they will somehow help other addicts get clean. While this money is precious, the member's trust is even more so. We need to keep the image of that one member and that one donation in mind whenever we make decisions about handling NA's money.

Most of NA's money gets where it is supposed to go. NA members serving in positions of financial responsibility for the fellowship volunteer countless hours to make sure everything adds up. Services such as local phonelines are paid for; literature is purchased and available to members at meetings; tens of thousands of meetings take place every week in rooms that NA pays rent for. Many individual trusted servants follow guidelines and pass on funds that are used to further our primary purpose. All of these things happen because NA communities utilize responsible accounting practices.

Safeguarding funds

Theft can be avoided by consistently and diligently following responsible financial principles and practices. The pain and conflict caused when one of our members steals from us, as well as the loss of funds that might have gone to help the still-suffering addict, points to our responsibility to prevent theft from happening in the first place.

Most theft of fellowship funds occurs when precautionary measures are not in place, or are in place but not used. Some of us have hesitated to either institute or use these measures because it makes us uncomfortable—we believe that they are somehow insulting to the people we ask to serve or they seem too troublesome to follow. However, the very

best safeguard against theft is to remove the opportunity to steal. It is far more uncomfortable and troublesome to deal with a theft after it has taken place than to take measures to prevent it from happening in the first place.

Selecting trusted servants

Our Fourth Concept tells us how to select our trusted servants. "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants."

So what exactly are these "leadership qualities" the Fourth Concept tells us to look for? Honesty, integrity, maturity, and stability, both in recovery and in personal finances, are but a few. We often avoid asking questions regarding the financial stability of those we are considering for these types of positions, because those questions may be uncomfortable for us, or we somehow feel they are inappropriate, given the spiritual nature of our program. We sometimes ignore evidence that a person is having a difficult time with his or her personal finances and should not have the additional burden of responsibility for NA's money. Not only is it okay to ask members standing for election about their qualifications in these areas, it is irresponsible not to.

Substantial clean time *and* financial stability should be required for positions where money is handled. Many NA communities have found it helpful to develop a list of questions regarding employment, service experience, experience with handling funds, and financial stability. These questions are then asked of all nominees as a matter of course, so that people do not feel singled out based on personalities.

Responsible management

"NA funds are to be used to further our primary purpose, and must be managed responsibly." Our Eleventh Concept points out how very important NA funds are. In keeping with the spiritual principles of this concept, guidelines regarding the handling of funds should be developed and adhered to. The guidelines should include both recognized accounting practices and procedures that ensure the accountability of our trusted servants.

The *Treasurer's Handbook* is an excellent resource for groups and service committees to use in instituting accounting procedures. All guidelines should include appropriate safeguards, such as monthly reporting, regular audits, two-signature checking accounts, and monthly reconciliation of original bank statements. For groups without check-

ing accounts, many of these practices can still be incorporated into the handling of NA funds.

To paraphrase one of our sayings, an addict alone with NA money is in bad company. It is critically important that all processes be monitored by another person: two people count receipts; two people make the bank deposit (and this should be done immediately, not the following day); two people reconcile the original bank statements; and most importantly, two people are always present when any funds are disbursed. Financial records should be readily available to other trusted servants. It is important to note that other assets, such as convention merchandise, literature, and office equipment, should be treated as carefully as money.

Financial procedures need to be written into guidelines that require a review and signature of those responsible for handling funds before they are put into positions of responsibility. Members who know they will be held to standardized accounting and auditing procedures will most likely behave in a responsible manner. Include a statement that theft will not be tolerated, and outline the process that will be followed if a theft occurs. If you are unsure about how to write adequate financial guidelines, please contact the World Service Office for assistance.

When safeguards fail

If we develop and follow these procedures, we will make it almost impossible for anyone to misappropriate or steal NA funds. If someone does steal from us, the first question we should ask is one of ourselves: Did we adhere to all of our accounting procedures and safeguards? If the answer is no, we as a service committee also bear substantial responsibility for the theft. We will want to review our procedures to ensure that they are complete and resolve to adhere to them in the future.

But suppose the answer is yes, we followed our guidelines to the letter. We did everything in our power to prevent a theft, and someone stole from us anyway. When this happens, there is often a mixture of reactions, ranging from, "Let's forgive and forget; after all, we're addicts who are prone to acting out on our disease. We don't want to run the individual out of meetings and into a possible relapse," to "Let's throw the thief in jail!" But whatever it is, we don't want our initial emotional reaction to dictate the outcome of the situation.

Our program of recovery provides every member with an opportunity to behave responsibly in difficult situations and make amends. We are closest to the spiritual principles of our program when we begin to deal with a theft by encouraging the member who has stolen funds to make amends, which can then provide healing for all involved.

This is not to say that the disappearance of NA funds should be taken lightly or that a service committee should sit and passively wait for a member who has stolen funds to be moved to make amends. We instead encourage a process that is both responsible and spiritual, taking steps of increasing severity should they prove necessary.

First of all, a thorough review of all books and financial records should be conducted to make sure the funds were actually misappropriated. How much? By whom? What failing in the accounting procedures and safeguards allowed this to happen?

If it becomes clear that money has indeed been taken, the group or service committee should then schedule a meeting, making absolutely sure the individual(s) who took the money is informed of the meeting and given the opportunity to present his or her point of view. At this meeting, there should be a format that allows time for everyone involved to express their feelings and concerns. This allows everyone to give their input and may also allow a "defusing process" to occur. After all sides have been heard, a break in the meeting format is encouraged to allow all present enough time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.

If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement can be developed. Such an agreement can include regular payments at any interval acceptable to all involved, though it is best not to drag out the process unnecessarily. Most agreements specify regular weekly or monthly payments until the full amount is repaid. We strongly suggest drafting a legally binding document, utilizing legal advice if possible, and having it signed and witnessed. Let the individual know that if the restitution agreement is not adhered to, you intend to take legal action based on the signed and witnessed restitution agreement.

A report about the situation should be published, and regular reports on the status of the restitution agreement should be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.

Again balancing spirituality with responsibility, we have found that it is best to remove the individual from his or her service position, and not consider

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the person for another position until he or she has dealt with the issue through the process of the steps.

If the individual does not appear at the special meeting, you will need to ensure that every effort to contact the person has been made. Use registered mail and send a letter explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter. Copies of the letter should be put in a safe place for further reference. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution.

If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using area and regional service committees, and world services as resources.

Resolution and recovery

Even if a successful resolution is reached, many of us will still be angry and hurt, and may want to shun the person involved. Although this is understandable, we have to remind ourselves that NA's primary purpose is to carry the message to the addict who still suffers. We also need to remember that our disease will surface if we are not diligently working a program of recovery. As NA members practicing spiritual principles, we should all support the individual in continuing his or her recovery, utilizing meetings, a sponsor, and the Twelve Steps. We should offer the same love and support we would to someone who has relapsed by using drugs.

The misappropriation of NA funds affects groups, service committees, and world services in their efforts to carry the message to the still-suffering addict. The process necessary to deal with such incidents typically has long-term effects—conflict between members, disunity, disillusioned members—on any NA community, directly affecting the newcomer. The safeguards recommended in this bulletin not only protect our funds, but protect us from our disease. We implore NA communities worldwide to develop and follow procedures that protect NA funds; doing so will keep our future secure

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DIRECT CONTRIBUTIONS

The following essay was written in 1991 and revised in 1996 and 2002 in response to the issues at that time. Direct group contributions were first accepted as part of A Guide to Local Services in Narcotics Anonymous, which was adopted in 1997 and further supported in the IP #25 Self Support: Principle and Practice, *adopted in 1998.*

We believe that direct group contributions stand a better chance than the "fund flow" plan of providing adequate funds to each level of our service structure, while at the same time maintaining group autonomy, reinforcing the responsibility and authority of the NA group in service matters, providing motivation for regular fellowship-wide communication and service accountability, and promoting NA unity. However, we do not believe that earmarking direct contributions for specific purposes— whether for H&I, PI, Literature, or translations— allows the service structure sufficient flexibility to effectively coordinate the responsibilities assigned to it.

The earliest editions of our fellowship's service manual (*The NA Tree* adopted in 1976) recommended direct group contributions to each level of service. Those manuals suggested that, after a group had paid its bills and set aside a little extra money for emergency use, "excess funds should be diverted to help NA as a whole. A group can do this by contributing to the area or regional committees that serve the group or through contributions directly to the World Service Office of Narcotics Anonymous."

It wasn't until 1982, when the World Service Conference approved a revision of the service manual sections on the group, area, and region, that groups were encouraged to donate all their excess funds to the area committee. Area committees were then to donate their excess funds to the region, and the region's excess was to flow on to the world. This was the "fund flow" plan for funding NA services.

Various problems have been noted over the years with the "fund flow" plan. First, the funds often don't flow; they are frequently used up at the area or regional levels, leaving little or nothing to fund regional or world service operations. At the regional level, this has led to increasing dependence on profits from fundraising activities such as conventions, dances, memorabilia sales, and NA literature markups, and to decreasing reliance on group support. At the world level, this has produced a situation where we have a budget that can't be accurately projected, in order to meet the needs of an ever growing worldwide fellowship.

Direct group contributions to all levels of service can provide a more stable financial base for our service structure. Each group decides what proportion of its excess funds to contribute to its area committee, its regional committee, and world services. Each level of service can be assured a source of income as stable as the NA Fellowship itself. With this stability, service committees might be able to reduce their reliance on fundraising activities for operating income, thereby increasing their ties directly to the NA groups they serve.

Certainly, if an area committee found in any given month that it had surplus funds, it would be encouraged to directly donate them to other levels of service. The same would apply to contributions of regional surpluses. However, if an area or regional committee experienced surpluses month after month, it would probably want to inform the groups it served of the situation so that those groups could adjust their contributions accordingly. This would maintain the integrity of the direct contribution system while making allowance for periodic cash flow fluctuations.

Direct group contributions reinforce the autonomy of the NA group. Each group determines for itself how much it gives to each element of the service structure, based on its own evaluation of how well those elements are meeting the group's needs and the needs of NA as a whole. Our groups have created a service structure to serve their collective needs in better carrying the message, and should have responsibility for and authority over that structure. Direct group contributions put the groups in a better position to carry out their responsibilities and provides them with a better opportunity to financially impact the service structure.

If the groups were funding each level of service directly, all service bodies would thereby be encouraged to communicate effectively and directly with the groups. This would allow groups the most flexibility in deciding where their money goes. If groups were not aware of the work or needs of a particular service body, the chances would be great that they would choose not to participate in funding that body. Direct funding would also provide a way for each level of service to determine the level of support they had from the groups. If funds were not coming in, service committees would be able to infer one of three things: either the groups didn't

have the money available, the groups didn't understand or know about what services had been requested, or the groups didn't support the work that was being done. As you can see, direct funding would also give the groups a greater opportunity to make their voice heard in service matters.

This is not to suggest that groups earmark contributions for special purposes. The groups have created the service structure not only to deliver services on their behalf, but to coordinate those services. In delegating to the service structure the authority necessary to fulfill its responsibilities, the groups have also delegated the authority to coordinate the allocation of service resources at each level of service.

In studying the financial condition and means of funding employed by several other fellowships, it has become obvious that we are not alone in facing a money crunch at all levels of service. Direct contributions are not a magic answer that will relieve us of all our financial concerns. Our responsibility as members to fund the services we request is an issue that needs broad discussion. If we truly believe that the solution to our financial difficulties rests with our membership, then it makes sense to put the responsibility and ability to impact finances directly in the hands of our groups.

Fully implementing direct group contributions should be a part of the discussion that we must continue to have as a fellowship concerning the funding of our services. Direct contributions can play a part in helping us to provide greater financial stability through enhanced group autonomy, responsibility, and authority. It encourages better communication between the service structure and the groups, provides more direct means of service accountability, and better promotes the NA unity upon which our personal recovery depends.

THE GENERATION OF FUNDS (FUNDRAISING) AND THE SEVENTH TRADITION IN NARCOTICS ANONYMOUS

This article was generated in December 1991 and revised in 2002 in response to the needs of the fellowship. It represents the views at the time of its writing.

Questions about fundraising and how fundraising relates to the traditions, especially Tradition Seven, have been asked on numerous occasions in the past few years. As groups, areas, and regions grow, the perceived need for finances to help fulfill the Fifth Tradition may also grow. When the cost of ancillary services—such as helplines, meeting lists, and literature for use in H&I meetings, among others—is considered, many groups, areas, and regions find themselves in the position of needing or wanting more funds than are provided by members' donations to the "basket" at the group level. It is at these times that questions arise as to how to fund the services that help carry our message to the still-suffering addict. This article will attempt to answer some of these questions as well as offer some simple guidelines about raising funds. We will try to provide a brief historical perspective on fundraising in NA, look at some of the problems that may result from various efforts, and strive to show the relationship of Tradition Seven to this issue.

In looking at this topic, it is helpful to understand how fundraising started in our fellowship. Many early groups held a variety of activities such as dinners, picnics, and other social events to promote recovery, unity, and a sense of belonging. While these activities were not specifically intended to raise funds, a number of them turned out to be financially successful, allowing the host group to purchase additional literature or other supplies for their meetings. As the fellowship grew and the need or want for additional services became greater, the purpose of some of these activities changed; instead of celebrating recovery, they were designed to raise funds.

As the fellowship continued to grow and more area and regional service committees were formed, the focus continued to change—in some instances, to make up for the perceived lack of funds being donated from the groups' Seventh Tradition collections. As time went on, more and more service committees began relying on this form of funding, reaching the point, at times, where the success or failure of an event such as a convention determined the area or region's ability to provide services and participate in the fund-flow. In other instances, groups, areas, and regions had such success with their social events that they began to put an extraordinary amount of time and effort into these activities, becoming invested in having a "successful" convention, dance, or campout.

A considerable number of problems arose from such practices. The accountability of service committees to their groups was affected as the committees began to rely upon these events instead of on contributions from the groups' Seventh Tradition collections for their funding. In some cases, the various service bodies began to get diverted from their original purpose by "money, property, and prestige." Some groups and service committees began to amass huge "prudent reserves," in some cases amounting to many thousands of dollars. For some groups and committees, this "prudent reserve" grew so large that the body holding it did not have to rely upon contributions for upwards of six months or more, despite the fact that in various fellowship service publications the recommended amount for a prudent reserve is one month's expenses. Merchandising efforts became a "business" in some cases, leading us away from the spiritual focus of our program. It became harder and harder to insure that donations to our fellowship came only from our members at various social events. And some members began to raise concerns that we could be perceived by those outside our program as a fellowship that is more involved with social functions and merchandising efforts than with helping addicts recover from the disease of addiction. As these problems became apparent, members began to share their concerns and started questioning the need for such practices. Some of the questions focused on the relationship between Tradition Seven and fundraising.

While this tradition specifically talks about self-support—declining donations from outside sources—some of the principles underlying the tradition, such as simplicity and faith, may prove to be of assistance in answering questions about funding our services. Our experience has shown that, as recovering addicts, all of our needs add up to the need for ongoing freedom from active addiction. To attain this freedom, we need the principles contained in the Twelve Steps and the Twelve Traditions of NA, recovery meetings where we can share our experience, strength, and hope, and other recover-

ing addicts to help us apply these spiritual principles in our lives. These three things are simple; they do not require us to obtain college degrees or expend vast sums of money.

In our active addiction, most of us seemed to have one thing in common: self-centeredness. As we begin the recovery process, we learn that we "keep what we have by giving it away." We start to learn the value of being a contributing member of our fellowship and of society as a whole. We begin to learn the simple truth that if we want to keep attending NA meetings and help carry the message, we need to contribute our fair share financially as well as with our time and energy. Self-support, within the context of Tradition Seven, goes far beyond mere financial support. Along the way, we learn that contributing our fair share is one way in which we can express our gratitude for what has been freely given to us. Over time, we develop faith that as long we are doing what we're supposed to—practicing the principles of our program—the God of our understanding will take care of us and show us a new way to live.

When looking at the needs of the group, simplicity once again comes to mind. Our needs are simple: a place where we can hold our meetings, literature to help carry our message, and, in most cases, simple refreshments. We do not need spacious, luxurious meeting facilities, excessive quantities of literature, or refreshments of every type to attract addicts to our meetings. The simplicity of our message and the effectiveness of our program is sufficient. We do not need large financial reserves if we have faith that the God of our understanding will take care of our needs. Our experience has shown that when a group's financial needs are not met, and that fact is communicated to the members, those needs are generally taken care of. The simplicity of our needs is reinforced by the simplicity of our primary purpose—to carry the message to the addict who still suffers. Our experience has shown that we must carry out this simple task to the very best of our ability, for it is the very essence of who we are and what we do in NA. We have discovered that if everything we do is done to fulfill that purpose, generally, we will find the funds necessary to do what we must.

Many groups and service committees have decided to avoid controversy by simply seeking to carry the message to the addict who still suffers. In this manner, they rely solely on attracting new members to their groups by striving to strengthen their personal recovery, working and living NA's Twelve Steps. As new members are attracted, groups grow, Seventh Tradition collections increase, and more money is available for group needs. Accordingly,

funds are donated to the area, the region, and world services. (For further information on this topic, please refer to IP No. 25 *Self Support: Principle and Practice*) As services are funded more efficiently, the NA message of recovery is carried farther and better than ever before. The result is that more addicts seek recovery through Narcotics Anonymous and more NA meetings begin. This approach is seen as practical and realistic by many members of our fellowship. These members have reported that frustration over lack of funds and the sense of urgency to raise money can be counterbalanced by the spiritual unity which results from this focus on our primary purpose.

One of the things that has become evident over the past few years, however, is that large segments of the fellowship want activities and merchandise. If we don't assist in these efforts, members may end up conducting them on their own. Whenever this has occurred, the resulting problems have had considerable impact on all elements of NA, affecting our fellowship's overall success in achieving its primary purpose. We strongly believe that fundraising activities which divert us from the spiritual nature of our program are inappropriate and should not be encouraged within the fellowship. Social activities designed to enhance recovery and further unity and members' sense of belonging, however, are not only acceptable but should be encouraged.

We believe that fundraising for the sake of fundraising is questionable, at best. There may be times, however, when a group or service committee finds itself in extraordinary financial constraints and begins to consider holding a fundraiser. At such times, we suggest that careful attention be given to the following questions: Are the funds collected from ordinary Seventh Tradition contributions enough to support the group or service committee's actual needs? Are wants supplanting needs? Is the need for the fundraiser of such a nature that not holding it will result in our primary purpose going unfulfilled? In addition to these questions, we recommend that all aspects of sponsoring a fundraising event be carefully considered.

When these events are held, members of the hosting group or service committee should examine the event with respect to all our traditions, lending their collective experience, strength, and hope to these examinations. One of the major points to consider is the motivation for holding such an event. An examination such as this helps keep us in tune with our principles. The following general concepts have arisen from the experience of our fellowship, and we present them here as starting points for your consideration:

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1. Fundraising activities at an NA meeting are not usually appropriate because they may detract from our primary purpose and can present an inaccurate impression of the NA message, especially in the eyes of the newcomer or the non-addict visitor.

2. In order to follow the guidance of our traditions, a fundraising event should be planned and held by and for Narcotics Anonymous members.

3. In order to conform to the ideals of the Seventh Tradition, *donations* from nonmembers should not be accepted.

4. Since there are often times when we sponsor activities where there is a fixed charge for full participation, the term *"donation"* should not be associated with these types of fees. In this way, we are not confusing contributions with assessed charges for activities.

5. It must be determined whether the local NA community is willing and large enough to support the event.

6. All aspects of the fundraising event should be consistent with our goal of encouraging recovery from addiction. We should avoid hosting events which might encourage gambling, appear to offer "something for nothing," or award prizes that are either not recovery-oriented or that otherwise may be seen as being inappropriate. For example, a raffle prize such as a car or a television might make someone's living circumstances more comfortable, but at the same time may not be directly related to his or her recovery, whereas a prize of NA literature or tickets to an NA workshop or convention would be recovery-oriented. It should also be noted that, in many USA states and in some other countries, raffles are illegal. It may also be helpful to consider whether raffles—and especially cash raffles or lotteries—appeal more to the spirit of self-interest than the spirit of voluntary support implicit in our Seventh Tradition.

All of the solutions we see to the problems addressed in this article involve communication. We believe that improved communication about the needs of our service bodies results in increased support from NA groups and members. Improved communication improves the accountability of the service structure to our groups and members. Finally, improved communication helps us maintain our focus on spiritual principles like faith and trust, leading us away from fear, distrust, and self-centeredness.

Twelve Traditions of
Narcotics Anonymous

1. Our common welfare should come first; personal recovery depends on NA unity.

2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.

3. The only requirement for membership is a desire to stop using.

4. Each group should be autonomous except in matters affecting other groups or NA as a whole.

5. Each group has but one primary purpose—to carry the message to the addict who still suffers.

6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.

7. Every NA group ought to be fully self-supporting, declining outside contributions.

8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.

9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.

10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.

11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.

12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

Proposed WSC Rules of Order

PROPOSED WSC RULES OF ORDER

Although the conference strives to be an issue and discussion based event, there are times when business sessions are necessary. After adequate discussions have occurred, the conference formalizes its consensus by taking a vote in a business session. The consensus of the World Service Conference is determined by a majority vote except for those decisions that require a different majority as spelled out in these Rules of Order. All activity of the World Service Conference strives to achieve the spirit of consensus-based decision making.

When conducting business, the World Service Conference utilizes the following *WSC Rules of Order*, adapted from the latest edition of Robert's Rules of Order (hereinafter referred to as "Robert's"). These WSC Rules of Order have been found to meet the general needs of the conference in the process of conducting business of the biennial meeting when they are not in conflict with other conference policies or the principles of NA, including the Twelve Concepts for NA Service.

In cases where the WSC Rules of Order are not comprehensive enough, the latest edition of Robert's is used. This use is solely in cases where we have not written our own rules of order. If there is a conflict or discrepancy, WSC procedures take precedence over Robert's.

The intent of using rules of order is to provide an orderly way to conduct business, to protect each member's rights, to protect the WSC's rights, and to protect the free exercise of debate. If we understand the principles and use the procedures appropriately, the use of parliamentary procedure will enhance, not hinder, the accomplishment of the business of the WSC.

Within the WSC Rules of Order, *assembly* means the WSC, and *member* means conference participant. The term *facilitator* refers to the person facilitating a particular session of the WSC, which for business sessions is typically the presiding Cofacilitator. The term *committee* means the World Board unless some extraordinary circumstance and action occurs.

I. STANDING RULES

A. Each conference participant has only one vote and may only present one motion at the same time.

B. No member may speak on a motion more than once unless others desiring to speak on the motion have exercised their opportunity. RD alternates are considered to be the same "member" as their respective RDs when acting as a participant.

C. There is a time limit on debate by any member. No member may speak longer than three minutes on a motion for each time they are recognized by the facilitator to speak.

However, the facilitator may exercise discretion to extend the time limit when in the facilitator's opinion such action is warranted. To otherwise extend debate, a motion to extend debate must be adopted.

D. There is a limit on the number of speakers on any motion. No more than three members may speak in favor (pro) of any motion, and no more than three members may speak in opposition (con) to any motion.

However, the facilitator may exercise discretion to extend the number of speakers when, in the facilitator's opinion, such action is warranted. To otherwise extend debate, a motion to extend debate must be adopted.

E. Every main motion must be presented in writing on a WSC Motion Form and contain the name and position of the member proposing the motion and the name and position of the member seconding the motion. Motions must be turned in to the motions table before the maker approaches the microphone. Motions presented by the World Board do not require a second. Motions should be worded in the positive to provide clarity on the effect of the motion. A motion should be clear, concise, comprehensive, and have the intent visibly reflected, as the assembly will be voting on the actual wording of the motion, not the maker's intent of its effects. All motions are displayed in writing before debate or voting.

All presentations, motions, statements, etc. are made from the microphone(s) to facilitate an accurate record of the proceedings. The facilitator restates the motion clearly. The motion is now pending and before the assembly; it is only at this point that the motion belongs to the assembly and must be disposed of in some manner.

F. Every amendment to a main motion must be presented in writing on a WSC Motion Form and contain the name and position of the member proposing the amendment and the name and position of the member seconding the amendment. Amendments must be turned in to the motions table before the maker approaches the microphone. Amendments presented by the World Board do not require a second. All amendments are displayed in writing before debate or voting.

A second merely indicates that another member wishes the matter to come before the assembly; it does not necessarily mean that the seconder is in favor of the motion.

G. Debate follows (if the motion is debatable), and/or the making of subsidiary or incidental motions (if the motion is amendable or if other incidental motions are in order).

Debate addresses the motion, not the member making it. Motives should never be questioned.

Members should address each other through the presiding facilitator and should use titles or descriptions of duties, not names (for instance, "Mr./Ms. Facilitator, not "John"). The facilitator addresses members by name. Discussion (debate) is not between two members but through the facilitator.

Any conference participant has the right to ask the conference to consider if an item is conference business or if it should be returned to each group for a "group conscience" vote. The conference then has to decide if the issue requires the efforts of the NA groups.

H. Adoption of Motions

1. On matters of procedure, such as *Lay on the Table, Recess, Amend, Commit*, etc., the number voting in the affirmative required for adoption (regardless of type of majority required, whether simple or two-thirds) shall be determined by the number of members present and voting yes or no. (Abstentions have no effect.)

2. On matters of policy, such as policy of the Conference, approval, removal or change of previously-adopted literature, or change to the *Temporary Working Guide to Our World Service Structure* (or subsequent service document), two-thirds of the registered members present at the most recent roll call are required to vote in the affirmative for adoption to occur.

A simple majority of those present and voting may adopt a motion ordering a roll call be taken prior to the vote.

3. Regarding the addition of property to the Fellowship Intellectual Property Trust, deletion of property from the Trust, or the revision of the contents or nature of Trust Properties, only NA groups through their Regional Delegates may vote. For any such action to be approved, two-thirds of the Regional Delegates recorded as present in the WSC roll call immediately prior to the vote must vote "yes" to the proposal.

4. A quorum (the number of voting members who must be present in order to conduct business) for the WSC is a majority of all eligible voting members.

I. Voting

1. When ready, the assembly votes to adopt (carry) or reject (fail) the motion. This is also known as the facilitator putting the question. A person facilitating the conference, conducting a vote, or officially counting a vote does not have a vote while serving in this capacity.

2. Voting generally takes place by voice, unless otherwise described in a standing rule or unless a motion is adopted for a standing or roll call vote.

3. If the outcome is unclear, if any member challenges the judgment of the facilitator, or if any member challenges the validity of the vote in any way, then a standing vote is called. All in favor of the item are asked by the facilitator to stand and remain standing. The number of members standing are counted by three independent counters. Those in favor will be asked to sit, and the procedure will be repeated for those opposed and in abstention to the item in question. The tally of those in favor, those opposed, and those abstaining will be compared, and the position will be declared by the facilitator.

4. In cases where there seems to be little or no opposition in routine business, adoption of a motion or action without a motion can be by unanimous consent. The facilitator calls for any objections; if there are none, the matter/action is adopted. In the case of an amendment to a pending motion, this is known as a "friendly amendment." It must be "friendly" to the entire assembly. In other words, a "friendly amendment" requires unanimous consent to be adopted to become part of the main motion.

5. There are no fractions of votes. Each conference participant shall have one and only one vote.

6. In case of a close vote, the facilitator will accept a motion for one recount, or for disregarding the vote in favor of sending the item to the group level.

7. A majority vote (simple majority) is more than half.

   For example, since 37 is half of 74, 38 would be more than half and is a majority of 74; since 37.5 is half of 75, 38 would be more than half and is a majority of 75.

8. Two-thirds vote (2/3 majority) means at least two-thirds.

   For example, of 74, 49.33 is two-thirds; thus 50 would be at least two-thirds of 74. Of 75, 50 is exactly two-thirds; thus 50 would be at least two-thirds of 75.

9. There are several ways to determine the set of members to which the majority proportion (whether simple or two-thirds) applies. Some of these ways are:

   A. those present and voting
   B. those registered as attending

    C.   those present at the most recent roll call or the roll call adjusted for late arrivals as announced by the facilitator

    D.   all those eligible to vote whether registered as attending or not, from the entire membership

    E.   those present voting YES or NO

When the standing procedures do not specify which set of members is to be used then the first interpretation, those present and voting, is used.

10. The facilitator announces the result of the vote, and its adoption or rejection. The motion is considered to be disposed of after this announcement.

J.   An adopted motion shall take effect at the close of the Conference, unless otherwise stated in the motion.

K.   Old Business sessions address motions that were sent out in the *Conference Agenda Report* and any amendments to those motions. All other items are considered New Business. Any amendment that significantly alters an old business motion could actually move the entire motion to become a new business item.

L.   Only Regional Delegates vote in old business sessions on old business motions.

M.   Regional Delegates and World Board members vote on items in new business.

II. STANDING RULES--DIFFERENCES FROM ROBERT'S

A.   WSC limits debate to three minutes per speaker. (Robert's is ten minutes)

B.   WSC limits the number of speakers on each pending motion to three pro and three con. (Robert's is unlimited)

C.   WSC limits debate on the motion to appeal to one pro and one con with the facilitator always the con. (Robert's is unlimited)

D.   WSC does not limit the number of times the same member may speak on a motion, except no member may speak on a motion more than once unless all others wanting to speak have done so. (Robert's = a member can only speak twice on a motion and cannot speak for the second time until all others have exercised their rights of debate. If a motion is pending or brought up again the next day, rights of the debate begin over again.)

E.   WSC requires a two-thirds majority to adopt the motions *Lay on the Table* and *Reconsider.* (Robert's is majority)

F.   WSC will allow no amendments on the motion *Limit* or *Extend Debate.* (Robert's allows)

G.   WSC requires a simple majority to adopt the motion *Limit* or *Extend Debate.* (Robert's is two-thirds)

H. WSC requires a two-thirds majority to adopt main motions that: amend the service structure; change the operating procedures of the WSC; change the policy of the WSC; approve literature; remove or change previously-adopted literature; or change the *Temporary Working Guide to Our World Service Structure* (or subsequent service document). (Robert's is a majority on main motions)

III. CLASS (TYPE), PRECEDENCE, AND ORDER OF MOTIONS

A. Since there may be several motions pending at any given time, the highest-ranking motion is disposed of first. Motions of higher rank than the pending motion are in order. The class, and the order of precedence within a class, of a motion determines when it is in or out of order, and what it takes precedence over.

B. M = Main motion. Brings business before the assembly. Can only be made when no other motion is pending and ranks lowest in the order of precedence.

1. No main motion is in order if it conflicts with United States, state, or local law, or with the rules (principles) of the assembly. If such a motion is adopted, even by a unanimous vote, it is null and void.

2. No main motion is in order that presents substantially the same question as a motion previously rejected during the same conference. Other motions (reconsider, renew, amend something previously adopted) can be in order and are described in section III.C. Redress.

3. No main motion is in order that conflicts with a motion previously adopted at any time during the conference and which is still in force. Other motions (reconsider, renew, amend something previously adopted) can be in order and are described in section III.C. Redress.

4. No main motion is in order that would conflict with or that presents substantially the same question as one which has been temporarily disposed of and which remains within the control of the assembly (for example, *Committed, Postponed, or Tabled*). If a question has been laid on the table and the same question is brought before the assembly during the current conference, it would be more appropriate to take the original motion from the table and dispose of it than to address the new motion.

C. S = Subsidiary motion. Assists the assembly in handling a pending motion. Always applies to the pending motion and does something to it without expressly adopting or rejecting it. Subsidiary motions also have an order of precedence, and several may be pending at one time. See table in section III F below for order of precedence.

D. P = Privileged motion. Does not relate to pending business, but is so important that it should be allowed to interrupt the consideration of anything else. In general, the highest ranking motion. Privileged motions also have an order of precedence, and there may be several pending at the same time. See table in section III F below for order of precedence.

E. I = Incidental motion. Deals with questions of procedure arising out of a pending motion or another item of business. Although it may resemble a subsidiary motion, it doesn't generally alter the pending motion but the procedure. With few exceptions, it relates to the pending question and must be taken care of before business proceeds. It is difficult to set their order of precedence, since precedence depends on the particular set of circumstances each time.

F. Following is an example of the order of precedence of privileged and subsidiary motions, listed with highest ranking at top. Each motion takes precedence (and therefore is in order even if the others below are pending) over the ones listed below it.

(P) Privileged Motions (not debatable):

- Adjourn
- Recess

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- Raise a Question of Privilege
- Call for Order of the Day

(S) Subsidiary Motions (debatable)

- Lay on the Table
- Previous Question
- Limit or Extend Debate
- Postpone to Definite Time
- Commit (or Refer)
- Amend
- Postpone Indefinitely

(M) Main Motion

G. Redress

If a member believes that a motion is not being handled well, or has not been handled correctly (whether adopted, rejected, temporarily disposed of, etc.), or should be changed due to new information, a change in circumstances, etc., there are certain situations to consider and many options available.

1. Matters left undone or tabled at adjournment die. However, they can be brought up at a later conference as new questions.

2. Matters rejected:

   During the same conference, the motion *Reconsider* would be in order. If the question is substantially different, due to a change in circumstances or new information or other significant changes in intent, a new motion might be in order.

   At a later conference, a motion can be "renewed"--that is, the same question can be introduced again as if new.

3. Matter adopted:

   During the same conference, the motions *Reconsider* or *Amend Something Previously Adopted* would be in order. The motion to *Reconsider* is in order if the original motion was voted on yesterday or today. The motion to reconsider must be made by a member who voted on the prevailing side of the original vote. If the reconsider time limit has passed, the appropriate motion would be *Amend Something Previously Adopted*. During the same conference, *Reconsider* is the preferred motion; however, *Amend Something Previously Adopted* is in order at any time before or after it is too late to reconsider.

   At a later conference, the appropriate motion would be *Amend Something Previously Adopted*. Any member may make that motion, and there is no time limit.

4. Matters temporarily disposed of:

   Suspend the Rules, Discharge a Committee, or *Take from the Table* would be appropriate depending on the circumstances, or to *Reconsider a Motion* (if reconsiderable) that temporarily disposed of a motion, e.g., *Commit* or *Postpone*.

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5. Matters on the floor:

   Appeal the Facilitator, Point of Order, Call for the Order of the Day, Division of the Question, etc., and other parliamentary tools may be appropriate.

H. TO REMOVE A PENDING MOTION FROM THE FLOOR

   There are several options, some of which are:

   1. *Lay on the Table*: if the intent is to set a pending motion aside temporarily, because an urgent matter has arisen. As soon as the interrupting business has been taken care of, a motion to *Take from the Table* is appropriate.

   2. *Postpone Definitely*: if the intent is to put off consideration to a more convenient time or pending more information.

   3. *Postpone Indefinitely*: if the intent is to kill the motion for that conference.

   4. *Objection to Consideration*: if the intent is to avoid consideration of the motion for that conference. This objection must be made before debate begins.

   5. *Commit to Committee*: if the intent is to refer the matter to a specialized group to collect input, research, and make recommendations.

   6. *Extend* or *Limit Debate*: if the intent is to limit or extend the number of speakers, the amount of time each may speak, or the total time for debate, or to set the time that debate will close.

   7. *Previous Question*: if the intent is to stop debate immediately and put the question to vote.

   8. Vote against the motion: if the intent is to defeat the pending motion.

   9. Vote for the motion: if the intent is to adopt the pending motion.

   10. *Recess*: if the intent is for the assembly to take a brief time out before continuing.

   11. *Adjourn*: if the intent is let the matter die. However, no more business of any kind will be taken up until the next biennial conference.

I. RECESS OR ADJOURN

   The differences between *Recess* and *Adjourn* are:

   Recess means to take a short intermission within a session. After the recess, proceedings are immediately resumed at the point where they were interrupted.

   Adjourn means to terminate the conference, i.e., the biennial meeting.

   A *conference* is a series of sessions wherein each succeeding session is scheduled with the view to continuing business at the point where it was left off at the previous session.

J. Since the WSC Rules of Order are fairly formal, following is a list of some of the more commonly known terms:

Formal Name	Common Name
Adopted	Carried
Amend by Substitution	Substitute
Amend Something Previously Adopted	includes *Rescind*
Entertain a motion	the facilitator sensing the assembly's intent, mentions the motion that would be in order that might accomplish the assembly's goal
Previous Question	call the pending motion to a vote; call for the question; call for the vote
Put the Question	Vote
Question of Privilege	point of personal privilege
Rejected	Failed
Suspend the Rules	includes *Change the Order of the Day*
Unanimous Consent	"friendly" (particularly in the case of amendments) "acclamation" (particularly in elections)
Unfinished Business	old business (although this term is misleading, since addressing previously-handled, i.e., old business is different than addressing business yet undone.)

IV. DESCRIPTION OF MOTIONS

Following is a text description in alphabetical order of the most commonly used motions and some of their characteristics. Following that is a chart, also in alphabetical order, of those motions, further describing their use and characteristics.

A. *Adjourn* means to close the conference immediately.

B. *Amend* (a pending motion) means to modify the wording and possibly the effect of a pending motion and is considered a primary amendment--that is, it applies directly to the main question. The amendment is voted on by itself, before the pending motion. If the amendment is adopted, the main motion is pending in its amended form; if the amendment is not adopted, the main motion is pending in its original form.

   1. An amendment is generally amendable. This amendment is considered a secondary amendment because it applies to the amendment and not the main question. The secondary amendment is disposed of by itself, before the primary amendment. If the secondary amendment is adopted, the primary amendment is pending in its amended form; if the secondary amendment is not adopted, the primary amendment is pending in its original form.

   2. A pending motion may be amended many times before final disposition; however, no more than one primary and one secondary amendment can be pending at any one time.

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3. A member's vote on an amendment does not obligate him to vote in a particular way on the main motion. Because primary amendments, secondary amendments, and pending motions are voted on separately, each member is allowed the freedom to oppose the amendments(s), but vote in favor of the motion, or vice versa.

4. The motion to *Substitute*, a form of the motion *Amend*, proposes that a substitution shall come before the assembly in place of the pending resolution. During consideration of the motion to substitute, debate may consider the merits of the pending resolution and its proposed substitute, and both may be perfected by amendment, but any amendments to the original pending resolution will be taken up first. Once all amendments have been made and disposed of, the motion to substitute is voted on. If carried, the substitution comes to the assembly for vote. If the motion to substitute fails, the original pending resolution comes to the assembly for vote.

C. *Amend Something Previously Adopted* means to change a part of a motion already adopted. This motion can be moved by any member, regardless of how he voted on the original question. There is also no time limit on when this motion can be made if done during the current business session.

1. *Rescind, Repeal, Annul,* a form of the motion to *Amend Something Previously Adopted*, means to cancel out totally a motion already adopted. This motion can be moved by any member, regardless of how he voted on the original question. There is also no time limit on when this motion can be made.

2. *Amend the Bylaws* (for WSC, Amend the *Temporary Working Guide to Our World Service Structure* etc.) is a form of the motion *Amend Something Previously Adopted*. Generally, the document to be amended should have a provision within it stating how it can be amended. If the document does not state how it can be amended, then *Amend the Bylaws* is in order as a motion. It is suggested that notice be given to the membership regarding an upcoming motion to amend the bylaws to give the membership adequate time for review.

D. *Appeal the Facilitator* means that the ruling is taken from the facilitator and decided by the assembly. By electing a facilitator, the assembly delegates the authority and duty to make necessary rulings on questions of parliamentary procedure. However, members do have the right to appeal and have no right to criticize a ruling of the facilitator unless they appeal the decision. A member who does not choose to appeal a ruling may speak directly to the facilitator at a later time or bring the issue up in an open forum.

E. *Commit or Refer to Committee* means to send the pending question or other issues to a committee so that the question or issue may be carefully investigated and put into better condition for the assembly to consider. For the WSC, this committee would be the World Board unless some extraordinary action had taken place to create an ad-hoc committee.

F. *Discharge a Committee* means to discharge the committee from further consideration of a question or subject. This is generally only advisable when the committee has failed to report with appropriate promptness, or when the assembly desires for some urgent reason to proceed without aid from the committee, or when the assembly wishes to drop the matter. There is no need for this motion when the committee has made its final report, since that, in effect, discharges the committee. So long as the question is in the hands of a committee, the assembly cannot consider another motion involving practically the same question.

G. *Division of Question* means the pending motion is divided into distinct and separate parts to be considered individually. The motion should state where the division(s) should be.

H. *Lay on the Table* means to set the pending motion aside temporarily when something else of immediate urgency has arisen. The proper form of the motion does not state when the matter will be taken from the table. The matter must be taken from the table before adjournment or the matter dies for that conference. However, the matter may be introduced at another conference as a new motion.

I. *Limit* or *Extend Debate* means the assembly can exercise special control over the total time of debate, the time each member has to debate, or the number of members who can speak on a pending motion or series of pending motions, or the time that debate will cease. This motion cannot impose an immediate closing of debate; the appropriate motion then would be *Previous Question.*

J. *Main Motion* is the introduction of new business or, in some cases, the reconsideration or amendment of previously adopted business.

K. *Objection to Consideration of the Question* means the mover believes that the issue is so sensitive it should not even come before the assembly for consideration or discussion. This must be moved prior to any debate or the making of any subsidiary motions. The motion when stated by the facilitator is phrased so that members are asked to vote for or against consideration. Therefore, those who wish to prevent consideration of the question vote in the negative. If the mover merely disagrees with the motion, the proper action is to vote against the original pending motion.

If the objection is sustained, the main motion cannot be renewed during the same conference except by unanimous consent or by reconsideration of the vote on the objection; however, the same main motion can be introduced at any succeeding conference.

L. *Order of the Day,* (to call for) means any member can require the assembly to conform to its own agenda, unless the assembly then *Suspends the Rules* or *Changes the Order of the Day.*

M. *Parliamentary Inquiry* is a question to the facilitator to obtain information on a matter of parliamentary procedure, or the guidelines of the assembly, bearing on the business being considered. It is the duty of the facilitator to answer such questions when it may assist a member to make an appropriate motion, raise a proper point of order, understand the parliamentary situation, or understand the effect of a motion. The facilitator is not obligated to answer hypothetical questions.

The facilitator's reply is not subject to appeal, since it is an opinion, not a ruling. However, a member has the right to act contrary to this opinion and, if ruled out of order, to appeal such a ruling.

N. *Point of Information* is a request directed to the facilitator, or through the facilitator to another member, for information relevant to the business being considered but is not a matter related to parliamentary procedure and requires no vote. A point of information is not properly used to create a discussion between two members.

If the point of information is a question to a member who is speaking, the facilitator will ask the member who correctly has the floor if he will yield to a point of information. The member has the right not to yield, since the time consumed for the point of information will be taken out of the speaker's allowed time. If the member yielding is strictly responding to a question, however, the time is not deducted from the speaker's time.

O. *Point of Order* means a member believes the rules of the assembly are being violated and is asking the facilitator to make a determination whether the procedure in question is being violated. A point of order is not a method or procedure to dispute the accuracy of something that another member has stated but a way to keep the assembly working on the business that it is supposed to be working on, in accordance with its guidelines and other rules of order.

P. *Postpone to a Definite Time (Definitely)* means to put off action on a pending motion until a definite day, session, or hour, or until after a certain event. This motion can be moved regardless of how much debate there has been on the pending motion. A question may be postponed to a more convenient time, or because debate has shown reasons for holding off a decision until later. The question may not be postponed beyond the end of the present conference.

Q. *Postpone Indefinitely* means that the assembly declines to take a position on the main question. Its adoption kills the main motion for the duration of the conference and avoids a direct vote on the question. It is useful in disposing of a badly chosen main motion that cannot be either adopted or expressly rejected without possibly undesirable consequences.

R. *Previous Question* means to immediately close debate and the making of any subsidiary motions, except *Lay on the Table*, of a pending motion. If *Previous Question* is not adopted, debate continues. If adopted, the pending motion goes immediately to vote.

S. *Question (Point) of Privilege, (to raise)* permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for possible immediate consideration because of its urgency, while business is pending and the request or motion would otherwise be out of order.

The facilitator rules (subject to appeal) only on whether this matter should interrupt pending business. If the facilitator rules yes, then the question is handled depending on its original form. If originally phrased as a request, it is handled as such; if phrased as a main motion, the question then requires a second; is debatable, amendable, etc.; and is handled by the assembly.

T. *Recess* means a short intermission in the assembly's proceedings, which does not close the session, and after which business will be resumed immediately, at exactly the point at which it was interrupted.

U. *Reconsider* enables a motion or amendment to be reconsidered if a member believes it was a hasty or ill-advised action or if new information or a changed situation has developed. However, it must be moved by a member who voted on the prevailing side (the seconder may have voted on either side), and it must be moved either on the same or next day as the original vote. If the reconsider is adopted, the motion is brought before the assembly in the exact form as before the original vote was taken and is handled as if it had never been voted on, that is, it follows whatever parliamentary rules are appropriate to that motion, whether it is debatable, amendable, etc.

V. *Suspend the Rules* enables the assembly to do something without violating one or more of its own regular rules, for instance, to bring up a matter at a different time than originally scheduled. The facilitator cannot move this but can entertain a motion from another member to do so.

W. *Take From the Table* enables the assembly to make pending again a motion that had previously been laid on the table. If a matter is not taken from the table within the same

conference as the motion to lay on the table, the matter dies although the matter can be reintroduced later as a new question.

X.   *Voting, (motions about)* enables the assembly to obtain a vote on a question in some form other than by voice or other than as described in the assembly's standing rules, or to close or reopen the polls.

Y.   *Withdraw/Modify a Motion, (to grant the maker permission)* means the assembly gives permission to the maker to alter or withdraw his motion. This permission is required only after the motion has been stated by the facilitator. After the question is stated by the facilitator, the motion becomes a pending motion and the property of the assembly, which must dispose of it in some way. A pending motion can be amended only by vote or unanimous consent, even if the maker of the motion accepts the amendment.

	IN ORDER WHEN ANOTHER HAS FLOOR	SECOND REQUIRED	DEBATABLE	AMEN-DABLE	VOTE REQUIRED TO ADOPT
Adjourn	No	Yes	No	No	Majority
Amend a pending motion	No	Yes	If motion to be amended is	Yes	Majority for amendment
Amend Something Previously Adopted (Includes Rescind)	No	Yes	Yes	Yes	Two-thirds
Appeal the Facilitator (must be made immedi- ately following decision)	Yes, at time of appealed ruling	Yes	1 Pro/1Con Con is always facilitator	No	Majority in negative to reverse facilitator
Commit or Refer to Committee – of a pending question	No	Yes	Yes	Yes	Majority
Commit or Refer to Committee –of a matter not pending	No	Yes	Yes	Yes	Majority
Division of Question	No	Yes	No	Yes	Majority
Lay on the Table	No	Yes	No	Yes	Two-thirds
Limit or Extend Debate – pending question	No	Yes	No	No	Majority
Limit or Extend Debate – for duration of session	No	Yes	Yes	No	Majority
Main Motion	No	Yes	Yes	Yes	See Standing Rules
Objection to Consideration of the Question – prior to debate	Yes	No	No	No	Two-thirds against consideration sustains objection
Order of the Day	Yes	No	No	No	On demand of member unless set aside by two-thirds
Parliamentary Inquiry	Yes	No	No	No	Facilitaor response only
Point of Information	Yes	No	No	No	Response only
Point of Order	Yes	No	No unless submitted to body by facilitator	No	Faciliator ruling or majority of body
Postpone to Definite Time	No	Yes	Yes	Yes	Majority
Postpone Indefinately	No	Yes	Yes	No	Majority
Previous Question	No	Yes	No	No	Two-thirds
Question of Privilege – main motion not in order	Yes but not to interrupt	No	No	No	Faciliator ruling subject to appeal

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	IN ORDER WHEN ANOTHER HAS FLOOR	SECOND REQUIRED	DEBATABLE	AMEN-DABLE	VOTE REQUIRED TO ADOPT
Question of Privilege – main motion in order	No	Yes	Yes	Yes	Majority
Recess-pending question	No	Yes	No	Yes, to time	Majority
Recess-no pending question	No	Yes	Yes	Yes	Majority
Reconsider	Yes, before person has spoken	Yes	If original motion is	No	Two-thirds
Suspend the Rules	No	Yes	No	No	Two-thirds
Take from the Table	No	Yes	No	No	Majority
Voting – motion about while question is pending	No	Yes	No	Yes	Majority, if not to open or reopen polls
Voting – motion about while question is not pending	No	Yes	Yes	Yes	Majority
Withdraw or Modify a motion after stated by facilitator	Yes, if needs immediate attention	Yes, if made by maker. No, if by another	No	No	Majority

Proposed 2002-2004
A Guide to World Services in NA

INTRODUCTION

This document reflects the current policies for Narcotics Anonymous World Services, adopted by the World Service Conference. *A Guide to World Services in Narcotics Anonymous* is updated to reflect actions approved at each WSC and sent to conference participants. Copies of this document are also available for purchase from the WSO.

Dates for 2002-2004 Conference Cycle

Regions and conference participants should be aware of the following dates for the 2002-2004 conference cycle:

Travel requests (by quarter)	45 days before each quarter 15 November for January-March 15 February for April-June 15 May for July-September 15 August for October-December
Deadline for request to be recognized as a new conference participant at WSC 2004	1 April 2003
Regional Motion Deadline in final form	25 August 2003
English Conference Agenda Report available	24 November 2003
Translated Conference Agenda Report available	23 December 2003
Conference Approval Material no later than	23 January 2004
Regional Report deadline	15 February 2004
World Service Conference 2004	25 April to 1 May 2004
World Conventions	WCNA-29 4-7 July 2002 Atlanta Georgia NA's 50th anniversary – WCNA-30 3-6 July 2003 San Diego, California

The deadlines for material for inclusion in Conference Reports, dates and locations for the Worldwide Workshops, and other world service deadlines will be communicated throughout the conference cycle.

Other documents or policies that may be of interest to conference participants are the *Fellowship Intellectual Property Trust*, the Internal Processes of the World Board, and the Fellowship Development Plan. Publications of interest are the *Conference Agenda Report, Conference Report, NAWS News, NA World Services Annual Report,* and the *Quarterly Report.*

All of these items are provided to conference participants at some time during the conference cycle and are available upon request from the World Service Office. Many are also available on our website, *www.na.org.* If you have any questions about any of these items or anything else related to world services, please contact the World Board in care of the WSO or at *Worldboard@na.org.*

THE NARCOTICS ANONYMOUS SERVICE STRUCTURE

The following is a brief description of the service units of Narcotics Anonymous. A more complete description of service on the local level, including groups, areas, metropolitan services, regions, etc. can be found in *A Guide to Local Services in Narcotics Anonymous.*

The NA group

NA groups are local, informal associations of recovering addicts. They are the foundation of the NA service structure. Groups are formed for the primary purpose of carrying the NA message of recovery, and all of their activities should reflect that purpose. Conducting Narcotics Anonymous meetings is the primary activity of an NA group. The group may conduct its own affairs in whatever way seems fit to its members, provided the group's actions are consistent with NA's Twelve Traditions and do not adversely affect other groups or the entire NA Fellowship. In the conduct of the affairs of NA as a whole, the groups delegate to the rest of the service structure the responsibility for the fulfillment of NA services. Group service representatives (GSRs) are elected to participate on behalf of the groups in the area committee and the regional assembly.

The area service committee (ASC)

The area committee is the primary means by which the services of a local NA community are administered. The area committee is composed of group service representatives, administrative officers (chairperson, vice chairperson, secretary, treasurer), subcommittee chairpersons, and the area's regional committee members. The area committee elects its own officers, subcommittee chairpersons, and RCMs.

The metropolitan service committee (MSC)

A metropolitan service committee (MSC) administers a single set of coordinated NA subcommittees in a city that has more than one ASC, eliminating duplication of services and providing greater effectiveness in carrying the NA message. With direct services consolidated citywide by the metro committee, the community's area committees are left free to facilitate group support.

The regional service committee

Regional service committees exist to pool the experience and resources of the areas and groups it serves. The RSC is composed of regional committee members (RCM's) elected by the region's member-areas; these RCMs elect regional committee officers from among themselves. RSCs organize assemblies at which group service representatives and regional committee members discuss a wide range of service matters, including those likely to come before the World Service Conference. The region's delegate to the world conference is elected by the GSRs and RCMs at the regional assembly.

Zonal forums

Zonal forums are service-oriented sharing and/or business sessions that provide the means by which NA communities can communicate, cooperate, and grow with one another. Although not a part of NA's formal decision-making system, world services and zonal forums interact in many ways. Zonal forums are invited to provide reports on the floor of the World Service Conference and, when requested by the conference, may also answer specific questions or address the body. In order to improve communications, they are provided with conference participant mailings and are requested to send their

minutes to world services. World services typically attends zonal forum meetings, and may provide funding for some participants' attendance at zonal forums. Maintaining effective communication between the zonal forums and world services is a high priority. In order to more effectively serve the fellowship, world services and zones should develop a partnership for the planning and conducting of the worldwide workshop system, and by assisting each other in the coordination of a variety of service efforts such as professional events and fellowship development activities.

NA WORLD SERVICES

World services are those services that deal with the problems and needs of NA as a whole and that NA offers to its members, its groups, and to society. The basic purposes of our world services are communication, coordination, information, and guidance. We provide these services so that our groups and members can more successfully carry the message of recovery and so that our program of recovery can be made more available to addicts everywhere. Although all parts of our service structure affect and are affected by NA as a whole, only at this level do we find service bodies designed to deal with problems that involve our entire fellowship.

NA WORLD SERVICES VISION STATEMENT*

All of the efforts of Narcotics Anonymous World Services are inspired by the primary purpose of the groups we serve. Upon this common ground we stand committed.

Our vision is that one day:

- Every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life;

- NA communities worldwide and NA world services work together in a spirit of unity and cooperation to carry our message of recovery;

- Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

As our commonly held sense of the highest aspirations that set our course, our vision is our touchstone, our reference point, inspiring all that we do. Honesty, trust, and goodwill are the foundation of these ideals. In all our service efforts, we rely upon the guidance of a loving Higher Power.

World Service Conference

The final part of our service structure is the World Service Conference (WSC). It is the nerve center of our fellowship. Our conference is the one time and place where all of our world services come together. Unlike all other service bodies of NA service, the conference is not an entity, it is an event—the coming together. Every two years, regional delegates, the members of the World Board, and the executive director of the World Service Office meet to discuss questions of significance to the Fellowship of Narcotics Anonymous as a whole. The purpose of the World Service Conference is to be supportive of the fellowship as a whole and to define and take action according to the group conscience of Narcotics Anonymous.

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* Adopted 28 May 1996, subject to review and/or revision through the *Conference Agenda Report*.

The World Board

The purpose of the World Board (WB) of Narcotics Anonymous World Services, Inc. is to contribute to the continuation and growth of Narcotics Anonymous. The board serves as a primary resource for the NA Fellowship by providing the support needed to carry our message while ensuring that the service and support provided are of the highest quality possible. The World Board manages all activities of world services including oversight of the operations of the fellowship's primary service center, the World Service Office.

The World Service Office

The purpose of the World Service Office (WSO), our main service center, is to carry out the directives of the World Service Conference in matters that relate to communications and information for the Fellowship of NA, its services, groups, and members. The World Service Office achieves this purpose by maintaining correspondence with NA groups and service committees, by printing and distributing WSC-approved literature, and by maintaining the archives and files of Narcotics Anonymous.

The Regional Delegate

The regional delegate (RD) serves as the primary contact between NA's world services and the local NA community. On the one hand, the delegate provides information on current world service projects to the regional committee. On the other, the delegate provides a local perspective to the work of world services. During the delegate's term, he or she attends the World Service Conference as a fully active participant, for while the delegate is elected by and accountable to the regional assembly, he or she is not a mere messenger. The delegate is selected by the region's group representatives and RCMs to act in the best interests of NA as a whole, not solely as an advocate of his or her NA community's priorities.

The regional delegate works closely with the region's **alternate delegate**. Like the regional delegate, the alternate is a full participant in the regional service committee. The delegate often consults with the alternate, asking for different perspectives on world service affairs and seeking to involve the alternate in helping to carry the workload. Alternate delegates are welcome to attend the meeting of the World Service Conference in the company of their delegates; however, they will be recognized as full participants in the meeting of the World Service Conference only in the event of the primary delegate's absence. Seating on the floor of the conference will be limited to two—one delegate and one alternate per region.

Although not participants at the World Service Conference, the conference has created two additional components to assist it in its responsibilities. They are:

The *Human Resource Panel* (HRP) who facilitates an election/selection process that will allow the World Service Conference to base trusted servant choices upon the principles of ability and experience, helps to allow members to be nominated from around the world without having to be present at the conference to receive due consideration, and create a more open opportunity for world services to benefit from our collective resources by providing an established and recognized process by which to do so.

The *WSC Cofacilitators* who preside over the business meeting of the World Service Conference and communicate with the World Board as necessary in order to be prepared for the conference meeting.

Narcotics Anonymous Service Structure

Narcotics Anonymous World Service System

REGION

REGION

REGION

REGION

REGION

REGION

REGION

REGION

ZONAL FORUM
(Delegates participate and forum provides report to WSC)

ZONAL FORUM
(Delegates participate and forum provides report to WSC)

WORLD SERVICE CONFERENCE

WSC Co-Facilitator

WSC Co-Facilitator

WORLD BOARD

Human Resource Panel

World Pool

World Service Office

Executive Committee

Events Committee

Fellowship Relations Committee

Guardians

Publications Committee

Public Relations Committee

Services administered by the World Board

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WORLD SERVICE CONFERENCE MISSION STATEMENT *

The World Service Conference brings all elements of NA world services together to further the common welfare of NA. The WSC's mission is to unify NA worldwide by providing an event at which:

- Participants propose and gain fellowship consensus on initiatives that further the NA world services vision;

- The fellowship, through an exchange of experience, strength, and hope, collectively expresses itself on matters affecting Narcotics Anonymous as a whole;

- NA groups have a mechanism to guide and direct the activities of NA world services;

- Participants ensure that the various elements of NA world services are ultimately responsible to the groups they serve;

- Participants are inspired with the joy of selfless service and the knowledge that our efforts make a difference.

THE WORLD SERVICE CONFERENCE

"Our common welfare must come first. Personal recovery depends on NA unity." Nowhere in our service structure is this tradition more evident than at the meeting of the World Service Conference. Guided by our Twelve Traditions and Concepts, it is the one point in our structure where the voice of NA as a whole is brought to view and expressed on issues and concerns affecting our worldwide fellowship. The World Service Conference is not just a collection of regions; its concerns are greater than just the sum of its parts. The conference is a vehicle for fellowship communication and unity: a forum where our common welfare is itself the business of the meeting.

Conference deliberations serve the needs of a diverse membership of different languages and cultures and address the challenge of how to provide effective services to NA groups around the world. The conference works for the good of all NA, taking into account both present and future needs.

Narcotics Anonymous is a life-saving program. Our founders envisioned a worldwide fellowship of addicts when there was only one group and one meeting in the world. Our founders established a world service structure to help to carry the message to addicts everywhere, at a time when Narcotics Anonymous existed in only one country unified by a single language and culture. With an unshakable faith and belief in Narcotics Anonymous, born out of personal experiences of recovery, the creation of the World Service Conference followed in 1976. Those members—dreaming of a better day for addicts everywhere—embarked on a mission to bring together those few NA groups, which existed at that time, into a unified fellowship. Knowing from personal experience that the old lie, "once an addict, always an addict," was dead, that *we do recover*, our predecessors labored to ensure the continuation and growth of NA everywhere.

That vision continues. In each biennial meeting of the World Service Conference, our fellowship comes together in one place at one time to share experience, strength, and hope with each other. The purpose remains to solve common problems among those already here and fortunate enough to have discovered this new way of life and—more importantly—to redouble our efforts to carry the NA message to the addict who still suffers.

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* Adopted 28 May 1996, subject to review and/or revision through the *Conference Agenda Report.*

The Meeting of the World Service Conference

The World Service Conference is held every two years. It typically takes place the last week in April within seventy-five miles of the World Service Office. Regional delegates, together with members of the World Board and the executive director of the World Service Office, meet to discuss questions of significance to the Fellowship of Narcotics Anonymous as a whole. In addition, the conference meeting includes members of the Human Resource Panel and the two WSC Cofacilitators. All are fully funded to attend the week-long meeting.

For the purposes of decision-making, conference participants are defined as regional delegates and World Board members. Regional delegates vote and make motions in all business sessions at the conference. World Board members vote only in election and new business sessions but may make motions in all sessions. The executive director of the World Service Office does not have a vote or the ability to make motions at the conference meeting.

The key to the effectiveness of each conference meeting depends on the preparation of all conference participants. The amount of information that must be read and understood is quite daunting as the meeting is the culmination of a two-year process that begins at the prior conference. Months in advance the *Conference Agenda Report* is published and distributed, containing issues and proposals to be considered at the meeting. Other essential information is also provided in advance. It is the responsibility of all conference participants to arrive at the World Service Conference familiar with the provided information.

The conference week begins with an orientation. One purpose of this orientation is to familiarize participants with the goals and objectives of each session scheduled for the week and the procedures utilized by the conference. This session is purposely informal to allow participants to become comfortable with what to expect throughout the upcoming week and to identify resources available to assist them. The second purpose of this session is to help establish a sense of community among the members gathered from around the worldwide fellowship.

The opening session begins with the adoption of procedures and the minutes from the previous meeting. Regions newly seated at the prior conference are welcomed and afforded the opportunity to address the meeting about their activities and growth. Brief reports are then heard from the different entities of world services providing information to assist participants in their discussions during the week.

Much of the time spent at the conference is focused on building consensus on important agenda issues from the fellowship and world services. Consensus-building requires hearing all points of view, mutual respect, and finding the common ground that every participant can support, even when the eventual decision is not exactly as every participant may desire. Adequate discussion takes time and may occur in the conference meeting as a whole, in panels, or in small groups. Regardless of how these discussions occur, they require commitment from each participant to focus on the issues at hand. Only after adequate discussion and consensus-building has occurred, does the conference enter a business session in order to formalize its decisions.

The old-business session of the meeting is to consider the issues and proposals contained in the *Conference Agenda Report*. Each item is first reviewed by the conference to assess how much, if any, discussion needs to take place before the body is prepared to make a decision. If it appears that there is not a need for much discussion, only brief discussion will take place in the conference as a whole. If the conference needs more discussion prior to making a decision, then these discussions

may take place by dividing the conference into smaller groups. When the discussions are finished, the conference is brought back together as a whole.

Although the actual agenda may vary from conference to conference, certain sessions occur at every conference. Presentation and discussion sessions about fellowship issues and new project ideas precede the new business session. In this section of the week, the conference approves the budget for the next two years, provides ideas and direction to world services, approves service material that was not contained in the *CAR*, and considers the seating of new regions. Elections, zonal forum reports, and World Board meetings are also scheduled during the week.

During all business sessions, the World Service Conference utilizes an adapted form of *Robert's Rules of Order*. These rules are provided to conference participants prior to the WSC and may also be obtained by contacting the WSO.

The closing day of the conference is an opportunity for the conference to review its decisions of the week and their impact over the upcoming conference cycle. This session allows the conference participants to leave with a common understanding of the work ahead, the challenges of the next two years, and what may be expected at the next WSC meeting.

[This description of the conference meeting outlines many new ideas. They should be implemented on a trial basis, and if ineffective, they should be changed based on the experience over the next several years.]*

The Work Cycle between Conferences

The foundation of the conference work cycle is communication, in order to create an effective dialogue between world service's components, including delegates, and the fellowship. Communications that encourage new ideas, open participation, and the opportunity for dialogue helps to build consensus and promote unity. To be successful, information must move smoothly and openly, back and forth. The responsibility for good communication falls on everyone.

Communication in between meetings of the conference prepares conference participants to act as fully informed conference members at the next meeting. It becomes as important, if not more so, than the time spent at each conference meeting. The cycle between conferences is when most of the work, approved at the previous conference meeting, is accomplished by world services. Communication during the cycle takes three basic forms: reports, input into the process for new projects, and participation in the worldwide workshop system and other events.

The *Conference Report*, *NAWS News*, the *Conference Agenda Report,* the *NA World Services Annual Report,* and the *Quarterly Financial Report* are all periodic service publications published by world services. These are designed to provide information about ongoing activities of world services, updates on projects approved by the WSC, financial accountability, and upcoming issues and concerns of interest to conference participants and the fellowship. (The specifics of these publications are described at the end of this section. NA World Services also publishes numerous periodicals that are more fellowship-focused such as *The NA Way Magazine, Reaching Out,* and *Meeting by Mail.*)

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*All bracketed items [ ] throughout this document indicate terms and conditions that are temporary for a designated period of time. They are presented as "guidelines," and will expire or roll off as the implementation of each of the system's components takes effect.

What makes these publications successful is not only the information they convey, but also the feedback received from delegates and other members of the fellowship about the information. Ideas and suggestions—both positive and negative—are strongly encouraged and welcomed.

The World Board discusses, evaluates, and refines ideas suggested to it between conference meetings. The "Process for New Projects" described later in this manual depends on ideas from individuals, groups, service committees, and the World Board throughout the two-year cycle. The World Board considers all submitted ideas, proposals, and suggestions and reports its recommendations to conference participants as soon as possible. Many ideas that are received that fall under routine services or don't require conference action may be acted on without developing a conference project; others may require the board to submit a proposal to the WSC before proceeding.

Delegates should not delay submitting their ideas until the deadline for the *Conference Agenda Report*. This most likely will postpone full consideration of their ideas as projects for at least two years.

In addition to the above-described written communication and process for projects, world services also plans and coordinates a worldwide workshop system in conjunction with delegates and zonal forums [up to six workshops between WSC 2002 and WSC 2004]*. These workshops will be rotated throughout the fellowship and are intended to help world services learn first-hand about fellowship issues and concerns and to create an opportunity for dialogue, service training and workshops, and exchanging experience with our principles. Members and trusted servants from all service levels are encouraged to participate. The actual agendas for the workshops will be developed with the delegates and zones involved to identify the goals, objectives, and issues to be addressed at each workshop.

World services also participates in other events around the fellowship during the two-year cycle. World Service Meetings are scheduled for conference participants as necessary to provide progress reports and invite input on current projects and activities. World service also attends a number of zonal forum meetings, *CAR* workshops, and other fellowship events.

[This description of the conference cycle outlines many new ideas. They should be implemented on a trial basis, and, if ineffective, they should be changed based on the experience over the next several years.]*

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* All bracketed items [ ] throughout this document indicate terms and conditions that are temporary for a designated period of time. They are presented as "guidelines," and will expire or roll off as the implementation of each of the system's components takes effect.

2002 to 2004 Conference Work Cycle

(This diagram is meant to provide an overview only. Deadlines for each conference cycle are dependent on the date of the World Service Conference. The dates of conference related deadlines will be published each conference cycle in this guide and in conference publications.)

WSC	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	WSC

- Projects approved at WSC for the CAR are worked on
- Projects approved at WSC for Conference approval are worked on
- Workshops are held around the world
- WSM may be held
- WCNA
- WCNA
- Regional Motion Deadline 25 August
- English CAR 24 November
- Translated CAR 23 December
- Conf Appvl Material 23 January
- Regional Reports 15 February
- CAR Workshops

World Service Conference Publications

NA World Services produces several different publications in an effort to provide frequent and regular written communications. While each of these publications has a specific distribution list, copies are always available to any member by contacting the World Service Office and often also on the website, www.na.org.

NAWS News

NAWS News is a short, easily translatable report that is published several times each year. It was created to allow the World Board to regularly report, particularly after its meetings. It is distributed to areas, regions, and conference participants in multiple languages.

NA World Services, Inc. Annual Report

The *NA World Services Annual Report* provides a summary of the activity of world services for the prior fiscal year and is released by the end of September. It is distributed to regions and conference participants.

Quarterly Report

This report is distributed to conference participants and contains financial and travel information.

The *Conference Report*

The *Conference Report* is a periodic publication of the World Service Conference that has evolved as a means of providing continuing information to conference participants about the activities of world services. These reports contain information on the status of major projects, suggestions for new work, and problems that have been encountered. Through the periodic publication of the *Conference Report*, the World Board may keep conference participants informed of the progress on items that may eventually be contained in the *Conference Agenda Report*. Regional delegates may also provide reports to be included, subject to editorial review by the World Board. The frequency of publication may change from year to year. The schedule for each year is provided to conference participants ahead of time. The report is distributed to all conference participants.

Regional reports are distributed in the last *Conference Report* before each WSC. These reports are submitted by delegates and contain information about their regions such as number of meetings, groups, and H&I panels; service activities being conducted by the region and/or the areas; challenges that the region is facing; and any specific experiences that may benefit another region and/or world services. This information is important to the overall purpose and mission of the World Service Conference, and all delegates are encouraged to submit their reports before the published deadline. Zonal forums are also welcome to submit written reports for distribution.

The *Conference Agenda Report* is distributed a minimum of one hundred and fifty (150) days prior to the opening day of the conference, with translated versions released a minimum of one hundred and twenty (120) days prior. The amount of material translated can vary but minimally the front portion of the *CAR* (which contains the reports, proposals, and motions before the conference) is translated into the languages possible. The report contains the proposals and motions that the fellowship is being asked to consider and form a fellowship wide group conscience on. One copy of the report is mailed to each voting participant of the conference, each RD alternate, and the mailing address of each region. NA members may purchase additional copies from the WSO. The price established for the report may vary depending on the cost of production and

distribution. The *Conference Agenda Report* also includes an easy-to-read glossary of terms.

The *Conference Agenda Report* includes reports, proposals, and motions from the World Board and any proposals or motions submitted from regions. (Regional motions will be included in their own section and have the same number when presented on the conference floor.) Regional motions must be submitted two hundred and forty (240) days prior to the opening of the conference. All motions will include a written intent. Regions are allowed up to 150 words to describe the reasoning behind, and consequences of, their regional motions in the *Conference Agenda Report*. The World Board also includes a recommendation in order to provide the fellowship with as much information as possible when considering the idea.

Statements of the financial impact of each motion appearing in the *CAR* will be included from the World Board. Reports may include a summary of events leading to the presentation of the proposals that are included. Material presented to the fellowship for approval will be written in a form that lends itself to a yes/no vote and specifies the conceptual changes involved to affirm and support this process. Only material approved by the World Board is sent out to the fellowship in "approval form."

The World Service Conference will place issue discussion topics into the Conference Agenda Report and the final two topics will be selected by the fellowship. (Will be removed if Motion 2 is adopted.)

All motions submitted to be placed in the *Conference Agenda Report* that attempt to change, amend, or delete WSC policies, shall include those policies, or sections of those policies, which each motion attempts to amend. Further, it shall be the responsibility of the maker of the motion to provide this information along with the motion.

SERVICE UNITS OF THE WORLD SERVICE CONFERENCE

World Board External Guidelines
The World Board also operates with a set of Internal Processes and Procedures that provide more detail about the board's internal procedures and practices. The Internal Processes and Procedures of the World Board is a working document that is amendable by the board and is available to anyone upon request. The World Board also functions legally under a set of corporate by-laws that reflect the policies provided in these External Guidelines. The External Guidelines are amendable only by action of the World Service Conference.

World Board's Mission

The mission of the World Board is to contribute to the continuation and growth of Narcotics Anonymous. The board serves as a primary resource for the NA Fellowship by providing the support needed to carry our message, while ensuring that the service and support provided are of the highest quality possible.

Accountability Statement

The World Board is the service board of the World Service Conference. As such, it is accountable to the World Service Conference and ultimately to the final authority within our service structure as stated by our Second Concept—the groups, who retain the final responsibility and authority for all NA services. In accordance with the principle of

delegation described in our Third Concept, the World Service Conference, on behalf of the groups, delegates to the World Board the authority to provide effective services.

Purpose of the World Board

The purpose of the World Board is to:

- Carry the message of recovery to addicts who still suffer from addiction.
- Provide support to the Fellowship of Narcotics Anonymous in their efforts to provide the opportunity to recover from addiction.
- Oversee all the activities of NA world services, including the fellowship's primary service center, the World Service Office.
- Provide service to individuals or groups of addicts seeking recovery from addiction and assist the public in understanding addiction and the Narcotics Anonymous program for recovery from addiction. Such assistance may include direct and indirect communication with addicts, organizations, agencies, governments, and the public.
- Ensure that no resources generated from Trust Properties are utilized to engage in any activities or exercise any powers that do not further the primary purpose of Narcotics Anonymous, which is to carry the message to the addict who still suffers.
- Hold and manage in trust for the fellowship the income produced by any world service activities in a manner that is within the spirit of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- Hold in trust for the Fellowship of Narcotics Anonymous the rights to the exclusive control, use, printing, duplicating, sales, and use of all the intellectual properties, logos, trademarks, copyrighted materials, emblems, or other intellectual and physical properties of the WSC, or the Fellowship of Narcotics Anonymous as a whole in accordance with the will of the WSC.
- Control and manage the exclusive production, printing, manufacture or reproduction of the properties, or the licensing for production, printing, manufacture of the properties of the Fellowship of Narcotics Anonymous and offer these properties for sale to the fellowship and the general public.

General Duties

The duties of the World Board shall be understood to be administrative in nature. So that it can fulfill its mission and the will of the WSC, the general duties of the World Board are to:

- Communicate all world service activity to our membership in accordance with the principles embodied in our Eighth Concept.
- Oversee the operations of the fellowship's primary service center, the World Service Office.
- Administer the activities necessary for the successful operation of the World Convention.
- Hold our fellowship's intellectual properties in trust in accordance with the Fellowship Intellectual Property Trust.
- Provide support and administration for all world service meetings.
- Plan and budget for basic service provision and project development.
- Be accountable for all world service budget responsibilities.
- Select committee members for project development and completion.
- Oversee activities associated with how our fellowship and service structure interact with society.

- Oversee development of new literature, periodicals, and translations.
- Address philosophical issues and questions about our traditions and concepts, developing position papers when necessary.
- Make necessary decisions affecting NA world services when the World Service Conference is not in session, always mindful of the priorities previously established by the World Service Conference.

Membership

The World Board will consist of up to twenty-four members elected by at least 60% of the World Service Conference. These conference-elected members will have equal participation rights, including voting on the board and at the World Service Conference. Board members may not, however, vote on items that have been submitted to the groups in the *Conference Agenda Report* or on any other items of Old Business at the World Service Conference.

Membership Qualifications

In addition to the qualities expressed in Concept Four such as humility, integrity, trustworthiness, and strong commitment to open communication, the following qualifications for nomination and election to the World Board are written to express the variety of skills and experience necessary to the board's optimum operation. A single individual may not have all of the qualifications listed below. These qualifications should not be viewed as a list of absolute requirements, but rather as an expression of the qualities and experience that will help the board to best serve our fellowship:

- History of both completing work independently and working well within a group.
- Familiarity with and commitment to the World Service Conference vision of a global fellowship demonstrated through world service or personal life experience.
- Familiarity with the Narcotics Anonymous service structure.
- Administrative skills.
- Experience with plan development and financial forecasting.
- Organizational and communication skills.
- Ability to donate sufficient time to attend meetings, travel, and to fulfill the additional commitments of board membership.
- A working knowledge of the Twelve Steps, Traditions, and Concepts.

Clean Time Requirement

All board members must have a minimum of ten (10) years clean.

Terms

The length of term for board members shall be six years. All members of the board are eligible for election for two consecutive terms.

To maintain the ideal of one-third of board seats rotating every two years, if the World Service Conference chooses to elect more than eight (8) board members at the same time, the term lengths will be determined by volunteers and then by random drawing at the first World Board meeting following the WSC.

Quorum and Decision-Making,
Internal Elections, and Removal of Members

Quorum and Decision-Making: The proposed quorum for regularly scheduled meetings of the World Board equals one half of all seated members plus one (e.g., were there twenty-four seated members, quorum would equal thirteen: one half the seated

members—twelve—plus one). While the board should strive for consensus, its process requires a minimum of a majority of seated board members to vote in the affirmative (i.e., a minimum of thirteen "yes" votes) to represent a decision of the World Board.

Participation and Internal Elections: All board members shall have the right to full participation. All voting members of the Executive Committee of the board will be elected by the board. Election to any position on the board will require a simple majority vote.

Removal of Members: Members may be removed from the board by a two-thirds majority vote of the board. Further, the conference may, by a two-thirds majority vote, direct the board to do so for the following causes:

1. Failure to attend two meetings within a twelve-month period.
2. Relapse as defined by the Fellowship of Narcotics Anonymous.
3. Conviction of a felony or equivalent offense during their term of office.
4. Declared to be of unsound mind by a final order of a court.
5. Misappropriation of Narcotics Anonymous World Services funds.
6. Breach of statutory duties relating to a board member's standard of conduct as defined by the law of the state of incorporation.

Once removed from the board, former members may only be reinstated by an action of the World Service Conference. Removed members retain no rights of attendance and/or participation until such time as they have been reinstated by the WSC.

In the event of vacancies on the World Board due to removal or any other cause, the World Board may not fill such vacancies. Only the World Service Conference can elect World Board members, and all vacancies will remain until the World Service Conference elections.

Committees of the Board

The World Board accomplishes much of its work through its five committees; an executive committee, an events committee, a public relations committee, a fellowship relations committee, and a publications committee; as well as a group within the board known as the "guardians." Committees may create workgroups for specific projects or tasks, with approval by the World Board. All members serving in a leadership capacity for each committee will be board members in order to provide for clear lines of communication.

Accountability

Committees are answerable and responsible to the World Board. In keeping with Concept Five, the World Board, in turn, is directly accountable to the World Service Conference, thus ensuring definite and direct lines of accountability across all world service operations.

Role of the Committees

The committees provide a resource to the World Board and to the fellowship in specific areas of operations.

Committee Makeup

World Board members will be assigned by the full board to each committee. The number and experience of non-board members chosen by the board from the World Pool depends upon the projects assigned and prioritized by the WSC. Thus, each committee's size in a given year can vary, though each will always continue to exist.

Responsibilities
The following are the committees' and guardians' composition and responsibilities:

The Executive Committee

The Executive Committee consists of the following members:

- The Chairperson of the World Board
- The Vice-chairperson of the World Board
- The Treasurer of the World Board
- The Secretary of the World Board
- The Executive Director of the WSO—in a non-voting capacity

General Duties: The Executive Committee upholds the duties of the corporation and its officers in accordance with all applicable laws; directs the activities and the annual performance review of the executive director of the WSO; retains responsibility for interacting with the executive director between board meetings; remains responsible for the general administrative duties of world services; and makes necessary decisions affecting NA world services when the World Board is not in session, always mindful of the priorities previously established by the board.

Election and Removal: The Executive Committee, with the exception of the Executive Director of the WSO, is elected by a majority vote of the board. Officers of the board can be removed from office by the board with a two-thirds majority vote.

The Events Committee

The Events Committee consists of the assigned board members, with any additional committee members being selected as necessary from the World Pool.

General Duties: The Events Committee is responsible for the logistical planning for WSC meetings (agenda items are actually set by the full board), the World Convention, and other world service meetings, while serving as a resource for regional/area convention committees.

The Public Relations Committee

The Public Relations Committee consists of the assigned board members, with additional committee members being selected as necessary from the World Pool.

General Duties: The Public Relations Committee is responsible for activities associated with how our fellowship and service structure interface with society. The committee will also guide the way we inform the public about NA, covering all public relations with the medical profession, the criminal justice system, governmental and non-governmental organizations, and the media. The Public Relations Committee also serves as the H&I and PI contact for our fellowship and its local service committees.

The Fellowship Relations Committee

The Fellowship Relations Committee consists of the assigned board members, with additional committee members being selected as necessary from the World Pool.

General Duties: The Fellowship Relations Committee is responsible for activities associated with our fellowship and service structure, conference policy and procedures, and proposed changes to our service structure.

The Publications Committee

The Publications Committee consists of the assigned board members, with additional committee members being selected as necessary from the World Pool.

General Duties: The Publications Committee is responsible for overseeing the development of our fellowship's new literature, while coordinating and prioritizing the translations of existing literature, mindful of the need for conceptual fidelity of translations and literature. The committee is also responsible for the revisions of existing literature, while serving as a resource for area and regional literature committees and local translations committees.

The Guardians

The Guardians consist of members appointed by the full board from the board's conference-elected membership.

General Duties: These members serve as a resource to the fellowship, the World Board, and the World Service Conference. Acting as a kind of "bellwether"* for our fellowship and for the World Board, the guardians address principle-related issues confronting our membership. A group whose responsibilities involve the very core principles of our program, the guardians are charged with the responsibility of moving proactively on such fellowship issues by developing position papers, though they also may provide guidance to our membership on issues identified by the fellowship as problematic, controversial, and/or topical. Remaining the "guardians" of NA's Traditions and Concepts, this group will also guide the World Board in philosophical discussions that affect the continuation and growth of NA.

The World Service Office

Probably the single busiest part of our service structure is the World Service Office (WSO). The WSO is the main contact and distribution point.

One of the most important functions of the WSO is to link our widespread groups and members into a single, cohesive fellowship. The WSO stays in close contact with our groups, areas, and regions. This contact is maintained through correspondence; our quarterly newsletter, *The NA Way,* and through the delegates within our service structure. The WSO offers considerable aid to new groups, existing groups with special problems, institutional groups, groups outside the United States, members who travel extensively, and loners. This aid is in the nature of sharing the experience that other groups and members have reported to the WSO and putting those who seek aid in touch with other groups or members within our fellowship.

The World Service Office publishes *The NA Way Magazine*: our fellowship's international journal. The magazine provides both a forum for sharing about NA recovery, unity, and service, as well as information about world services. Produced in English, *The NA Way* is translated into the primary languages spoken in Narcotics Anonymous. The magazine is distributed four (4) times a year, at no cost to subscribers, to every trusted servant and NA group contact address in the WSO database, as well as any member who asks to be included in that mailing list. The magazine is edited by WSO staff and an editorial board appointed by the World Board.

Another major function of WSO is the publication and distribution of literature, which includes the printing, warehousing, and distribution of all existing literature. The WSO publishes a quarterly newsletter and numerous other periodicals, all World Service Conference material, and new literature in English and other languages. Additionally, we make available a number of kits, such as the group starter kit. In order to provide these publications, the WSO needs financial support.

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* bellwether: Refers to the practice of "belling" a member of a flock: indicates "one who takes the lead or initiative."

In order to provide communications, coordination, information, and guidance services, the WSO must keep extensive files of correspondence and other records. These files include letters to and from those who have contacted the WSO; a file of all correspondence with each NA group; a record of all starter kits sent out; the name, address, and telephone number of all GSRs, RCMs, and RDs; and the addresses of all general service committees and their officers. Along with these files and records, the WSO keeps the archives of NA's history. These archives contain relevant documents, newspaper articles, photos of original meeting places, etc. Records such as these are necessary so that we may learn from our past mistakes, stay in contact with all of NA, and serve our fellowship.

One of the most difficult jobs of the World Service Office is dealing with public anonymity breaks. Due to the nature of our fellowship, no part of our service structure should ever serve as a disciplinarian. This would not be in keeping with our basic principles. When public anonymity breaks do occur, the WSO functions in an educational role. We try to explain to the individual or group and the media involved that actions of this type are in violation of our traditions and that this type of publicity can potentially cause grave problems that could threaten the survival of our fellowship. It is never our place to attempt to punish—we can only try to prevent the recurrence of this type of problem.

The final WSO function we shall discuss is that of public relations. Much of our mail consists of requests for information from individuals, agencies, and other drug programs. It is our policy to answer each inquiry; however, we stress that our function is not informational or referral. Our program is comprised of principles and people. Our relationship with those outside our fellowship is cooperative, and our traditions make it clear that we must stay unattached if we are to survive.

The World Service Office is our fellowship's main service center. To meet our needs as a growing fellowship, our services need to operate as efficiently and effectively as possible within the spiritual principles of the NA program.

The World Board of Narcotics Anonymous World Services, Inc. directly oversees all world service activities, including the World Service Office. Narcotics Anonymous World Services, Inc. is a registered, nonprofit corporation in accordance with the laws of the State of California and the United States Federal Government. Within the bylaws, specific sections state the purpose and relationship of Narcotics Anonymous World Services, Inc. to the World Service Conference of NA and our Twelve Traditions. These bylaws further acknowledge the right of the conference to make specific recommendations to the World Board regarding its general operations.

External Guidelines for the World Pool and Human Resource Panel

Guidelines for General Eligibility and Implementation

1. World Pool Eligibility Requirements: World Pool members must have a minimum of five years clean.

2. Criteria for selection: HRP members will note the requirements and needs for the position and then evaluate the individuals being considered. The following circumstances and qualities will be considered in the discussion:

   a. The need for balance between rotation (new people and fresh experience) and continuity (service experience) in NA World Service efforts.

   b. Recovery experience.

   c. Service interests.

    d. Skills and talents applicable to the task/position.

    e. Maturity level, character, integrity, stability.

    f. History of commitment.

    g. Geographical diversity is an important factor only if all other considerations are equal.

3. Administrative Policy for the World Pool:

    a. The HRP administers the World Pool.

    b. All information in the World Pool is kept in strictest confidence.

    c. Increasing the membership of the World Pool is a high priority.

    d. In order to maintain accurate information, each member of the World Pool whose information is three years old will be sent a request to renew their interest and update their information.

    e. Any World Pool member who does not respond to the renewal request within 60 days will be deemed inactive.

    f. The HRP is responsible for creating and maintaining the information forms for the World Pool.

    g. The HRP provides a current list of all pool members and current region of residence to the World Board on a quarterly basis.

Purpose of the World Pool

The purpose of the World Pool is to constitute a pool of trusted servants willing and qualified to serve on the World Board, the WSC Cofacilitator positions, the Human Resource Panel, and the World Board's committee and workgroup projects. The pool consists of a compilation of information about members, demonstrating a variety of recovery and service-related experience, as well as any skills necessary for the successful completion of world level assignments.

Clean Time Requirement for the World Pool

All prospective pool candidates must have a minimum of five (5) years clean.

Purpose of the Human Resource Panel (HRP)

The purpose of the Human Resource Panel is to:

- Facilitate an election/selection process that will allow the World Service Conference to base trusted servant choices upon the principles of ability and experience.

- Allow members to be nominated from around the world without having to be present at the conference to receive due consideration.

- Create a more open opportunity for world services to benefit from our collective resources by providing an established and recognized process by which to do so.

Duties of the HRP

The Human Resource Panel provides a list of qualified candidates to serve the fellowship by:

1. Developing a description of the desired skills and experience necessary to complete the upcoming conference cycle's projects and services based upon the World Board's formal request.

2. Utilizing all available resources to solicit candidates' service information worldwide.

3.   Screening applicants' information to identify qualifications and skills.

4.   Informing potential candidates as to the qualifications necessary to serve on the World Board, the terms of office, and the general duties of the World Board, its committees, and the World Service Office.

5.   Informing potential candidates as to the qualifications necessary to serve as the WSC Cofacilitator or as a member of the Human Resource Panel.

6.   Providing the World Service Conference with a list of individual nominees best qualified for election to the World Board, the WSC Cofacilitator, and Human Resource Panel positions. These lists, for the purposes of elections at the WSC, will not be governed by any minimum ratio, though the HRP should always strive to offer the conference a choice in candidates. Further, the maximum candidate-to-open-position ratio should also have a limit of no more than three (3) candidates for each open position up for election.

7.   Providing the World Board with a list of individuals' information (addicts and non-addicts) for appointment to serve on committee projects. (Clean time requirements are not applicable for non-addicts.)

8.   Reviewing candidates' information for the World Board, WSC Co Facilitator, and Human Resource Panel positions, to determine the need for interviews of prospective candidates.

9.   Being available during the conference election process to answer participants' questions. However, all information about the panel's internal discussion about specific candidates will be kept strictly confidential by members of the Human Resource Panel.

Nominations

"Nominations" to the World Pool are submitting a service information form for consideration to the Human Resource Panel. All members who meet the minimum requirements will be included in the World Pool. While local service boards' and committees' nominations of candidates to the World Pool are recommended, they are not required for nomination to the pool.

The Human Resource Panel will make nominations to the World Service Conference for election to the positions of World Board member, Conference Cofacilitator, and Human Resource Panel. Conference participants may also nominate individuals for each of these positions, but it is recommended that all prospective candidates go through the World Pool/Human Resource process. The Human Resource Panel cannot nominate current HRP members to any World Service position.

Accountability

The Human Resource Panel is accountable to the World Service Conference.

Composition

The Human Resource Panel consists of four (4) individuals elected by a simple majority of the World Service Conference.

Term

The term of office for the Human Resource Panel member will be two (2) conference cycles. Panel members cannot serve two consecutive terms.

In order to maintain the ideal of one-half of the seats rotating every two years, if a vacancy exists and the conference is asked to elect more than two members at one time, the term lengths will be determined by volunteers and then by random drawing at the first HRP meeting following the WSC.

Membership Requirements

As well as holding no other world-level service commitments by the time they assume their duties on the Human Resource Panel, all prospective Human Resource Panel members should demonstrate the following:

- Trustworthiness—integrity and the ability to provide leadership (as discussed in our Fourth Concept).
- Discretion—the ability to fulfill their responsibilities with the conference's confidence that confidential information will be protected.
- Experience—members should possess previous world service experience and should demonstrate some personnel/human resources experience.
- Ability to read English.
- A working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.

Clean Time

Human Resource Panel members must have a minimum of eight (8) years clean.

Participation by WSO Staff

WSO staff is responsible for ensuring that communication is forwarded through all available channels regarding the needs of the World Board. The communication identifies the types of skills and experience needed to participate on the board and its committees. The staff also has administrative and clerical responsibilities for the HRP, as well as facilitates the meetings of the HRP.

The WSC Cofacilitators

The WSC Cofacilitators are two (2) individuals elected by a simple majority of the World Service Conference. The purpose of the WSC Cofacilitators is to preside over the business meeting of the World Service Conference. WSC Cofacilitators must have a minimum of eight (8) years clean time. The term for each position will be one conference cycle. The Cofacilitators may be elected to two consecutive terms. WSC Cofacilitators are accountable to the World Service Conference.

The duties of the WSC Cofacilitators are to:

1. Preside over the business meeting of the World Service Conference.

2. Communicate with the World Board as necessary in order to be prepared for the conference meeting.

The qualifications for the WSC Cofacilitators are:

1. A demonstrated ability to preside over business meetings.

2. A working knowledge of WSC conference policies and procedures.

3. A working knowledge of *Robert's Rules of Order* and general parliamentary procedure.

4. Demonstrated organizational skills.

5. Holding no other world service positions or responsibilities at the time of assuming the Cofacilitator's duties.

6. A working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.

CONFERENCE POLICIES

Amendments to the Guidelines

A Guide to World Services in Narcotics Anonymous may be amended at any time by a two-thirds (2/3) majority vote of the World Service Conference.

Operational Guidelines of the WSC

1. Minutes of the conference meeting are distributed to conference participants within ninety (90) days of the close of the conference.

2. Motions submitted or committed to the World Board will include a written intent provided by the maker.

3. It is the policy of the WSC to make tapes of the conference available for sale.

4. The World Service Conference funds the attendance of a delegate from each seated region to the meeting of the WSC, which is held every two years. This funding includes travel, lodging, and meal expenses only. This policy would cover all previously seated regions that have attended one of the past three conferences.

World Service Conference Election Procedures

Nominations

1. Information about World Board, Human Resource Panel, and WSC Cofacilitator positions will be communicated to conference participants in the orientation packet.

2. The Human Resource Panel (HRP) nominates qualified candidates for the positions of Cofacilitator, Human Resource Panel member, and World Board member. HRP nominations do not require a second.

3. In addition to the HRP, seated regions can make a nomination and conference participants can make or second nominations.

    a) These nominations require a second by another conference participant.

    b) Regional nominations require the recognized conference participant of that region to sign their regional nomination.

    c) An Alternate Delegate cannot make or second nominations except when serving as a Regional Delegate.

    d) A nomination form must be used for all nominations.

    e) Individuals accepting a nomination must sign the nomination form.

4. The HRP reviews all information and nomination forms, verifying that the nominee meets the clean time requirement for the position (as of the end of the conference) and validates the nomination. Nominees who do not meet the stated requirements of the position for which they are nominated will be removed from the ballot.

5. Nominees for world service positions do not have to be present for elections.

World Pool Information and Nomination Forms

1. A separate World Pool information and nomination form must be completed and turned in for each nomination.

2. World Pool Information and nomination forms can be mailed or faxed, in advance of the conference meeting, to the HRP in care of the WSO.

3. Designated WSO staff members, at the nomination table, will accept all information and nomination forms brought to the conference meeting.

4. The time periods for acceptance of information and nomination forms, including all deadlines, will be communicated to conference participants in the WSC orientation packet.

5. Additional World Pool Information and Nomination forms can be obtained through the WSO and on the NA world services website, www.na.org. The forms may be reproduced. However, they may not be altered.

6. Candidate Profiles will be distributed to each conference participant at registration. These documents will provide a standardized report for all candidates who are nominated by the HRP.

7. A candidate information package, arranged by position, of all qualified nominations, will be distributed to voting participants during the conference.

8. Challenges to a nomination must be submitted in writing to a WSC Cofacilitator. (See Challenging a Nomination)

Elections

1. The list of nominees, including the maker and second if required, for the World Board, Human Resource Panel, and the WSC Cofacilitators will be posted before elections.

2. The day and time of elections will be listed in the WSC Agenda, distributed in the orientation packet.

3. Ballots

    a) Three separate ballots will be handed out by a single roll call.

    b) Each ballot will be a different color.

    c) One ballot will list the nominees for World Board.

    d) One ballot will list the nominees for the Human Resource Panel.

    e) One ballot will list the nominees for the WSC Cofacilitators.

4. No introductions or question and answer period will be held.

5. Voting

    a) Voters may vote for as many or as few nominees as they wish.

    b) The eight World Board nominees receiving the most votes above the required 60% majority will be elected to the World Board.

    c) The two Human Resource Panel nominees receiving the most votes above the required 50% majority will be elected to the Human Resource Panel.

    d) The two Cofacilitator nominees receiving the most votes above the required 50% majority will be elected as the WSC Cofacilitators.

    e) In order to keep the ideal of one-third of World Board seats and one-half of the Human Resource Panel rotating every two years, open positions at the conference on the World Board above eight and on the HRP above two will be considered vacancies. If the conference chooses to fill a vacancy, the same majority is required for these positions as listed above but the World Board or the HRP respectively will determine the term length after the election.

6. Tabulation

a) Ballots will be collected by a roll call. This roll call is not considered an official roll call of the conference.

b) Results will be calculated based on the total number of ballots collected for each position. Blank ballots that are collected, indicating a choice for none of the nominees, will be counted in the total number voting. Ballots not turned in will signify a choice not to participate and will not influence the totals required for election.

c) All information provided about candidates must be returned at the time of the final ballot collection.

d) Election results will be announced as soon as available.

Challenging A Nomination

A concern regarding a nominee's integrity and its impact on the nominee's ability to effectively serve if elected is to be addressed through this procedure. The petitioner must be a conference participant.

The purpose of this policy is to preserve the integrity of the election process by effectively addressing issues directly related to a nominee's ability to serve in a respectful and responsible manner. The procedure to challenge a nomination is:

1. The conference participant completes an Assistance Request Form and submits it to a WSC Cofacilitator. This form must be submitted before the deadline listed in the WSC agenda distributed in the orientation package.

2. If there is not sufficient time to resolve the conflict prior to the scheduled election, a WSC Cofacilitator may ask the conference to postpone the election until after resolution occurs.

3. A WSC Cofacilitator will request one member be assigned from the Human Resource Panel, and one member be assigned from the World Board and will assign a Regional Delegate or Alternate to participate in a mediation panel. This panel will review the request and meet with the petitioner to establish clarity, discuss his/her concerns, and assess if further action is appropriate.

4. The panel will contact the nominee to apprise him/her of the stated challenge, obtain a response from the nominee, and determine a course of action.

5. If the question is that of misrepresentation and further action is deemed necessary for resolution, the panel members will arrange a meeting, by phone or in person, between the nominee and petitioner, for the purpose of resolution. The panel may select a panel member to facilitate. The panel may utilize other members whose experience may help resolve the issue.

6. The panel may ask the petitioner to withdraw the challenge or request the nominee to withdraw from consideration. If there is no agreement on action, the panel will present the issue to the conference floor for resolution.

Criteria for Recognition of New Conference Participants

1. A new region is eligible to apply for recognition as a conference participant after having functioned as a service body for at least three years. For regions forming out of an already existing region, the newly formed region has to have functioned as a separate body for at least three years.

2. New regions should conform to established geographic boundaries, equivalent to state, territorial, provincial, or national boundaries, unless there are certain conditions

to the contrary. A region forming out of an already existing region may be seated at the conference by demonstrating that it meets the specific conditions that necessitate separation. From time to time, local service delivery needs arise in existing regions that result in the establishment of multiple regions. These circumstances should be reserved for situations caused as a result of large NA populations, great geographic distances, or such diversity of language or custom so as to impede effective, direct communication between the service committee and the fellowship.

3. A region that meets these criteria may then initiate its request to be recognized as a conference participant by submitting a letter of intent to the World Board not less than one year before a World Service Conference.

4. Upon receiving notification from the region, the World Board will request that the region provide information on the current and past history of the service delivery within the region. The board will inform the region of the type of information that should be submitted.

5. If the region is forming out of an already existing region, the new region should also provide information as to the nature of the extraordinary circumstances that precipitated the formation of the new region, and summarize the consideration and decision–making processes used to create the new region. This statement should also address what special circumstances exist that would preclude the new region from continuing to have its voice heard at the conference by simply participating in some form of shared services (regional assemblies, workshops, or any form of participation in collecting group conscience) with the old region.

6. All regions will also be asked to answer questions such as:

   • Why do you want to become a conference participant?

   • Do you believe that the voice of your NA community is not currently being heard at the WSC? If so, why?

   • Do you believe your community has enough NA service and recovery experience to be a positive contributor to the global decision–making process for the fellowship? If so, explain how.

   • Will participation at the conference affect your local NA community? If so, how?

   • Do you believe that your region adds a voice or a value to the conference that does not exist in the current conference body?

7. The World Board reviews the information provided using a group of conference participants—World Board members and regional delegates—as a workgroup, who are involved throughout this process, while working directly with the region to obtain any further information. Interactions among the board, its workgroup, and the region may continue until the board is satisfied that it has collected all of the information needed. The board, with the assistance of the workgroup involved, will produce a final report with recommendations for the upcoming conference. The requesting region will see the report before it is distributed to conference participants and may include any additional information it believes is relevant for the conference to consider. A report of the information will then be distributed to conference participants prior to the WSC. Due to the complex nature of regional development, each application is considered on a case-by-case basis, rather than through some arbitrary criteria that establish minimum size and structure of regions in order to address local service issues.

8. Upon the presentation of information to the WSC, the conference will consider the request. Formal recognition as a conference participant requires a two-thirds vote of

approval by the conference. There is no need for the region to be present at the conference at which their request is being considered, and funding for attendance will not be provided.

9. The addition of the new region will take effect upon the close of the World Service Conference at which its application is approved. Upon approval, the newly recognized region's delegate is automatically funded to the next WSC.

Guidelines for the NA World Services Budget

- The budget is built around two types of activities: routine operations and variable or non-routine items. "Routine" refers to world service activities that are directly connected to day-to-day operations.

- Any new non-routine world service project will have been thoroughly planned with an accompanying budget and timeline, and be prioritized and approved by the World Service Conference. No prospective project may be prioritized by WSC participants unless it has been accompanied by a project timeline and budget. Projects created for the routine operations of world services are reported to the conference but are not presented for prioritization and approval.

- In order to reflect the realities of our service delivery system, all items submitted for budget consideration must be accompanied by an expense estimate that includes a staff-time component.

- In the budget, provisions are made for the maintenance of a world services operational reserve fund.

- A four-tiered accounting process is used in which funds are designated as:
  1. **Fixed Operational Funds**—funds allocated toward world service activities that are recurring in nature and have little to no functional change from budget year to budget year.
  2. **Variable Operational Funds**—funds allocated toward non-routine world service projects and/or activities that vary from budget year to budget year. This includes those items prioritized by the World Service Conference.
  3. **Reserve Funds**—those allocations that are set aside to meet current and/or future financial needs. These funds are maintained in both short-term and long-term reserve accounts. Funds are also allocated toward the planned use of cash to offset, the effect of depreciation, improve asset value, provide financial resources necessary to effectively address the intellectual property management called for in the FIPT, and/or to acquire any fixed asset that has a depreciable value.

- The fiscal year end for Narcotics Anonymous World Services, Inc. is 30 June.

- In addition to the already established protocols for an annual report and an annual audit, the World Board issues quarterly financial reports to all conference participants.

- New project proposals can be forwarded from the fellowship and from the board itself. (See the Ideas for World Service Projects Submission Form in Addendum B.) One of the duties of the World Board is to develop project plans, which include budgets and timelines for all prospective non-routine world service projects. The World Board reports to the conference on all ideas that they receive and chooses to propose some of those ideas to the conference for further discussion and eventual prioritization. The board decides which items they believe are desirable, practical, and achievable and develops project plans for these items. These are forwarded to conference participants prior to the WSC for eventual prioritization at

the conference. No project proposal will be considered for prioritization or action during the same WSC as it was originally proposed.

- All project ideas submitted to the board from the fellowship are considered and the board's decisions as to which projects will be further developed, are reported to conference participants. In the event that conference participants do not agree with the board's decision to not develop an item for prioritization, the conference may provide direction that a project plan be developed and presented to the next World Service Conference for prioritization.

- While there is no minimum or maximum number of projects that may be offered and/or prioritized, all project-related decisions will, of course, be limited by available resources, both human and financial. For the purposes of budget development and oversight, the World Board is responsible for determining basic services, which appear under "Fixed Operational Funds" in the budget proposal. The conference then prioritizes projects based on available resources that appear under "Variable Operational Funds" in the budget proposal and finally reviews and adopts the budget for the upcoming conference cycle. At the WSC, project plans are approved individually with the remainder of the budget (fixed operational, and reserve funds) approved as a whole.

Process for New Projects

INDIVIDUALS	WSC	GROUPS	SERVICE COMMITTEES	WORLD BOARD

Projects are presented to the World Board from individuals, groups, service committees, the World Service Conference and from within the board.

World Board

The World Board discusses all ideas received. The board decides if the idea is feasible and how it fits into the overall priorities of world services and the needs of the fellowship.

All ideas received are reported to conference participants along with the board's decision as to whether or not to pursue the development of a project plan.

Yes

No

The World Board develops project plans that include a timeline as well as the financial and human resources necessary to complete the project.

The conference may direct the board to reconsider any project or issue presented to them. The board will then develop a project plan and present it to the following WSC for prioritization.

World Service Conference

The World Board presents all project plans to the WSC. The conference then prioritizes all projects received. The conference approves the projects that are able to be completed in the next conference cycle.

World Services Travel Guidelines

Purpose
The Executive Committee of the World Board makes decisions about the necessity, goals, and activities related to travel at the world level of service in Narcotics Anonymous.

Goals
1. To help to ensure that world service travel produces the highest quality results.
2. To help to ensure that world service travel is planned, evaluated, and followed up in a way consistent with the philosophy of the Fellowship of Narcotics Anonymous.

Planning Procedures
The Executive Committee reviews all requests based on where they have been placed in the funding priorities set by the World Service Conference. Additionally, during the two years between conferences, the World Board also establishes priorities that may affect travel. Availability of world service funds and resources are also considered when planning travel.

All requests for world service participation will be considered. The section on "Types of Travel" covers some of the issues that are considered by the EC. For requests from the fellowship, a World Service Participation Request Form (see Addendum B) is needed. Additional information that would assist in evaluating the request is also helpful.

Travel requests are considered on a quarterly basis. Forty-five days before each quarter is the minimum necessary to consider a request but it is never too early. Requests should be submitted as early as possible. Forty-five days prior means a deadline of 15 November for the January to March quarter, 15 February for the April to June quarter, 15 May for the July to September quarter, and 15 August for the October to December quarter.

Whenever possible, known worldwide fellowship trips and non-NA events will be considered on a conference-cycle basis. This assists in the effectiveness of planning and prioritizing for these trips.

Reporting Procedures
The Executive Committee regularly reports its routine decisions to WSC participants. These reports include the trip, purpose, and travelers. Any discussions of a philosophical nature are included in the *Conference Report*. A summary of travel decisions for the cycle is presented before each meeting of the WSC.

Types of Travel
Funding is typically approved for world service travel to the following types of events (these may change from year to year, depending on the priorities set at the WSC): the World Service Conference, world service workshops, World Board meetings, World Board committee and workgroup meetings, World Convention site visits , non-NA events, and fellowship requests.

Note: Due to limited funding and personnel, preference must be given to multiregional events and forums. Requests for attendance at convention workshops are usually not approved due to limited time available on the convention agenda. Requests for assistance in problem resolution, particularly in isolated or emerging NA communities, will be considered a priority. With all requests, the nature of the event and the needs of the requesting NA community are considered.

Guidelines for Travel Plans
Two Travel Together
Most world service travel will include teams composed of at least two participants. Two-member teams stand a better chance of effectively communicating with the many types of people encountered in world service travel. Such teams also help dispel the perception that any one person can or should speak for world services. Each member of a team can also provide emotional and spiritual support to the other while trying to accomplish the purpose of the trip. Although two-member teams are preferred, there are times when this will require assessment.

Choose from Current Participants
Current members of the world service team—WSO administrative and coordinating staff, members of the World Board and its committees and workgroups, and RDs—are already familiar with the critical discussions currently taking place in the world service community. Because of their positions, they are already either directly or indirectly responsible to the World Service Conference. Because of these two factors, current world service participants are the first to be chosen when composing travel teams. However, if current participants are not available for a given trip or the needs of the team indicate otherwise, former participants may be asked to travel.

Combine Trips
To maximize the benefits received from world service travel expenditures, trips are planned in such a way as to fulfill multiple purposes whenever possible. To accomplish this, long-range planning is required.

Prepare Carefully
Informed, prepared travelers taking well-planned trips produce the benefits our fellowship expects from world service travel expenditures. The Executive Committee of the World Board will do whatever it can to ensure that adequate planning and preparation occur.

Lodging only in commercial facilities
It is preferred that travel teams plan to stay in commercial facilities. The nature of world service travel trips, perceptions of a preference for a particular local member and their views, and past experience have all proved that this is the most effective type of lodging.

Personal Expense Allowance
and Reimbursement for World Service Travel

World service travelers may claim reimbursement for specified expenses for each day of travel on an approved world service trip. Typical expenses allowed under the policy are for meals, transportation and ground transportation, parking fees, tolls, and tips. Allowance limitations are established by the US Internal Revenue Service for business travel in the US and by the US State Department for business travel outside the US. Those limitations as published are used to administer this policy. The daily maximum for meals in the US is provided in the budget proposal approved at each World Service Conference. (See the WSC Travel Reimbursement Policy in Addendum A.)

At each WSC, newly elected and continuing trusted servants are given a written description explaining all processes and procedures to be followed by world services travelers. Included in the package are the kind of expenses that can be reimbursed, the limits of reimbursement, which items require receipts, expense forms, advances, and how to submit claims for reimbursement.

Air transportation is reserved and ticketed through the WSO or its agent, whenever possible. Travelers should make air travel arrangements as far in advance as possible. Travelers are responsible for their tickets once they have been received. The use of other modes of transportation is permitted, but only the most economical mode of transportation will be reimbursed.

Reimbursement for lodging is typically for double occupancy. Single accommodations may be arranged to accommodate individual needs or concerns, if presented and approved by the EC. This may not be determined by the individual traveler. NA world services does not reimburse for companion accompaniment.

Fraudulent claims or violations of the policy and/or procedures can result in one or more of the following actions:

- Request for repayment of all unauthorized expenditures.
- Rejection of reimbursement for submitted expenses.
- Rejection of request for travel advance.
- Suspension of trusted servant from office.

Credit Cards

In recent years we have found it productive to use credit cards to facilitate the service responsibilities of specific individuals in world services. NA World Services maintains a policy on the use of credit cards for employee responsibilities and has since their initial use. It seems responsible to apply those parameters to credit card use for WSC responsibilities. These policies ensure that credit card use conforms to a standard set of guidelines.

Distribution of Cards

A. The issuance of credit cards _for WSC responsibilities_ is subject to the approval of the Executive Committee of the World Board. Each person approved for credit card issuance shall be provided a Conditions of Authorized Use form, which must be completed, signed, and on file prior to issuance of a credit card.

B. Board or committee members who reside outside the continental United States may be issued credit cards to facilitate the fulfillment of their service responsibilities, at the discretion of the Executive Committee.

C. Board or committee members may be issued credit cards on a temporary basis for a designated trip or function. All cards issued under this criterion must be returned to the WSO by registered mail within thirty days of completion of the trip or function. All invoices or other accompanying documentation should be returned at the time of card surrender.

D. All cards must be returned within thirty days of the closure of the term of office of the card holder. All invoices or other accompanying documentation should be returned at the time of card surrender.

E. WSO executive management have the authority to cancel all cards on the closure of a term of office based upon the surrender criteria outlined above.

Credit Card Expenditures

All expenditures on the credit card must be substantiated by the receipts issued at the time of card use. Individuals utilizing the credit cards should submit an expense statement accompanied by the invoice(s) resulting in card use—not the credit card slip, but the actual hotel bill, car rental agreement, etc. All receipts should be attached to the permanent record of the trip or function. World service credit cards should not be used to cover personal expenses not directly related to the trip or function, even though the individual may intend to repay the conference for the expenditures. The Executive Committee of the World Board conducts quarterly audits and/or reviews of WSC credit card activity by all trusted servants and reports such findings to the fellowship in the _Conference Report._

Credit Card Misuse

Any alleged inappropriate and/or unauthorized credit card use, or persistent failure to submit appropriate documentation of credit card use, requires a thorough investigation by the committee. The committee will review all necessary documentation and request written statements of explanation from the individual involved and anyone else who may have knowledge of the situation. A determination will be made by the committee and reported to the fellowship. The determination of the committee can result in one or more of the following actions:

- Reinstatement of credit card privileges, if previously removed.
- Revocation of credit card privileges.
- Request for repayment for all unauthorized expenditures.
- Rejection of reimbursement for submitted expenses.
- Suspension of trusted servants from office.

Theft

Those traveling with NA world services' equipment should leave a list of the items they are taking with the World Service Office, including serial or identification numbers and other information that may be necessary in making reports to police or transportation companies. The theft of equipment belonging

to NA world services should be reported to the WSO not later than the next working day. When in doubt, contact the WSO immediately.

NA world services will not assume any financial responsibility for the loss of travelers' personal items unless the loss is the result of actions beyond the control of the traveler, such as loss caused by transportation company personnel. Claims for such losses should be made in writing within thirty days of the loss and should include a detailed report of the items lost and their value.

Accident, Injury, and Liability
Non-employees who may from time to time travel at the expense of NA world services do so voluntarily. It is mutually understood that NA world services does not assume any liability for personal injury or loss of personal property to non-employees traveling at the expense of NA world services. Furthermore, NA world services does not assume any liability for personal injury or loss of property to others who may suffer loss of property or become injured as a result of non-employee travel.

Health Insurance
World services does not carry blanket health coverage for travelers. If a trusted servant planning to travel outside his or her home country does not have personal health coverage, she or he should inform the World Board Executive Committee prior to accepting any travel assignment. If you have any questions or concerns about accident, injury, liability, or health coverage, please call the WSO before accepting or planning a world services trip.

World Services Translations Policy

Purpose
The purpose of this policy is to assure the development and production of quality translations of NA Fellowship-approved literature.

Objectives
1. Provide assistance for translation of NA Fellowship-approved literature.
2. Ensure that translations of NA Fellowship-approved literature maintain the spirit of the NA message as well as the integrity of the Twelve Steps and Twelve Traditions.
3. Assure that all legal documentation, copyright releases, etc. needed to protect the translation of NA material are collected.
4. Provide for an annual translation priority schedule.
5. Facilitate the approval of the Basic Text personal stories.
6. Ensure that the final approval of the translations be done by the local communities.

Approval of Translations
The World Service Conference does not actually approve translations of literature. It delegates that responsibility to the World Board. All literature that has been translated and approved for printing will have, as part of the publishing legend, the wording, "This is a translation of NA Fellowship-approved literature." This wording indicates that the translation itself has not been approved by the World Service Conference, but that it is a translation of NA Fellowship-approved literature.

Service Material
The approval procedure for translated versions of existing service manuals may differ from that outlined for fellowship-approved recovery literature. Some NA communities may decide to translate only those parts that are most helpful or applicable to them. Local communities are encouraged to develop sections for these manuals that reflect local practices. Copies of these drafts should be sent to the World Board so that they can be shared as a resource with others. Condensed versions of several manuals are available through the World Service Office.

Basic Text and Little White Booklet Personal Stories

The original English-language Narcotics Anonymous Basic Text and Little White Booklet were developed with two distinct sections. The first section, Book One in the text, describes recovery in a very general manner and imparts the experiences common to most, if not all, members. The purpose of this section is to reveal to the reader the common threads of identification from the many diverse backgrounds of our members. The personal stories contained in Book Two and the Little White Booklet, on the other hand, are meant to give readers a very personal identification with the specific experiences and circumstances shared in story form by individual author(s).

The NA Basic Text is translated from English into other languages, including the Queen's English, in such a way as to achieve the same purposes. In order to fulfill the purpose of Book Two, new, original personal stories may be developed. Personal stories will be approved by each language group and evaluated by the World Board. When new stories are approved for printing, notification will be sent to the World Service Conference.

Book Two of the Basic Text can be composed of either:

A. All new indigenous stories;

B. A combination of indigenous and original English-language stories; or

C. All original English-language stories.

Guidelines for the creation and development of new personal stories are available through the World Service Office.

Other Original Material

Other original material is referred to the World Board for recommendation and/or consideration.

Approval Process for Recovery Literature

Note: Policies regarding recovery literature are also contained in the Fellowship Intellectual Property Trust (FIPT).

A. Review-form Literature

    1. Literature developed by the World Board is sent out for a review period before the development of an approval-form draft. The time and method of this review, considering translations, is determined by the World Board based on the needs of the fellowship and the piece in development.

    2. Review-form literature is not for use or display in NA meetings.

B. Approval-form Literature

    1. Approval-form literature is prepared by the World Board and is distributed for a period of time, considering translations, determined by the World Board of not less than one hundred fifty (150) days. The length of this approval period is determined by the World Board based on the needs of the fellowship and the piece being considered for approval.

    2. Approval-form literature should not be read during NA meetings, although it may be sold and made available to members at NA meetings.

C. WSC Approval

    1. The conference shall not vote on any proposals to change existing fellowship-approved NA recovery-literature unless such changes have appeared in the *Conference Agenda Report.*

    2. All literature submitted to the conference for approval requires a two-thirds majority vote of regional delegates, and it also takes a two-thirds majority vote to withdraw current NA literature from the category of approved literature.

Changes to NA's Twelve Steps, Twelve Traditions, Twelve Concepts or NA's Name, Nature or Purpose

Any WSC proposal or action to change NA's Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service, name, nature, or purpose should be approved directly by the groups through a group tally process, administered according to the following guidelines:

- A registration period, sufficient for non-English speaking fellowships to translate proposals or actions (by local translation committee or WSO) will be held to allow all groups who choose to participate, to register for the tally with WSO.
- At the close of the registration period, the WSO will announce the total number of registrations to all WSC participants.
- At the WSC, the World Board will provide the conference with a motion to consider the validity of the database based on a comparison between the group tally database and the group service database.
- Numbered ballots requesting a yes, no, or abstention response will be mailed to each registered group with addressed envelopes. The groups will be provided sufficient time to return their ballots. The WSC may recommend the utilization of an outside resource to receive and count the ballots.
- In order for the tally to be valid, 75% of the groups who registered in the above named period must participate by responding.
- For each decision to pass, 75% of the groups who respond must vote in the affirmative.
- Ballot results will be reported to the fellowship.
- If the group tally affirms the decision(s), a motion will be placed in the next *CAR* for RD affirmation per the FIPT.

Approval Process for Service Material

Material produced by Narcotics Anonymous World Services that is intended to assist members, groups, service boards, or committees of NA in performing NA service is categorized as follows for purposes of approval:

A. Fellowship-approved materials are those items approved by the World Service Conference that are intended primarily for use by groups and members. This type of service material is distributed to conference participants in the *Conference Agenda Report*, to be considered at the World Service Conference meeting during an old-business session.

B. Conference-approved materials are those items approved by the World Service Conference that are intended primarily for use by service boards or committees. This type of material is sent to conference participants at least ninety (90) days prior to the World Service Conference meeting, to be considered during a new-business session.

C. Service material to be Conference-approved can be released for distribution to the fellowship prior to approval by the conference if conditions 1 and 2, along with either 3 or 4, below are satisfied:

    1. The item is clearly distinguished as "Pending Conference Approval" and identified with a unique header and color, and;

    2. Work is completed and the draft item is approved by the World Board, and;

    3. The service material is authorized for such early release by conference participants when the project plan for that item is approved, or;

    4. The service material is identified by the World Board as resource material to be a relevant insert or update for an existing service material item and meets a need expressed by the fellowship. This type of service material could also possibly stand on its own if later approved by the conference.

D. Once approved, early-release items will be repackaged accordingly. If not approved by the World Service Conference, distribution will cease.

E. Board-approved materials are those items that the World Board is authorized to approve and publish. This category includes articles concerning such issues as service work, NA-related philosophical issues, NA's Twelve Traditions, and NA's Twelve Concepts for Service. Papers for presentation at professional events, when they are published for broad distribution to the fellowship or the general public, are included in this category. A two-thirds majority of the board is required to publish any type of Board-approved service material.

PUBLIC RELATIONS STATEMENT OF PURPOSE

Narcotics Anonymous is a worldwide organization based on a twelve-step approach to recovery whose primary purpose is to help any individual stop using drugs. Our message is "that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live." Through our group meetings, members learn how to live drug-free and recover from the effects of addiction in their lives. For the purpose of our public relations, NA services cooperate with the public by providing information about recovery from drug addiction. Furthermore, we seek to increase the awareness of NA's existence through presentations, media exposure, and telephone services. These cooperative efforts enhance our relationships with those outside our fellowship. As a result, we further our primary purpose. This statement of purpose will provide the base from which to develop the following objectives for a long-range public relations plan:

1. Help the still suffering addict find the NA program.
2. Help clarify the role of NA in the community.
3. Develop and communicate a positive image of the NA program to society at large.
4. Increase the awareness of individual NA members about their role in NA's public image.
5. Develop cooperative relationships with professionals.

WORLD CONVENTION GUIDELINES

Purpose
The primary purpose of the World Convention of Narcotics Anonymous (WCNA) is to provide a special celebration of our recovery, a reflection of our diversity, and a demonstration of our unity.

World Convention Zone Rotation Plan
Historically, the world convention has usually been held the first weekend in September, which is the Labor Day holiday weekend in the USA. However, the World Board retains the right to set the date of the world convention as appropriate. WCNA will be held every two years.

Year	Zone	Actual Site
2002	Eastern North America and the Caribbean	(Atlanta, Georgia 4-7 July 2002)
2003	Special Fiftieth Anniversary Convention	(San Diego, California 3-6 July 2003)
2005	Asia Pacific	(Honolulu, Hawaii 1-4 Sept 2005)
2007	Central North America	(San Antonio, Texas 29 Aug-2 Sept 2007)
2009	Europe and the Middle East	
2011	Western North America	
2013	Eastern North America and the Caribbean	

A new rotation plan will be presented to the conference in sufficient time for planning for the site of the 2015 World Convention.

After WSC 2002, there will be two zones in the US and Canada, as well as zones in Asia-Pacific, Europe (including the Middle East), and Latin America. Rotation for WCNA is based on every third convention being held outside of North America,

Site Selection for the World Convention
During the initial phase of the site selection process for a particular zone, the board notifies the fellowship through world service publications that the site selection process has begun. The cities that are being considered are reported. Any region also has the ability to request that the WB consider a specific city in their region. All such cities will be subject to the site selection process as described in these guidelines.

The World Board considers many factors during the site selection process. The potential effect of a world convention on the local NA community, the desire and ability of the local community to host a world convention, and the sites of previous world conventions are all important considerations. Other factors that are considered during the site selection process are the availability of facilities for convention activities, aspects of the city that add a unique local flavor to the convention, and anything else that would make the overall package more attractive to our members.

The World Board has the responsibility to research, negotiate, and approve all potential sites for the world convention. The planning period for the world convention will vary from zone to zone. The first step in the selection process is to identify and list all cities in the zone that meet the following ideal, standardized criteria:

For USA, Canadian Cities
- One million population in the metropolitan area.
- . One hundred groups/meetings in the region.
- International airport.
- Sufficient number of hotel rooms and meeting space available for time needed.

For All Other Cities
- A half-million population in the metropolitan area.
- Fifty groups/meetings in the region/NA community.
- Twenty-five groups/meetings in the city itself.
- International airport.
- Sufficient number of hotel rooms and meeting space available for time needed.

The initial list of eligible cities is then reviewed by the board in light of achieving the objectives of the corporation and the anticipated needs of the event. A feasibility study of the remaining cities is then conducted. Based on this study, cities are identified for negotiations, and reports on these negotiations are developed for review by the World Board. The board then makes its final decision or conducts further negotiations until a final decision is made and reported to the fellowship.

Local Support Committee
Purpose
Although the World Board has the responsibility for the world convention, the local support committee plays an important role in its success. The purpose of the support committee is to support World Services in specific areas of planning and implementation by providing input, volunteers, and assistance.

Composition
- The support committee consists of up to 15 members based on the needs of the specific event. This includes an administrative committee that consists of two persons serving as Co-chairs and one person serving as Secretary/Treasurer. The number of additional members needed for the support committee will be provided for each event.

The clean time requirement for all support committee positions is five years. These positions are all elected by the local region on behalf of the World Board. Once elected, they are accountable to the World Board and responsible to provide reporting to the region.

The types of tasks assigned to the support committee vary from convention to convention. Generally, the administrative committee is responsible for communicating with world services, the region, and the rest of the support committee; disbursing funds when necessary; and keeping a record of the activities and meetings of the support committee. Volunteer recruitment, training, and scheduling is one of the most important and time consuming jobs in the planning and success of a world convention.

The direction and focus is set by world services. The World Board will provide each support committee with a list of its responsibilities.

World Convention Zones

Asia Pacific

Europe

Eastern North America & Caribbean

Central and South America

Western North America

Asia Pacific
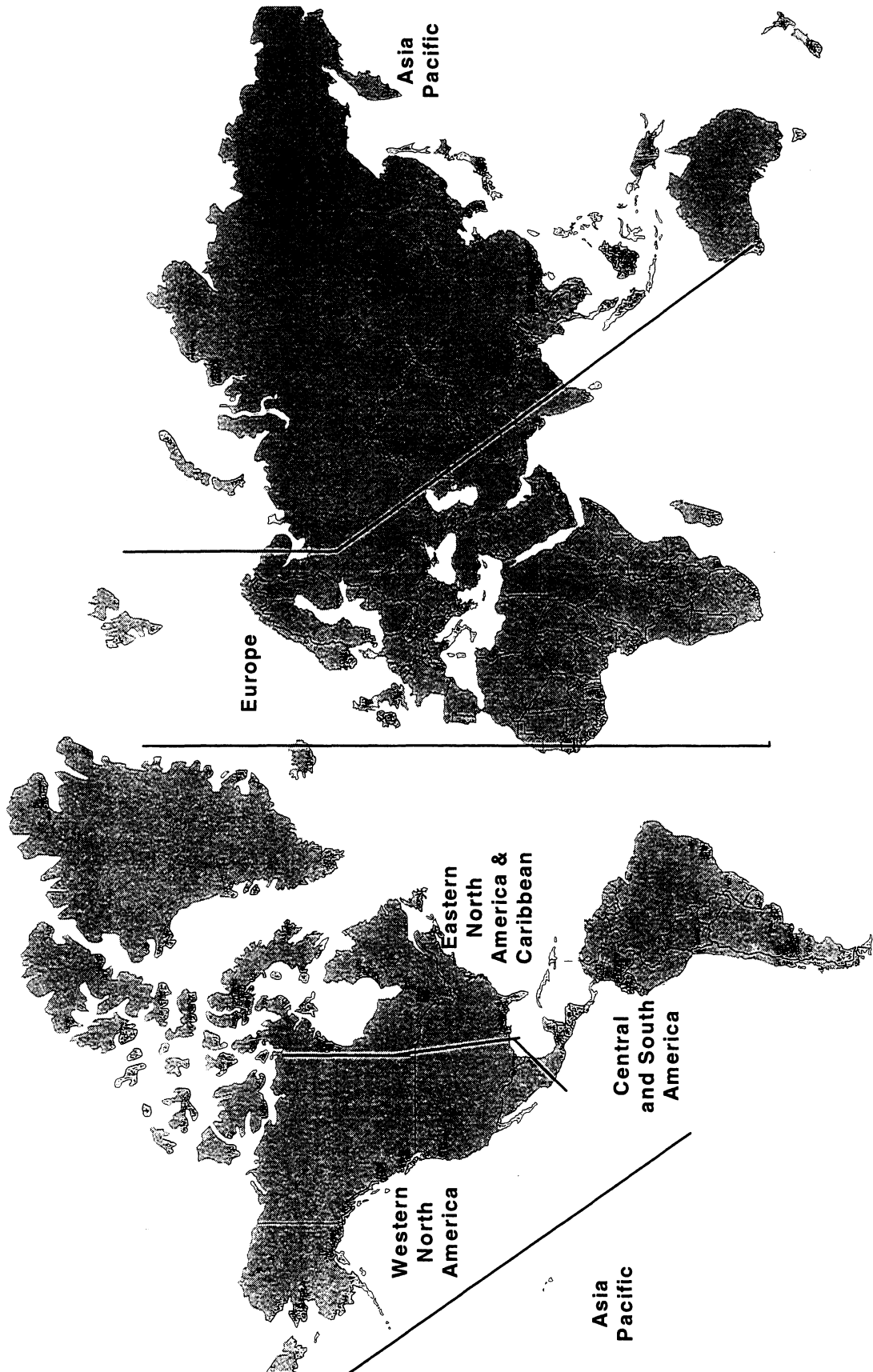
SIGNIFICANT WSC ACTIONS AND AMENDMENTS TO
A TEMPORARY WORKING GUIDE TO OUR WORLD SERVICE STRUCTURE

Editorial note: On the following pages is a partial list of relevant World Service Conference actions that could not easily be factored into the text. For other conference actions resulting in changes to specific language, the changes have been made on the appropriate pages. Where language was changed or replaced, obsolete language has been deleted. For example, a motion carried on 4/25/89 stated that tapes of the annual conference would not be released. On 4/27/92 a motion carried that reversed this conference decision. Therefore, the 1989 language has been deleted. Changes have also been made as a result of changes to nomenclature (RSR to RD) in 1997, and structural changes adopted by the WSC in 1998 and 2000.

Date Carried 5/4/80
Recommendation (carried motion) that any meeting using outside literature that is not WSC approved be dropped from any NA directories.

Date Carried 5/3/81
No outside issue be mentioned or listed in context with Narcotics Anonymous.

Date Carried 5/3/81
No outside enterprises be listed in the meeting directories.

Date Carried 4/27/84
That each area be requested to hold a fundraiser for the benefit of WSC in July of each year and send the proceeds of such fundraiser to world services; the first to be during July 1984. ·

Date Carried 5/2/85
That an archives service be established through our WSO for the purpose of making available minutes and other written material to the fellowship at nominal cost with the inventory listed on the order form.

Date Carried 4/29/87
That the current funding practices of the fellowship's H&I committees, in particular the "H&I can," be removed from all NA meetings and functions, and that the NA service structure provide for the needs of all H&I service efforts.

The intent of this motion is to return the responsibility for H&I funding to the service structure of NA as a whole in order to allow H&I to operate within our Twelve Traditions, and to ensure funding accountability for H&I service efforts. This will allow H&I committees to operate within the existing service structure.

Date Carried 4/26/88
A committee responsible for originating publications or motions adopted by the WSC is authorized the discretion to update statistical information and/or forms on a yearly basis by submitting to the WSO a letter of instruction for the change to be made in the next printing, provided that the letter is adopted by the committee at a conference workshop.

Date Carried 4/26/89
That NA World Services, Inc. be instructed to include in the WSO inventory items of merchandise (including jewelry and other popular items purchased by NA members) that contain representations of the NA logo for sale to members and service committees.

Date Carried 4/23/91

To reaffirm and ratify that the ownership of all of NA's intellectual and physical properties prepared in the past, and to be prepared into the future, is held by Narcotics Anonymous World Services, Inc., which holds such title in trust on behalf of the fellowship of Narcotics Anonymous as a whole, in accordance with the decisions of the World Service Conference.

Date Carried 4/23/91

To reaffirm that Narcotics Anonymous World Services, Inc. is the exclusive publisher and distributor of all World Service Conference-approved and Fellowship-approved literature, including all books, pamphlets, handbooks, and other intellectual and physical properties, as directed by the Fellowship of Narcotics Anonymous through the World Service Conference.

Date Carried 4/25/91

That the World Board retain responsibility to coordinate and report on efforts to address the isolated groups/meetings issue. Concerning the "What Is an NA Group?" issue, the conference accepted the following resolution: "That these isolated groups, whether they are currently groups or merely striving to be groups, that in either instance, they deserve the service of the WSO, and we would request the WSO to respond to their needs."

Date Carried 4/25/91

The voting participants of the 1991 World Service Conference, after much discussion and consideration of several motions, voted to issue the following statement to the fellowship:

"The Basic Text, Fifth Edition, is the only edition of the Basic Text that is currently approved by the World Service Conference of Narcotics Anonymous for publication and sale. The World Service Office Board of Directors is entrusted with the responsibility for protecting the fellowship's physical and intellectual properties, including the Basic Text, and at the board of directors' discretion, shall take legal action to protect those rights against any and all persons who choose to infringe upon this literature trust."

Date Carried 4/29/92

That the World Board coordinate a world unity day.

Date Carried 5/2/92

Resolved that, as Narcotics Anonymous is a worldwide fellowship whose primary purpose transcends national boundaries, cultural barriers, and linguistic differences:

1. For both the general purposes of NA world services and the specific purposes of the World Service Conference of Narcotics Anonymous, there are neither "foreign" languages nor "foreign" countries.

2. The World Service Conference has elected to use English as the working language of its plenary and committee meetings, records, and primary reports.

Date Carried 5/2/92

That the WSC confirms the use of contract writers who are NA members and who work within our literature development process to draft and edit NA literature.

Date Carried 4/26/93

That the World Service Conference solicit oral or written histories from members with substantial clean time, regarding history of NA, to be held at the World Service Office in the archives, until a history project is approved.

Date Carried 05/28/96

Resolution A: To approve *in principle* a change in participation at a new WSC to achieve the following objectives:

1. To reduce the total number of representatives;
2. To provide for equal representation from all geographic entities; and,
3. To encourage a consensus-based decision-making process.

Date Carried 05/01/00

That the fellowship proceed with a comprehensive evaluation of revisions and additions to the entire Basic Text and The Little White Booklet with the World Board to offer a detailed project plan to begin this evaluation in 2004.

Date Carried 05/01/00

That the World Board encourage area and regional committees to develop source material about sponsorship in 2000, with the board starting a preliminary evaluation of the issues relating to the sponsorship material in 2001.

Date Carried 05/02/00

That the two issue discussion topics for the 2000-2002 conference cycle are:

• How can we continue to provide services to our fellowship and at the same time decrease our reliance on funds from events and conventions?

• How can we create a bridge that builds and maintains a connection to service for home group members?

Date Carried 05/05/00

That the "NA World Services Vision Statement" and "The World Service Conference Mission Statement" be included regularly as a component of the *Conference Agenda Report*.

Date Carried 05/05/00

To request the criteria for site selection of Narcotics Anonymous World Services events (i.e., worldwide workshops, world services meetings, world conventions, etc.) include strong preference for non-smoking facilities, so that all members of NA be able to attend the functions.

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│          TRAVEL REIMBURSEMENT POLICY          │
│          CONFERENCE CYCLE 2002 - 2004         │
└─────────────────────────────────────────────┘
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This package will attempt to answer most questions you may have concerning reimbursement and advances for expenses you may incur while fulfilling your world service commitment.

You should attempt to familiarize yourself with the Travel Guidelines found earlier in this document. The most commonly asked questions are addressed here.

Seven Basic Rules To Keep In Mind

1. All requests for funds must be submitted on a "Reimbursement Request." A copy is included.

2. All reimbursement requests must be submitted no later than ninety days after the last travel day of a trip or event. Submissions after ninety days will be automatically denied. Any advances not accounted for within this time period must be returned. Please note that any advances not accounted for will become an accounts receivable and reported to the conference.

3. You will only be reimbursed for travel on the days you were scheduled to travel or attend an event. International travelers will frequently need an extra day on either end of an event. This is anticipated. All other extensions must receive prior approval on a case-by-case basis or they will not be reimbursed.

4. All requests must include a receipt for each reimbursable item, with the exception of meals.

5. Send all original documents (including receipts) to the WSO.

6. Travel expenses are typically reimbursable for portal-to-portal expenses.

7. The Internal Revenue Service does not allow for personal phone calls as a reimbursable expense.

MEALS

Maximum meal and tip allowance is $45 US per day (including travel days). If you are traveling outside the US, you will be notified prior to departure of the approved Daily Meal and Tip Allowance for the particular country to which you are traveling. This is the maximum you will be advanced/reimbursed for meals and tips. It is not necessary to save or turn in your meal receipts.

TRAVEL

All of the following are reimbursable and must include receipts: airfare, cab fare, shuttle service, mileage, or other ground transportation, parking, and tolls. If normal receipts are unavailable, a hand written, signed receipt must be included. It is generally expected that the most economical means of transportation safely available will be used. Occasionally, travelers may wish to pool their resources and rent a car. This can frequently save money. However, in most cases this must receive prior approval. Please note that, when using your own car, you must include your odometer reading from the point of origin to the point of destination and the purpose of the trip on the reimbursement request. This reimbursement request will serve as the necessary receipt for mileage reimbursement. The reimbursable mileage rate for the calendar year 2002 is $0.365.

For meetings held at the WSO-Chatsworth, ground transportation, including car rentals, does not require prior approval. The maximum allowable ground transportation from Los Angeles area airports is $30.00 per person each way, including tips. Any ground transportation that exceeds this amount requires prior approval.

Travel Reservations Procedure

Air Transportation will be reserved through the WSO or its agent whenever possible. Travelers making reservations through their own travel agents must fax a copy of their itinerary to the WSO at the time the ticket is booked. All travelers are required to make their travel arrangements at least twenty-one days prior to the scheduled travel. In cases when this is not possible, the traveler must request special consideration for their travel by notifying the WSO prior to the twenty-one day deadline. The WSO will then ask for a decision from the designated member of the World Board. Their decision may be any of the following:

1. To approve the travel request.

2. To ask the traveler to pay the difference between the ticket price and the 21-day advance purchase price.

3. To offer an alternative mode of travel including but not limited to the use of other airlines, or air travel certificates.

4. To reject the travel request.

SAMPLE REIMBURSEMENT REQUEST

The following scenario is examined: Sam (could be Samantha) Service is funded to attend the World Service Conference in Woodland Hills for eight days. Sam lives in Wisconsin. Sam purchases airline tickets (after checking with the world services travel agent for a quoted rate) from a local travel agent. *Note:* In most cases, the world services travel agent will be the least expensive. However, occasionally, a local agent may be able to save money. A local agent should be utilized as a means to secure a lower fare. Remember to always purchase your tickets a minimum of twenty-one days prior to departure in order to qualify for the lowest fare. Sam then drives to the airport (twenty-seven miles from home) and parks at the economy parking lot. Usually, the hotel room is booked by the WSO, however that was not possible on this occasion. The shuttle to the hotel costs $14.00 and Sam tips the driver $2.00. Sam attends the event, imparting great wisdom to the conference, returns by shuttle ($16 with tip) to the airport and flies home. The parking bill is $21. Sam saves all receipts. An advance of $360 was requested and granted. For US residents this is typically provided by check in advance. For non-US residents, advances are typically provided in cash upon arrival at the US destination. The meal allowance is $45/day.

What is reimbursable and how does Sam fill out a request?

Refer to the sample request attached.

- Airfare — yes, with receipt and itinerary faxed to the WSO.

- Drive to airport — yes; compute mileage times $.365 per mile (27 X $.365 = $9.86). The beginning and ending odometer readings must be provided and purpose of trip.

- Shuttle (with tip) — yes, with receipt.

- Meals — Maximum meal and tip allowance is $45 per day (includes travel days); no receipts needed.

- Hotel — yes, with receipt. *Note:* Only room rate and tax are reimbursable; anything else charged to your room (meals, movies, phone calls, etc.) is your responsibility. Single accommodations may be arranged to accommodate individual needs or concerns, if presented and approved by the EC. This is arranged in the meeting planning and may not be done by the individual traveler. In the case of any other special requests for single

accommodations or plans to stay with a non-world service traveler, travelers will be expected to pay for one half of the room. The WSO staff will let travelers know how to arrange payment. At many functions like the WSC, room expenses are billed directly to the WSO.

- Parking — yes, with receipt.

Fill out the Reimbursement Request as shown and mail signed original to the WSO. You may fax a copy to the WSO to help expedite your approval, but all originals *must* go to the office.

After approval, the balance of Sam's request (after deducting the $360 advance) is mailed in the form of a check on the next weekly run. Because Sam filled out the request correctly and included the proper documentation (receipts), within a week (two at the most) Sam has been reimbursed for the above expenses.

ADVANCES

If you receive an advance, you MUST submit a reimbursement request, even if no money is due you. This is done to account for the funds. Include any unused funds (by check). No funds will be advanced or reimbursed to you until any previous advances that are outstanding for ninety days or more have been accounted for. Again, please note that any advances not accounted for will become a receivable and will be reported to the conference.

A WORD TO THE WISE

If, after reading this and the World Services Travel Guidelines (WSTG), you are uncertain about some particular item and whether or not it is or is not reimbursable, please contact the WSO for clarification. A good rule of thumb to use is this: if something is not addressed clearly in the WSTG, it most likely will require prior approval for reimbursement. As with all policies, there are times when travelers may need to seek an exception. The World Board Executive Committee has the ability to consider these requests on a case-by-case basis.

We hope this has been helpful. Again, please submit your requests as soon as possible. It will help you to be reimbursed more quickly and greatly aids in the administration of our travel budget.

Reimbursement for non-Travel Trusted Servant Expenses

Most expenses incurred in order to fulfill your service commitment are reimbursable. All require receipts and must be submitted within ninety days of purchase (in the case of supplies) or date of bill (phone/fax).

2002 – 2004 Telephone & Fax Policy

The IRS does not allow personal phone calls as a reimbursable expense. Only telephone calls that are directly related to a specific business purpose are a reimbursable expense. Telephone and fax communication incurred by world service trusted servants as an authorized or necessary world service business expense, are reimbursable using the following procedure.

♦ Allocations are determined by project, activity, or assignment. These allocations will be for monthly expenditures unless otherwise authorized.

♦ Telephone credit cards may also be issued when authorized.

♦ All phone and fax expenses must be substantiated by using a phone log. Phone logs should include the purpose of the call, dates, approximate time, cost of call (including tax), and phone/fax number of the party being called. Total the cost of all calls and submit for reimbursement.

♦ Individual's phone logs must be submitted to the WSO each month. (In cases where telephone billing does not occur on a monthly basis, the log and bill is to be sent to the WSO within thirty (30) days of the date of the bill.)

♦ If you have been approved by world services to install a dedicated line for a fax machine, the installation and the monthly line charge are reimbursable (with receipts). These telephone lines are provided to ensure reliable communications with world services and should not be used for other purposes. Be careful not to include the charge for any enhanced plans (i.e., caller ID, call waiting, etc.) which are frequently included in the monthly line charge.

♦ Whenever possible, members of WS leadership should utilize the 1-800 number for all telephone calls to the WSO.

MISCELLANEOUS

Postage, copy/fax paper, fax cartridges, etc. are reimbursable. Submit under "other" on a Reimbursement Request Form and include receipt(s). These expenses must fall within the project, board, or committee budget allocation as stated above.

SAMPLE REIMBURSMENT REQUEST

Name: Sam Service   **Date of Request:** 04/27/04

Event/Purpose: World Service Conference   **Dates of Event:** 25 April to 1 May 2004

Location: Woodland Hills, CA, USA

Maximum meal and tip allowance is $45 per day

    8   # of Days X $45.00 $360.00

DAYS	TRAVEL	LODGING	MEAL/TIP	OTHER	NOTES	DAILY TOTAL
THURSDAY						
FRIDAY	$292.00 $9.86* $16.00**		$15.00		Airfare *27 miles **Shuttle	$332.86
SATURDAY			$5.00 - $5.00 $25.00			$35.00
SUNDAY			$15.00 - $20.00 $10.00			$45.00
MONDAY			$5.00 - $5.00 $15.00			$25.00
TUESDAY			$5.00 $25.00			$30.00
WEDNESDAY			$15.00 - $20.00 $10.00			$45.00
THURSDAY			$5.00 - $5.00 $15.00			$25.00
FRIDAY			$5.00 - $15.00			$20.00
SATURDAY			$5.00 - $5.00 $10.00			$20.00
SUNDAY	$9.86* $16.00** $21.00***				*27 miles **Shuttle ***Parking	$46.86
TOTALS	$364.72		$260.00			$624.72
					Advance	$360.00
					Balance	$264.72

Make & Model of Vehicle	Ford Taurus	License Number	123XXX
Odometer reading at beginning of trip	62300	Odometer reading at end of trip	62354

I hereby certify the above is true and correct.

Signed _____   Date _____

Approved _____   Date _____

REIMBURSMENT REQUEST

Name: _____   **Date of Request:** _____

Event/Purpose: _____   **Dates of Event:** _____

Location: _____

MAXIMUM MEAL AND TIP ALLOWANCE IS $45 PER DAY
Mileage rate for 2002 is $0.365 (36 ½ cents) per mile

of Days X $45.00 =
_____   _____

Days	Travel	Lodging	Meal/Tip	Other	Notes	Daily Total
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Totals						
					Advance	
					Balance	
Make & Model of Vehicle			**License Number**			
Odometer reading at beginning of trip			**Odometer reading at end of trip**			

I hereby certify the above is true and correct.

Signed _____   **Date** _____

Approved _____   **Date** _____

IDEAS FOR WORLD SERVICE PROJECTS
SUBMISSION FORM

Narcotics Anonymous World Services
P. O. Box 9999
Van Nuys, CA 91409 or e mail to worldboard@na.org

For use by any member, group, board, or service committee

DATE: _____

SUBMITTED BY: _____

CONTACT NAME: _____

CONTACT INFO:

        PHONE: _____

        E-MAIL: _____

        ADDRESS: _____

        _____

PROJECT OR IDEA IS (check one):

☐ **Printed Material**   ☐ **Audio/Visual**

☐ **New**   ☐ **Revision to existing material**

PROJECT IS FOR USE BY:

☐ **Members**   ☐ **Groups**

☐ **Service Committees**   ☐ **Outside the Fellowship**

NAME OF PROJECT OR IDEA: _____

DESCRIPTION OF PROJECT OR IDEA: _____

_____

_____

_____

WHY IS THIS PRODUCT NEEDED: _____

_____

WHAT IS THIS MEANT TO ACCOMPLISH: _____

_____

_____

Please attach any background information that would assist the World Board in their consideration of this idea.

_____

WORLD SERVICES PARTICIPATION REQUEST FORM

This form must be completed and submitted when making a request for World Services participation at an event. This information helps World Services plan more effectively. While we understand that the planning of your event takes time, we must have this form fully completed in order to consider your request. Partially completed forms may result in your request being denied.

Name of Event:

Description of Event: (i.e. zonal forum meeting, *Conference Agenda Report* workshop, multi-regional PI workshop, regional assembly, etc.). Please include goals and objectives for the event.

Dates/Time of Event: Please include the exact time(s) you need World Service participants to be present at the event.

In which portion of the event will World Services be participating? Include specific issues you would like addressed. *__Please note that a tentative agenda for the entire event must be attached in order for the request to be considered.__*

Contact Person:

Name:
Phone:

What Region or Regions will be in attendance?

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Do you have letters of intention from the regions that plan to attend?

> **Yes**
>
> **No**

If yes, please provide us with copies of the letters.

ESTIMATED NUMBER OF ATTENDEES: _____

Closest airport to the event: _____

WILL THE TRAVELER(S) BE PICKED UP AT THE AIRPORT?

> **Yes**
>
> **No**

If no, what is the distance from the airport to the event? _____

Location of the event (please include name of the facility, address, and telephone number): _____

_____

_____

If event is not held in a hotel, please provide the name and phone number of the hotels close to the event (please give three if possible): _____

DRIVING TIME FROM THE HOTEL(S) TO THE EVENT: _____

Will the hosting region/forum/committee be making a contribution to the traveler(s) expenses (airfare, meals, lodging)?

> **Yes**
>
> **No**

If yes, please indicate the amount:

$_____ **for**

> **Airfare**
>
> **Meals**
>
> **Lodging**

If you are providing lodging, what is the name and phone number of the person on the committee responsible for making reservations?

Name:

Phone:

<u>WSC Rules of Order to be added here</u>

Projects approved for Conference Cycle 2002-2004 to be added here

Proposed 2002-2004 NA World Services
Budget and Projects

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┌─────────────────────────────────────────────────────────────┐
│            Narcotics Anonymous World Services, Inc.          │
│                                                             │
│              Proposed 2002 – 2004 Budget                    │
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Overview

We have lived through most of our first two year budget cycle; 1 July 2000 through 30 June 2002. This proposal is made with that history behind us. Many of the details, like delegate funding and final donations, will remain unfinished until after the 2002 conference.

The proposal enclosed is for all proposed world services activity from 1 July 2002 through 30 June 2004. This financial plan has been created with what we believe to be conservative estimates for both income and expense. Throughout the implementation of a unified world service system, we have been working on better systems to capture the information needed to support the budget you approve, and ways to make the reporting of that information more easily understood.

The *Guidelines for the Unified Budget for NA World Services* called for a four-tiered allocation that did not reflect our accounting practices. We have proposed a simplification to three classifications, which, if accepted, will include:

- **Fixed Operational Funds**—funds allocated toward world service activities that are recurring in nature and have little to no functional change from budget year to budget year.

- **Variable Operational Funds**—funds allocated toward non-routine world service projects and/or activities that vary from budget year to budget year. This includes those items prioritized by the World Service Conference.

- **Reserve Funds**—those allocations that are set aside to meet current and/or future financial needs. These funds are maintained in both short-term and long-term reserve accounts. Funds are also allocated toward the planned use of cash to offset, the effect of depreciation, improve asset value, provide financial resources necessary to effectively address the intellectual property management called for in the FIPT, and/or to acquire any fixed asset that has a depreciable value.

All of these funds are identified in the draft budget that follows. We have also provided a brief explanation of some of the variety of items contained in each line item of this budget. These are identified as Fixed Operations (called Routine or Basic Services in the past). Project plans are provided for all items listed in the draft budget under Variable Operational Funds and must be approved by the World Service Conference.

The first column of this budget shows actual expenses for the fiscal year ending 30 June 2001. These figures are used as the basis for this entire budget. Column two covers year one of this budget; fiscal year 1 July 2002 through 30 June 2003. Column three covers year two; fiscal year 1 July 2003 through 30 June 2004. Column four shows the total of both years fixed operational expenses. The next two columns of contingent expense show the proposed projects, and the final column

shows the total for both fiscal years with all proposed projects. Once the conference approves projects, the contingent columns disappear and contingent expenses are included in the appropriate fiscal year.

2002-2004 World Services Projected Income

The income projections for this budget are based upon the actual income figures from the 2000-2001 fiscal year. This is what is referred to throughout this document as previous years income.

Fellowship Donations – Donations have flattened since 1999 and are projected to decrease for the 2001-2002 budget year that is not finished. This is primarily due to a decrease in regional donations. Year one projects an over 15% decrease and year two is approximately 1% higher than year one. We are projecting that, during this next conference cycle, contributions will have increased by 5%, with the exception of regional donations.

Unity Day income is included in fellowship donations. Year one is based on a conservative estimate for year one and year two reflects a 5% increase from year one. There will be no other specific Unity Day income since both years will occur at a world convention.

Recovery Literature – Year one is projected to show a 1% overall increase with an additional 15% increase to the soft cover *Basic Text* and *Just For Today*. This increase is to allow for the portion of last years sales that were not affected by the price increase. Year two income is projected with a 5% increase across the board.

Other Recovery Literature – We have projected the same overall increase as reported above for recovery literature. We show no income for *Miracles Happen* in year two. Without action by the conference to approve a second printing, we expect to be out of *Miracles Happen* in year one. PI Products have been included with Group/Area Materials for budgeting and reporting purposes.

Shipping – This is based on projected literature sales and mirrors the income from 2001. It is projected, as usual, to be less than actual shipping expense.

Discounts – This is based on projected literature sales and the current level of discounts.

Developmental Subsidies & Allowances – This is the expense of reduced cost or subsidized literature provided to a growing worldwide fellowship. Year one is based on the previous years actual and year two reflects a 5% increase.

Licensed Vendor Payments – This income is expected to remain the same.

Interest - This income is expected to remain the same for year one and increase 2.5% for year two.

Miscellaneous – This covers a variety of items that are not allocated above.

Event Specific Income –The income and expense for WCNA 29 and WCNA 30 appear at the end of this budget. We did this so that we could show the revenue and expense for all other NAWS activities before they are impacted by these events. Because of the 50th anniversary, we have two world conventions occurring in this

budget cycle with much of the income and expense for WCNA 29 occurring in the previous year.

What is reflected in year one for WCNA 29 is the income expected on site. Although the income and expense for WCNA 29 in this budget cycle reflects a loss of $458,135 when you add in the net income and expense received prior to 1 July 2002, this event is projected to realize a net income of $324,418.

WCNA 30 has all income and expense attributed in this budget cycle but is spread across year one and year two. The net income for this event is projected to be $151,223. This is a working budget only, since many of the specifics about this event have not been finalized.

2002-2004 World Services Fixed Operations

The term "Fixed Operational Expenses" refers to the activities of world services that are ongoing, recurring in nature, and that do not change dramatically from year to year as a result of conference actions. All of these activities require planning, support, and follow up from world services staff.

The budget is broken into four major expense categories that represent the following percentage of our overall activity:

- Literature Production & Distribution
- World Service Conference Support
- Fellowship Development
- Events

Under each of these categories there is an attribution for accounting, personnel, overhead, and technology. The overall expense for these items is divided between the four categories by their percent of activity. For this cycle, we are attributing 34% to Literature Production & Distribution, 27% to World Service Conference Support, 23% to Fellowship Development, and 16% to Events. The reduction of the percentage allocated to Fellowship Development (from 33% to 23%) and increased in World Service Conference Support (from 25% to 27%) and Events (from 8% to 16%) is due to the level of activity expected with a literature project and two large world conventions in one budget cycle.

The following is a list of what is contained under each of these routine functions, followed by a breakdown of the fixed operations under each budget category.

Accounting — This contains bank service charges, professional services for audits and other services associated with financial management, and contract labor. Bank service charges have grown as credit card sales have increased.

Personnel — This contains all wages and salaries, payroll taxes, health and workers compensation insurance, training, recruitment, relocation, and retirement plan expenses associated with employees at all three branches of the World Service Office. It also includes contract labor hired for specific purposes.

Overhead — This is the facility lease expense, maintenance and repair, telephone, utilities, postage, auto service and lease, office expense, general insurance, amortization, bad debts, depreciation, and dues and fees associated with the three branches of the World Service Office.

Technology — This is the expense for information services, computer leases, software, supplies, equipment lease and repair, and service contracts for the three branches of the World Service Office. Expenses associated with maintaining the na.org website are attributed here. The expense associated with the database, online group registration and meeting information, and event registration is also included here.

LITERATURE PRODUCTION & DISTRIBUTION

This section of the budget covers the expenses associated with the distribution of NA literature to fellowship and non-fellowship customers. This currently occurs through the WSO in Chatsworth and its branches in Canada and Belgium. For this budget cycle, we have projected increases in those costs for which we have received notice. This includes increases from the major book publishers, bindery services, booklet printers, and other printing suppliers of approximately 5% per year.

Fixed Operational Expenses – This section covers the cost of goods for recovery literature under the Fellowship Intellectual Property Trust.

> **Other Recovery Literature** – This is the cost of goods for all FIPT literature other than books; primarily IP's.

Other Inventory Expense – This section covers the cost of goods for all other items related to the production and distribution.

> **Marketing** — This covers the expense for attendance at and participation in professional events primarily related to corrections and treatment. Although we call this marketing, it is a public relations focused activity. These efforts are primarily conducted by staff with local volunteers. This includes the registration and preparation for events, travel, and follow-up for this activity. This area of activity continues to increase. We have increased the number and types of events that we attend. Year one is projected to double the 2001 activity, with year two reflecting a five percent increase.

> **Translations** — This covers the direct expense for translations of recovery and service material into languages other than English.

> **In House Production** – This includes the lease for reproduction equipment to print booklets and IP's that are not outsourced. This is primarily non-English IP's and booklets, service materials, publications other than the NA Way, and reports.

> **Shipping** – This expense is based on projected income. We have been notified that our major carriers plan to increase their rates 2 ½ to 5%. We have projected this increase in year one and two.

Legal – This is primarily the direct registration and legal expense associated with obtaining and maintaining worldwide copyright and trademark registrations for Narcotics Anonymous, the *NA Way,* the NA Logo, the Group Logo, and the Service Symbol, as well as all recovery and service material.

Travel — This is travel required to support and manage two branch offices in Canada and Belgium.

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WORLD SERVICE CONFERENCE SUPPORT

This section of the budget covers the expenses associated with support to all World Service Conference related activities.

Publications – These are the expenses associated with the production of the *Annual Report, the Conference Report* twice each year, the *Conference Agenda Report* once each conference cycle, *Quarterly Financial Reports* four times a year, and *NAWS News* four or more times per year. The expense for translating *NAWS News* and the *CAR* is also included here.

World Service Conference – These are the expenses for the location and equipment needed for the event, the parliamentarian, and funding for staff, World Board, WSC Cofacilitators, and the Human Resource Panel. The travel expense for currently 99 delegates from around the world is listed as a separate line item.

World Board – The following numbers are an estimate at this time. The World Board will meet a minimum of seven times in this conference cycle, plus the conference itself. An orientation for new board members is included in the first meeting of the conference cycle. Additionally, in each conference cycle training needs for the full board are included. An average of four meetings have been allocated for each of the five WB committees, other than the Executive Committee. We expect the needs of each committee to vary. The EC is budgeted to meet five times in this conference cycle. The existing Business Plan workgroup will also continue into this conference cycle. The figures in year two reflect a 5% increase to cover expected cost increases.

Human Resource Panel — This group is scheduled to meet a minimum of five times this cycle to work on nominations and manage the World Pool. A part of one of these meetings is also used for orientation and training.

WSC Cofacilitator – The WSC Cofacilitators will be brought to at least one meeting of the World Board to finalize the agenda for the WSC. This will also include training and interaction with NAWS staff and possibly the parliamentarian.

Travel — This is the activity of world services face-to-face interaction with the fellowship for *Conference Agenda Report* workshops. This includes the selection of events, travelers, and the preparation and communication required.

FELLOWSHIP DEVELOPMENT

Publications - *Reaching Out* four times per year, *Meeting by Mail* six times per year, and *The NA Way Magazine* four times per year in five languages to over 27,000 addresses.

Fellowship Support — This is world services face-to-face interaction with the fellowship, primarily in workshops and forums. This can also be assistance provided to zones, primarily for participants attendance at their forums. This has also included assistance with local fellowship development activities.

Professional Events — This is the expense for attendance and participation in professional events that in some way address addiction and/or addicts. Some of these events have been the International Council on Alcohol and Addictions (ICAA), the World Federation of Therapeutic Communities (WFTC), the International Federation of

Non-Governmental Organizations (IFNGO), and the United Nations. This activity overlaps and complements our marketing activity.

Developmental Literature — This is the distribution of free literature to a growing number of developing NA communities or literature distributed for public relations purposes. We are still working on better reflecting this activity in our financial reports.

EVENTS

Unity Day — For this conference cycle, both Unity Days will be held at a world convention. These are the costs of providing telephone hook-ups of the Saturday night meeting to members and institutions throughout the world.

WCNA 29 and 30 — There is an explanation earlier in event income for these two events.

2002-2004 World Services Variable Operations

The *Guidelines for the Unified Budget for NA World Services* calls for a specific process to be created for the consideration, evaluation, development, and approval of world service projects and those activities that vary from year to year. We have developed the following plans for those items that the board believes can be completed or begun in this budget cycle. Each project is included in the draft budget under the appropriate category and then under variable operational funds. They are attributed to the contingent expense columns of this budget.

These project plans more realistically reflect the actual expense to world services than past plans. The staff expense allocated for projects was determined by averaging the total expense for three types of employees: executive management, management and professional, and general support staff. This expense includes all items listed under personnel in the budget and not merely salaries. We estimated the time expected for each type of employee to complete each project. We will be tracking this time to determine how accurate our estimates are. The personnel expense associated with each project is not included in the budget line item for the project. Trying to include this level of detail in financial reports last year proved more complicated than anticipated. We believe what the conference wanted was this type of information when it actually considered a proposal and not necessarily that level of detail in every financial report.

We may or may not be able to accomplish everything that we propose. We believe that the spirit of the budget process adopted by the conference requires conference approval of the work of world services. Therefore, we are presenting all items that could possibly be begun before the next meeting of the WSC. We will report our activity throughout the conference cycle.

We have used historical estimates, with estimated increases during the next two years, for travel expenses, conference calls, and mailings. These plans, as with the rest of the budget, have used generous estimates to try to ensure that we stay within budget. For proposed project plans that have a range for the number of meetings, we budgeted for the maximum number indicated.

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Since we are providing this information so much earlier than ever before, there are still many details that we will work on before WSC 2002. For both the Sponsorship and Basic Text Evaluations projects, we will have a more detailed plan and timeline available by the conference. We also plan to have additional information regarding the Worldwide Workshops by that time.

A report on all projects approved for the 2000-2002 will be reported in the March 2002 *Conference Report.* We have indicated which projects were approved for the past conference cycle where little to no work was done and have been carried over and which projects are a continuation of projects approved at WSC 2000.

The project plans proposed for 2002-2004 are:

- Basic Text Evaluation;
- Historical Data Collection;
- Information Management System;
- Literature Distribution & Convention Workshop;
- Public Relations Roundtables;
- Sponsorship;
- Service Material Evaluation and Development;
- Standards for World Service Communication with the Fellowship;
- World Service Meeting; and
- Worldwide Workshops.

Basic Text Evaluation

Purpose:

To evaluate whether revisions and/or additions to the Basic Text and Little White Book are needed or desired.   This is based on the conference's adoption at WSC 2000 of a comprehensive evaluation of potential revisions and additions to the entire Basic Text and Little White Book, with a detailed project plan being offered to WSC 2004 to begin this evaluation following WSC 2004.   For the 2002-2004 conference cycle, a fellowship survey will be used to assist in preparing the detailed project plan for WSC 2004.

Scope:

A survey, containing questions about the Basic Text and Little White Book, as well as other literature needs, will be presented to WSC 2002.   If approved, this survey will be distributed throughout the fellowship immediately following WSC 2002 until December 2002. Results from the survey will provide the world board with information in their attempt to find out what the fellowship really wants and to assist in creating a proposal for the evaluation project in the 2004 CAR. These proposal(s) will frame what, if any, range of potential revisions and additions will be evaluated for the Basic Text and the Little White Book, as well as the process that will be used.

Identification of members:

World Board and World Pool members

Timeline:

All work described above to be completed in the 2002-2004 conference cycle.

Staff level required:
- 4 weeks of Executive Management time
- 15 weeks of Management & Professional time
- 10 weeks of Project & General Support time

Expense of staff time allocated to this project	**$ 30,150**
Direct expense items:	
3 workgroup meetings (8 people)	$ 33,300
Survey Processing	$ 10,000
Fellowship Distribution	$ 6,500
Conference calls and mailings	$ 5,000
Direct Expense Total to Budget:	**$ 54,800**
Total Project Expenses:	**$ 84,950**

This project is a continuation of work from the previous conference cycle.

Historical Data Collection

Purpose of the project:

The purpose of this project is to gather historical information from some of the longest standing members in NA.

Prior conference action called for this type of activity to be undertaken by a motion adopted 4/26/93 that reads: "That the World Service Conference solicit oral or written histories from members with substantial clean time, regarding history of NA, to be held at the World Service Office in the archives, until a history project is approved."

Scope of the project:

The objectives of this project are to continue to gather some of NA's longest standing members in one location and to record their discussions and perspectives about the beginnings of NA. We expect to conduct personal interviews and possibly meetings with our longest standing members throughout the world.

This project was originally approved at WSC 2000 but has not been started due to a lack of available resources.

Identification of members:

Long standing members will be used as the resource for this project.

Timeline:

Staff level required:

- 4 weeks of Executive Management time
- 8 weeks of Management & Professional time
- 4 weeks of Project & General Support time

Expense of staff time allocated to this project	**$ 18,100**

Direct expense items:

Mailings and other administrative expenses	$ 2,000
Personal interviews	$ 7,500
1 - 3 meetings for 12 Members	$ 40,500
Direct Expense Total:	**$ 50,000**
Total Project Expenses:	**$ 68,100**

This project is a carry over from the previous conference cycle.

Information Management System

Purpose of the project:

To initiate a comprehensive information management system for world services.

Scope of the project:

An initial assessment for archival purposes was made in 2001. Additional assessment and implementation of a complete information management system for NA World Services is yet to be done. This includes gathering standardized fellowship information as called for in the Fellowship Development Plan and the beginning implementation of a standardized information management system at the WSO.

Identification of members:

NAWS Staff and professional assistance.

Timeline:

Unknown at this time.

Staff level required:

For the initial assessment period:
- 6 weeks of Executive Management time
- 6 weeks of Management & Professional time
- 15 weeks of Project & General Support time

For the implementation period:

Unknown at this time

Expense of staff time allocated to this project $ 27,075

Direct expense items:

Estimated cost of hiring of a consultant for the assessment phase $ 10,000
Estimated cost of the equipment and material necessary for the $ 35,000
implementation phase

Direct Expense Total to Budget: $ 45,000

Total Project Expenses: $ 72,075

This project is a carry over from the previous conference cycle.

Literature Distribution & Convention Workshop

Purpose:

To hold two workshops concurrently; one focused on literature distribution for area and regional customers and one on convention planning.

Scope:

Both programs are structured around the basics of providing these two types of service, accountability, and handling of funds. Some of the subject matter may vary according to the interests and needs of the attendees. This workshop is typically held each conference cycle.

Identification of members:

World Board and Staff

Timeline:

To be scheduled during this conference cycle.

Staff level required:

- 4 weeks of Executive Management time
- 6 weeks of Management & Professional time
- 3 weeks of Project & General Support time

Expense of staff time allocated to this project	**$ 15,175**
Direct expense items:	
Travel for world service attendees (6)	$ 8,850
Funding pool for literature customers (10)	$ 11,250
Location expenses	$ 3,000
Direct Expense Total to Budget:	**$ 23,100**
Total Project Expenses:	**$ 38,275**

Public Relations Roundtables

Purpose:

To bring together groups of professionals and members to discuss and assist in framing a public relations strategy for NA.

Scope:

To initiate a dialogue with various professionals and members to assist us in identifying the deficiencies in our current approach to public relations and framing goals and objectives for improvement. Our goal is an effective, productive long-range public relations strategy that will benefit the fellowship of Narcotics Anonymous and the still suffering addict.

Identification of members:

World Board members, World Pool members, and professionals in various fields who deal with addiction and addicts

Timeline:

All work described above to be completed in the 2002-2004 conference cycle.

Staff level required:
- 4 weeks of Executive Management time
- 15 weeks of Management & Professional time
- 5 weeks of Project & General Support time

Expense of staff time allocated to this project   **$ 26,525**

Direct expense items:

4 workgroup meetings (10 people)	$ 53,400
Conference calls and mailings	$ 2,000
Direct Expense Total to Budget:	**$ 55,400**
Total Project Expenses:	**$ 81,925**

Sponsorship Book

Purpose:

To develop a book of approximately 100 pages in length about sponsorship that is a sharing of many members' voices, talking about their experiences with various sponsorship concepts and practices. Additionally, we would create a new IP from the book's material that would replace the existing IP on sponsorship. In order to be responsive to the needs of the fellowship, we are proposing a schedule allowing for adoption at WSC 2004.

Scope:

This plan is based on the conference's adoption at WSC 2000 of a motion to encourage area and regional literature committees to develop source material about sponsorship in 2000, with a preliminary evaluation of the issues relating to the sponsorship material to be done in 2001. We have accomplished the collection of source material from the fellowship, completed the evaluation of this input with a workgroup, and created a detailed outline of the proposed book. We now propose to create a book length piece on Sponsorship, as well as a replacement for the current IP on Sponsorship that will be sent out to the fellowship for approval one hundred and fifty days prior to WSC 2004. More details about this timeline will be provided at WSC 2002.

Identification of members:

World Board and World Pool members

Timeline:

All work described above to be completed in the 2002-2004 conference cycle with an approval copy being distributed in the 2004 Conference Agenda Report.

Staff level required:

- 6 weeks of Executive Management time
- 65 weeks of Management & Professional time
- 35 weeks of Project & General Support time

Expense of staff time allocated to this project	**$ 106,475**
Direct expense items:	
Conference calls and mailings	$ 8,000
7-8 workgroup meetings of 8 people	$ 88,800
2 additional Publications Committee meetings (6 people)	$ 17,700
Direct Expense Total to Budget:	**$ 114.500**
Total Project Expenses:	**$ 220,975**

This project is a continuation of work from the previous conference cycle.

Service Material Development

Purpose of the project:

To create new and/or revised material on service and topics concerning NA philosophy to better serve a growing and changing worldwide fellowship.

Scope of the project:

We are aware of many of the problems in the application of our current handbook material; Events, Public Information, Literature, Hospitals & Institutions, and Treasurers Handbooks, in a worldwide fellowship and in a world where technology and circumstances change rapidly. We would like to create new material for what is currently covered by all of the existing handbooks, including TWGWSS. Until input is sought from the fellowship, we are not settled on what formats and information will best serve our diverse fellowship today.

This project was originally approved at WSC 2000 but has not been started due to a lack of available resources. We were able to begin initial evaluations for the Treasurers and PI Handbooks.

Identification of members for this workgroup:

World Board and World Pool Members

Timeline:

This work will be conducted in phases and may vary for different handbooks. The results of all work will be communicated regularly and ultimately presented to WSC 2004. Approval methods would vary, depending on the outcome. Handbooks would be presented to the conference for approval, the World Board would approve bulletins, and some material might be presented for approval in the Conference Agenda Report. If conference approval material is available for distribution well ahead of WSC 2004, the material could be released early, clearly distinguished as "Pending Conference Approval" and identified with a unique header and color.

Staff level required:

- 6 weeks of Executive Management time
- 24 weeks of Management & Professional time
- 12 weeks of Project & General Support time

Expense of staff time allocated to this project	**$ 44,700**

Direct expense items:

Mailings and Conference Calls	$ 2,500
8 – 10 meetings for 4-7 Members	$ 89,250
Direct Expense Total to Budget:	**$ 91,750**
Total Project Expenses:	**$ 136,450**

This project is a carry over from the previous conference cycle.

Standards for World Service Communication with the Fellowship

Purpose of the project:

The purpose of this project is to assess the problem profiles and recommendations resulting from the Communication Task Force, develop additional recommendations if necessary and create a plan for the implementation of those recommendations to achieve a set of standards for world service communication with the fellowship.

Scope and Timeline of the project:

The objectives of this project are to (1) evaluate each problem statement identified and establish a baseline to improve the effectiveness of World Services communications; (2) institute a comprehensive and deliberate communications strategy for all world services' communications; and (3) periodically evaluate the effectiveness of implemented changes.

Some efforts have been begun to address the problems identified and those efforts would be assessed for their effectiveness.

Identification of members:

World Board and World Pool Members as necessary

Staff level required:

For the assessment and implementation phase:

- 8 weeks of Executive Management time
- 30 weeks of Management & Professional time
- 17 weeks of Project & General Support time

The time involved with the periodic evaluation is unknown at this time.

Expense of staff time allocated to this project	**$ 58,125**
Direct expense items:	
Various mailings, conference calls and research	$ 5,000
3 meetings for 6 people	$ 26,500
Direct Expense Total to Budget:	**$ 31,550**
Total Project Expenses:	**$ 89,675**

This project is a carry over from the previous conference cycle.

World Service Meeting

Purpose of the WSM:

To hold a meeting that allows the World Board to interact with Regional Delegates about current world service projects.

Scope of the WSM:

We do not know if this meeting is practical or possible in a conference cycle with two world conventions. We may propose some abridged version of past World Service Meetings at the world convention celebrating NA's 50th anniversary in San Diego in 2003. We wish to discuss this further at WSC 2002 but wanted to include the funding and seek the conference's permission to proceed.

Identification of members:

World Board Members
NAWS Staff

Timeline:

This event may be scheduled for some time in 2001.

Staff level required for WSM:

- 4 weeks of Executive Management time
- 10 weeks of Management & Professional time
- 8 weeks of Project & General Support time

Expense of staff time allocated to this project	**$ 23,200**

Direct expense items:

24 World Board Members	$ 33,300
15 NAWS staff	$ 16,875
Meeting space and equipment rental of	$ 6,000
Direct Expense Total to Budget:	**$ 56,175**
Total Project Expenses:	**$ 79,375**

Worldwide Workshops

Purpose of the Workshops:

To hold five workshops in this conference cycle throughout the fellowship. Their purpose will be to engage in various discussions on a variety of service and recovery issues with as many members as possible.

Scope of the workshops:

We believe that these workshops have been successful and should be continues. We still have a lot to learn but we know that planning as far as possible in advance is imperative in finding suitable and affordable locations. We will be looking for locations prior to WSC 2002, without making monetary commitments. Pending conference approval, we will secure locations for the 2004-2006 cycle prior to WSC 2004.

We are tentatively planning one workshop each in Latin America, Europe and Asia-Pacific, and two in North America for the 2002-2004 conference cycle. We have tentatively identified the United Kingdom (the event scheduled for September 2001 was cancelled), India, the Central Southern US, the Northeast US, and Latin America. We do not believe that we can do more than five in this cycle, with two world conventions, but are asking for approval for six workshops, if it becomes possible.

Identification of members:

6 to 8 world service participants per workshop

Timeline:

These events will be scheduled throughout the 2002-2004 conference cycle.

Staff level required for the workshops:

- 12 weeks of Executive Management time
- 40 weeks of Management & Professional time
- 25 weeks of Project & General Support time

Expense of staff time allocated to this project   **$ 81,325**

Direct expense items:

8 –10 travelers per workshop $ 99,000

Meeting space, equipment rental, mailings, literature, etc at an average of $8,000 per workshop $ 48,000

Direct Expense Total to Budget: **$ 147,000**

Total Project Expenses: **$ 228,325**

This project is a continuation of work from the previous conference cycle.

NARCOTICS ANONYMOUS WORLD SERVICES, INC.
PROPOSED BUDGET FY 2002 - 2004

INCOME

FELLOWSHIP DONATIONS	Baseline Figures June 2001 Actuals	Year One July 02- June 03	Year Two July 03 - June 04	Consolidated Sub total	Contingent Year One	Contingent Year Two	Consolidated Total
BREAKDOWN BY DONOR TYPE							
Members	$ 16,262	$ 16,262	$ 17,075	$ 33,337			$ 33,337
Groups	$ 30,571	$ 30,571	$ 32,100	$ 62,671			$ 62,671
Areas	$ 54,957	$ 54,957	$ 57,705	$ 112,662			$ 112,662
Regions	$ 472,938	$ 400,000	$ 400,000	$ 800,000			$ 800,000
Events/Conventions	$ 36,436	$ 36,436	$ 38,258	$ 74,694			$ 74,694
Unity Day	$ 280	$ 2,300	$ 2,415	$ 4,715			$ 4,715
Zonal & Other Forums	$ 1,523	$ 1,523	$ 1,599	$ 3,122			$ 3,122
Total Donations	$ 612,967	$ 542,049	$ 549,151	$ 1,091,200	$ -	$ -	$ 1,091,200

RECOVERY LITERATURE INCOME	Baseline Figures June 2001 Actuals	Year One July 02- June 03	Year Two July 03 - June 04	Consolidated Sub total	Contingent Year One	Contingent Year Two	Consolidated Total
BASIC TEXT:Hardcover English	$ 1,648,255	$ 1,664,738	$ 1,747,975	$ 3,412,712			$ 3,412,712
Basic Text: Translated	$ 125,924	$ 127,183	$ 133,542	$ 260,725			$ 260,725
BASIC TEXT-SOFTBOUND	$ 569,919	$ 655,407	$ 688,178	$ 1,343,585			$ 1,343,585
JUST FOR TODAY	$ 623,278	$ 716,770	$ 752,608	$ 1,469,378			$ 1,469,378
Just for Today (Gift Edition)	$ 18,702	$ 18,936	$ 19,883	$ 38,818			$ 38,818
IT WORKS: HOW & WHY	$ 527,290	$ 532,563	$ 559,191	$ 1,091,754			$ 1,091,754
It Works:How & Why (Gift Edition)	$ 4,416	$ 4,460	$ 4,683	$ 9,143			$ 9,143
STEP WORKING GUIDES	$ 508,266	$ 513,348	$ 539,016	$ 1,052,364			$ 1,052,364
OTHER RECOVERY LITERATURE	$ 1,096,399	$ 1,107,363	$ 1,162,731	$ 2,270,094			$ 2,270,094
Subtotal	$ 5,099,331	$ 5,317,372	$ 5,583,240	$ 10,900,612	$ -	$ -	$ 10,900,612

OTHER INVENTORY INCOME	Baseline Figures June 2001 Actuals	Year One July 02- June 03	Year Two July 03 - June 04	Consolidated Sub total	Contingent Year One	Contingent Year Two	Consolidated Total
MEDALLIONS	$ 437,858	$ 442,236	$ 464,348	$ 906,584			$ 906,584
KEY TAGS & CHIPS	$ 725,497	$ 732,752	$ 769,390	$ 1,502,142			$ 1,502,142
NON-FIPT INFORMATION BOOKLETS	$ 43,604	$ 44,040	$ 46,242	$ 90,281			$ 90,281
MISCELLANEOUS	$ 595	$ 601	$ 631	$ 1,232			$ 1,232
HANDBOOKS	$ 49,820	$ 50,318	$ 52,834	$ 103,152			$ 103,152
SPECIALTY ITEMS	$ 36,960	$ 37,329	$ 39,196	$ 76,525			$ 76,525
PI PRODUCTS	$ 1,973			$ -			$ -
AUDIO MATERIALS	$ 50,057	$ 50,557	$ 53,085	$ 103,642			$ 103,642
GROUP/AREA MATERIALS	$ 57,602	$ 60,171	$ 63,179	$ 123,350			$ 123,350
MIRACLES HAPPEN	$ 28,900	$ 19,400	$ -	$ 19,400			$ 19,400
Subtotal	$ 1,432,865	$ 1,437,405	$ 1,488,905	$ 2,926,309	$ -	$ -	$ 2,926,309
SHIPPING	$ 253,260	$ 263,436	$ 275,814	$ 539,250			$ 539,250
DISCOUNTS	$ (987,228)	$ (1,019,971)	$ (1,067,894)	$ (2,087,865)			$ (2,087,865)
Developmental Subsidies & Allowances	$ (96,367)	$ (101,322)	$ (106,082)	$ (207,404)			$ (207,404)
Total Literature Production	$ 5,701,861	$ 5,896,920	$ 6,173,983	$ 12,070,902	$ -	$ -	$ 12,070,902

	Baseline Figures June 2001 Actuals	Year One July 02-June 03	Year Two July 03 - June 04	Consolidated Sub total	Contingent Expense Year One	Contingent Expense Year Two	Consolidated Total
Total Literature Production	$ 5,701,861	$ 5,896,920	$ 6,173,983	$ 12,070,902		$ -	$ 12,070,902
EVENT INCOME							**Consolidated Total**
WCNA-28	$ 120,556		$ -	$ -			$ -
REBATES (includes Unity Day hotel rebate)							$ -
Subtotal	$ 120,556	$ -	$ -	$ -			$ -
MISCELLANEOUS INCOME							**Consolidated Total**
LICENSED VENDOR PAYMENTS	$ 14,900	$ 14,900	$ 14,900	$ 29,800			$ 29,800
INTEREST	$ 34,311	$ 24,018	$ 24,618	$ 48,636			$ 48,636
MISCELLANEOUS	$ 11,674	$ 11,674	$ 11,674	$ 23,348			$ 23,348
Total Miscellaneous Income	$ 60,885	$ 50,592	$ 51,192	$ 101,784			$ 101,784
TOTAL INCOME ALL SOURCES	$ 6,496,269	$ 6,489,560	$ 6,774,326	$ 13,263,887	$ -	$ -	$ 13,263,887
EXPENSE							
LITERATURE PRODUCTION & DISTRIBUTION	Baseline Figures June 2001 Actuals	Year One July 02-June 03	Year Two July 03 - June 04	Consolidated Sub total	Contingent Expense Year One	Contingent Expense Year Two	Consolidated Total
FIXED OPERATIONAL EXPENSES							
BASIC TEXT: HARD COVER - English	$ 293,963	$ 308,661	$ 316,378	$ 625,039			$ 625,039
Basic Text-Translated	$ 42,077	$ 44,181	$ 45,285	$ 89,466			$ 89,466
BASIC TEXT-SOFTBOUND	$ 62,948	$ 72,390	$ 76,009	$ 148,399			$ 148,399
JUST FOR TODAY	$ 86,201	$ 99,131	$ 104,087	$ 203,218			$ 203,218
Just for Today (Gift Edition)	$ 7,930	$ 5,379	$ 5,514	$ 10,893			$ 10,893
IT WORKS: HOW & WHY	$ 126,803	$ 133,143	$ 136,472	$ 269,615			$ 269,615
It Works:How & Why (Gift Edition)	$ 683	$ 494	$ 506	$ 1,000			$ 1,000
STEP WORKING GUIDES	$ 102,541	$ 107,668	$ 110,360	$ 218,028			$ 218,028
OTHER RECOVERY LITERATURE	$ 228,733	$ 240,170	$ 246,174	$ 486,344			$ 486,344
Subtotal	$ 951,878	$ 1,011,217	$ 1,040,784	$ 2,052,001	$ -	$ -	$ 2,052,001

NARCOTICS ANONYMOUS WORLD SERVICES, INC.
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OTHER INVENTORY EXPENSE	Baseline Figures June 2001 Actuals	Year One July 02-June 03	Year Two July 03 - June 04	Consolidated Sub total		Consolidated Total
MARKETING	$ 76,502	$ 153,004	$ 156,829	$ 309,833		$ 309,833
MEDALLIONS	$ 73,325	$ 76,991	$ 78,916	$ 155,907		$ 155,907
KEY TAGS & CHIPS	$ 181,808	$ 190,898	$ 195,671	$ 386,569		$ 386,569
NON-FIPT INFORMATION BOOKLETS	$ 23,580	$ 23,580	$ 24,170	$ 47,750		$ 47,750
MISCELLANEOUS	$ 10,743	$ 10,473	$ 10,735	$ 21,208		$ 21,208
HANDBOOKS	$ 14,583	$ 14,583	$ 14,948	$ 29,531		$ 29,531
SPECIALTY ITEMS	$ 12,487	$ 12,487	$ 12,799	$ 25,286		$ 25,286
PI PRODUCTS	$ 986			$ -		$ -
AUDIO MATERIALS	$ 21,173	$ 1,254	$ 1,285	$ 2,539		$ 2,539
GROUP/AREA MATERIALS	$ 24,055	$ 25,041	$ 25,667	$ 50,708		$ 50,708
MIRACLES HAPPEN	$ 3,519	$ 1,800	$ 1,845	$ 3,645		$ 3,645
IN HOUSE PRODUCTION	$ 61,480	$ 64,554	$ 66,168	$ 130,722		$ 130,722
TRANSLATIONS	$ 11,612	$ 11,612	$ 11,902	$ 23,514		$ 23,514
SHIPPING	$ 275,779	$ 278,536	$ 292,463	$ 571,000		$ 571,000
SALES TAX EXPENSE	$ -	$ 51,603	$ 52,893	$ 104,496		$ 104,496
INVENTORY ADJUSTMENT	$ -	$ (9,000)	$ (9,225)	$ (18,225)		$ (18,225)
Subtotal	$ 798,667	$ 911,017	$ 940,756	$ 1,844,483	$ -	$ 1,844,483
LEGAL	$ (13,562)	$ 21,000	$ 22,050	$ 43,050		$ 43,050
TRAVEL	$ 8,860	$ 11,500	$ 12,075	$ 23,575		$ 23,575
ACCOUNTING	$ 19,075	$ 16,150	$ 16,958	$ 33,108		$ 33,108
PERSONNEL *Includes amount budgeted to variable projects*	$ 781,512	$ 839,074	$ 864,246	$ 1,703,320		$ 1,703,320
OVERHEAD	$ 249,630	$ 255,043	$ 267,795	$ 522,839		$ 522,839
TECHNOLOGY	$ 78,464	$ 35,700	$ 37,485	$ 73,185		$ 73,185
Subtotal	$ 1,123,979	$ 1,178,467	$ 1,220,609	$ 2,399,076	$ -	$ 2,399,076
Total Literature Production	$ 2,874,524	$ 3,100,701	$ 3,202,149	$ 6,295,560	$ -	$ 6,318,660

	Baseline Figures June 2001 Actuals	Year One July 02-June 03	Year Two July 03 - June 04	Consolidated Sub total	Contingent Expense Year One	Contingent Expense Year Two	Consolidated Total
VARIABLE OPERATIONAL EXPENSES							
Literature & Convention Workshop					$ 23,100		$ 23,100
Total				$ -	$ 23,100	$ -	$ 23,100

WORLD SERVICE CONFERENCE SUPPORT	Baseline Figures June 2001 Actuals	Year One July 02-June 03	Year Two July 03 - June 04	Consolidated Sub total	Contingent Expense Year One	Contingent Expense Year Two	Consolidated Total
FIXED OPERATIONAL EXPENSES							
PUBLICATIONS	$ 12,989	$ 13,000	$ 13,650	$ 26,650			$ 26,650
WORLD SERVICE CONFERENCE	$ 1,016	$ -	$ 145,000	$ 145,000			$ 145,000
Delegate Funding		$ -	$ 145,000	$ 145,000			$ 145,000
WORLD BOARD	$ 232,519	$ 245,500	$ 257,775	$ 503,275			$ 503,275
HUMAN RESOURCE PANEL	$ 19,387	$ 20,000	$ 21,000	$ 41,000			$ 41,000
WSC CO-FACILITATOR							

FIXED OPERATIONAL EXPENSES

	Baseline Figures June 2001 Actuals	Year One July 02-June 03	Year Two July 03-June 04	Consolidated Sub total	Contingent Expense Year One	Contingent Expense Year Two	Consolidated Total
PUBLICATIONS	$ 12,989	$ 13,000	$ 13,650	$ 26,650			$ 26,650
WORLD SERVICE CONFERENCE	$ 1,016	$ -	$ 145,000	$ 145,000			$ 145,000
Delegate Funding		$ -	$ 145,000	$ 145,000			$ 145,000
WORLD BOARD	$ 232,519	$ 245,500	$ 257,775	$ 503,275			$ 503,275
HUMAN RESOURCE PANEL	$ 19,387	$ 20,000	$ 21,000	$ 41,000			$ 41,000
WSC CO-FACILITATOR	$ -		$ 3,450	$ 3,450			$ 3,450
CONFERENCE RELATED TRAVEL	$ 50	$ 28,000	$ 43,000	$ 71,000			$ 71,000
ACCOUNTING	$ 8,851	$ 12,825	$ 13,466	$ 26,291			$ 26,291
PERSONNEL *Includes amount budgeted to variable projects*	$ 575,188	$ 666,323	$ 686,313	$ 1,352,636			$ 1,352,636
OVERHEAD	$ 191,025	$ 202,534	$ 212,661	$ 415,195			$ 415,195
TECHNOLOGY	$ 57,694	$ 28,350	$ 29,768	$ 58,118			$ 58,118
Subtotal	$ 1,098,719	$ 1,216,533	$ 1,571,083	$ 2,787,615	$ -	$ -	$ 2,787,615

VARIABLE OPERATIONAL EXPENSES

	Baseline Figures June 2001 Actuals	Year One July 02-June 03	Year Two July 03-June 04	Consolidated Sub total	Contingent Expense Year One	Contingent Expense Year Two	Consolidated Total
World Service Meeting						$ 56,175	$ 56,175
Worldwide Workshops	$ 17,223			$ -	$ 53,000	$ 94,000	$ 147,000
Sponsorship Project	$ 4,826				$ 74,500	$ 40,000	$ 114,500
Basic Text Evaluation					$ 34,800	$ 20,000	$ 54,800
Service Material	$ 133				$ 45,875	$ 45,875	$ 91,750
Historical Data Collection	$ 320				$ 37,500	$ 12,500	$ 50,000
				$ -			
Subtotal	$ 22,502	$ -	$ -	$ -	$ 245,675	$ 268,550	$ 514,225
Total *World Service Conference Support*	$ 1,121,221	$ 1,216,533	$ 1,571,083	$ 2,787,615	$ 245,675	$ 268,550	$ 3,301,840

FELLOWSHIP DEVELOPMENT

FIXED OPERATIONAL EXPENSES

	Baseline Figures June 2001 Actuals	Year One July 02-June 03	Year Two July 03-June 04	Consolidated Sub total	Contingent Expense Year One	Contingent Expense Year Two	Consolidated Total
PUBLICATIONS	$ 155,483	$ 155,483	$ 163,257	$ 318,740			$ 318,740
FELLOWSHIP SUPPORT	$ 80,010	$ 80,010	$ 84,011	$ 164,021			$ 164,021
PROFESSIONAL EVENTS	$ 62,680	$ 62,680	$ 65,814	$ 128,494			$ 128,494
DEVELOPMENTAL LITERATURE	$ 97,850	$ 105,000	$ 110,250	$ 215,250			$ 215,250
ACCOUNTING	$ 9,618	$ 10,925	$ 11,471	$ 22,396			$ 22,396
PERSONNEL *Includes amount budgeted to variable projects*	$ 758,527	$ 567,609	$ 584,637	$ 1,152,246			$ 1,152,246
OVERHEAD	$ 241,064	$ 172,529	$ 181,156	$ 353,685			$ 353,685
TECHNOLOGY	$ 76,157	$ 24,150	$ 25,358	$ 49,508			$ 49,508
Subtotal	$ 1,481,389	$ 1,178,386	$ 1,225,953	$ 2,404,339	$ -	$ -	$ 2,404,339

VARIABLE OPERATIONAL EXPENSES

	Baseline Figures June 2001 Actuals	Year One July 02-June 03	Year Two July 03-June 04	Consolidated Sub total	Contingent Expense Year One	Contingent Expense Year Two	Consolidated Total
Standards for Communications	$ 2,835				$ 15,000	$ 16,550	$ 31,550
Public Relations Roundtable					$ 13,850	$ 13,850	$ 27,700
Information Management	$ 1,402				$ 10,000	$ 17,500	$ 27,500
Subtotal	$ 4,237	$ -		$ -	$ 38,850	$ 47,900	$ 86,750
Total Fellowship Development	$ 1,485,626	$ 1,178,386	$ 1,225,953	$ 2,404,339	$ 38,850	$ 47,900	$ 2,491,089

NARCOTICS ANONYMOUS WORLD SERVICES, INC.
PROPOSED BUDGET FY' 2002 - 2004

EVENTS	Baseline Figures June 2001 Actuals	Year One July 02- June 03	Year Two July 03 - June 04	Consolidated Sub total	Contingent Expense Year One	Contingent Expense Year Two	Consolidated Total
FIXED OPERATIONAL EXPENSES							
UNITY DAY	$ 10,856		$ -	$ -			$ -
WCNA-28	$ 128,827		$ -	$ -			$ -
Subtotal	$ 139,683	$ -	$ -	$ -	$ -	$ -	$ -
FUTURE CONVENTION PLANNING	$ 9,775	$ 7,500	$ 7,875	$ 15,375			$ 15,375
ACCOUNTING	$ 3,384	$ 7,600	$ 7,980	$ 15,580			$ 15,580
PERSONNEL *Includes amount budgeted to variable projects*	$ 184,200	$ 394,858	$ 406,704	$ 801,562			$ 801,562
OVERHEAD	$ 68,408	$ 120,020	$ 126,021	$ 246,042			$ 246,042
TECHNOLOGY	$ 18,893	$ 16,800	$ 17,640	$ 34,440			$ 34,440
Total Unadjusted Events	$ 424,343	$ 539,279	$ 558,345	$ 1,097,624	$ -	$ -	$ 1,097,624
NAWS EXPENSE WITHOUT EVENT SPECIFIC	$ 5,905,714	$ 6,034,898	$ 6,557,530	$ 12,585,139	$ 284,525	$ 339,550	$ 13,209,214
Excess Revenue/Expense	$ 590,555	$ 454,662	$ 216,796	$ 678,748	$ (284,525)	$ (339,550)	$ 54,673
WCNA-29							
Registration		$ 125,000		$ 125,000			$ 125,000
Special Events		$ 55,175		$ 55,175			$ 55,175
Newcomer Donations		$ 3,000		$ 3,000			$ 3,000
Merchandise		$ 514,836		$ 514,836			$ 514,836
On Site Merchandise		$ 514,836		$ 514,836			$ 514,836
Other Sales		$ 57,250		$ 57,250			$ 57,250
Rebates		$ 103,000		$ 103,000			$ 103,000
Subtotal		$ 858,261	$ -	$ 858,261			$ 858,261
WCNA-30							
Registration		$ 455,175	$ 311,520	$ 766,695			$ 766,695
Special Events		$ 471,375	$ 52,375	$ 523,750			$ 523,750
Newcomer Donations		$ 17,000	$ 3,000	$ 20,000			$ 20,000
Merchandise		$ 88,992	$ 615,000	$ 703,992			$ 703,992
Other Sales			$ 73,750	$ 73,750			$ 73,750
Rebates			$ 73,090	$ 73,000			$ 73,000
Subtotal		$ 1,032,542	$ 1,128,645	$ 2,161,187			$ 2,161,187
Total Events Income		$ 1,890,803	$ 1,128,645	$ 3,019,448			$ 3,019,448
WCNA-29 EXPENSE							
Entertainment		$ 249,000		$ 249,000			$ 249,000
Convention Information		$ 77,550		$ 77,550			$ 77,550
Program		$ 208,200		208,200			208,200

WCNA-29 EXPENSE					
Entertainment	$ 249,000		$ 249,000		$ 249,000
Convention Information	$ 77,550		$ 77,550		$ 77,550
Program	$ 208,200		$ 208,200		$ 208,200
Arts & Graphics	$ 29,100		$ 29,100		$ 29,100
Administration	$ 75,650		$ 75,650		$ 75,650
Registration	$ 76,150		$ 76,150		$ 76,150
Merchandise	$ 270,646		$ 270,646		$ 270,646
Facilities Expenses	$ 270,170		$ 270,170		$ 270,170
Support Committee Administration	$ 23,280		$ 23,280		$ 23,280
Service Delivery Plan	$ 36,650		$ 36,650		$ 36,650
Subtotal	$ 1,316,396	$ -	$ 1,316,396		$ 1,316,396
WCNA-30 EXPENSE					
Administration	$ 14,798	$ 83,853	$ 98,650		$ 98,650
Arts & Graphics	$ 5,865	$ 33,235	$ 39,100		$ 39,100
Convention Information	$ 16,883	$ 95,668	$ 112,550		$ 112,550
Entertainment		$ 513,600	$ 513,600		$ 513,600
Facilities Expenses	$ 68,250	$ 386,750	$ 455,000		$ 455,000
Merchandise		$ 411,234	$ 411,234		$ 411,234
Program		$ 237,150	$ 237,150		$ 237,150
Registration		$ 117,400	$ 117,400		$ 117,400
Support Committee Administration	$ 3,792	$ 21,488	$ 25,280		$ 25,280
Subtotal	$ 109,587	$ 1,900,377	$ 2,009,964	$ -	$ 2,009,964
Total Events Expense	$ 1,425,983	$ 1,900,377	$ 3,326,360		$ 3,326,360
Excess Revenue/Expense	$ 919,482	S (554,936)	S 371,836	S (284,525)	S (252,239)
Net Adjustment for WCNA-29 Inc-Exp Received Prior to 7/1/02	$ 782,553				
Factored Excess Revenue/Expense	$ 1,702,035	$ (554,936)	$ 1,147,099	$ (339,550)	$ 523,024