

**Narcotics
Anonymous®**

**Temporary
Working Guide
to our
Service
Structure**

Revised 4/93

The Twelve Traditions of Narcotics Anonymous

1. Our common welfare should come first; personal recovery depends on N.A. 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 N.A. as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An N.A. group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every N.A. 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. N.A., 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 N.A. 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.

Temporary Working Guide to our Service Structure



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World Service Office, Inc.
PO Box 9999
Van Nuys, CA 91409 USA
Tel. (818) 780-3951
Fax (818) 785-0923

World Service Office-EUROPE
Avenue Winston Churchill laan 249/B15
B-1180 Brussels, Europe
Tel. +32/2/346-1400
Fax +32/2/346-2282

World Service Office-CANADA
150 Britannia Rd. E. Unit 21
Mississauga, Ontario, L4Z 2A4, Canada
Tel. (416) 507-0100
Fax (416) 507-0101

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THE PURPOSE AND FUNCTION OF THE SERVICE UNITS OF NARCOTICS ANONYMOUS

1. The primary purpose of an *NA member* is to stay clean a day at a time and carry the message of recovery to the addict who still suffers by working with others.
2. The primary purpose of an *NA group* is to carry the message of recovery to the addict who still suffers by providing a setting for identification and a healthy atmosphere for recovery, where addicts can come for help if they have a desire to stop using.
3. The purpose of an *area service committee* is to be supportive of its areas and groups and their primary purpose, by associating a group with other groups locally, and by helping a group deal with its day-to-day situations and needs.
4. The purpose of a *regional service committee* is to be supportive to its areas and groups and their primary purpose, by linking together the areas and groups within a region, by helping areas and groups deal with their basic situations and needs, and by encouraging the growth of the fellowship.
5. 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.
6. 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.
7. The purpose of the *World Service Board of Trustees*, who act as guardians of the Twelve Traditions, is to ensure the continuation and growth of NA by seeking new and better ways to carry the message to the addict who still suffers, by seeking to ensure the maintenance of the Twelve Traditions, and by dealing with those things, both within and outside the fellowship, which affect its continuation and growth.

MEMBER

The front line, so to speak, of NA service is an individual NA member. Any addict can be a member--the only requirement is a desire to stop using. The services that each of us provides are the most important in NA. It is a member who carries our message of recovery and works with others. Without an active membership there would be no need for the rest of this service structure. There would be no NA.

The benefits of membership are clear to us all: a drug-free life, the chance to grow, friendship, and freedom. However, membership is not without its responsibilities. It is the responsibility of all members to maintain their personal recovery. Also, it is the responsibility of each of us to share freely our experience, strength, and hope with an addict who still suffers, and work to ensure that what was freely given to us remains available to the newcomer and oldtimer alike.

The gathering together of two or more member addicts for the purpose of learning how to live a drug-free life by practicing the principles of NA constitutes an NA meeting. When such a meeting is held regularly, it can become a group.

GROUP

An NA group is any meeting which meets regularly at a specified place and time, providing that it follows the Twelve Steps and Twelve Traditions (has no outside affiliations and receives no outside financial support). To facilitate communications and unity, and to better serve NA as a whole, groups should register with the World Service Office of Narcotics Anonymous. The group is the second level of our NA service structure.

The primary purpose of an NA group is to carry the message to the addict who still suffers. However, it also provides to all members the chance to express themselves and to hear the experiences of other members who are learning how to live a better life.

Groups hold two basic types of meetings: those which are open to the general public and those closed to the public (for addicts only). Meetings vary widely in format from group to group. Some are participation meetings, some speaker, some question and answer, some topic discussion, and some have a combination of these formats.

Despite the type of format a group uses in its meetings, the function of a group is always the same: to provide a suitable and reliable environment for personal recovery and to promote such recovery.

A group has proven to be the most successful vehicle for Twelfth Step work. After sharing one's personal experience, strength, and hope, the most valuable thing a member can do is to bring prospective new members (addicts) to a group meeting. In this way, a group meeting becomes a place where newcomers know they can come for help. Often the first thing that can open the doors of recovery for addicts is the recognition of themselves in others. A group provides a setting in which the newcomer can find this identification by hearing a number of recovering addicts, rather than just one or two.

The group is the level at which we first find some of the day-to-day business of NA being taken care of. There is rent to pay, literature to buy and distribute, refreshments to be provided, a meeting hall to be kept clean, a time schedule to follow, announcements to be made, and other things to be done for the maintenance of a group. A group should stay in contact with other groups in its local area and with the rest of NA, so it can find out about activities, learn of new groups opening up, get new literature, and find out what's happening in NA. This can best be accomplished by a number of groups in an area creating an area service committee (ASC). This will be further discussed later in this manual. This is also the first level at which fellowship funds are handled, and the correct use of this money is essential for the preservation of a group. It is at a group level that the principle of the trusted servant comes into being: "Our leaders are but trusted servants, they do not govern." The officers of a group are elected by a majority vote of the group conscience. They are: the secretary, the treasurer, the group service representative, and the group service representative alternate. These trusted servants are the nucleus of the steering committee. The steering committee is made up of those people who regularly attend, support a group, and attend the business meetings.

Group Secretary

A secretary is responsible for the day-to-day functions of a group. It is his or her responsibility to assure that the group meeting takes place when and where it is supposed to. The secretary selects a leader for each meeting, makes sure the coffee and refreshments are ready, arranges for group business meetings, arranges for the celebrations of "birthdays," makes sure that the meeting hall is left in proper order, and answers all correspondence. This job is important because without a good secretary, a group has little chance of surviving and providing an atmosphere of recovery.

Group Treasurer

A treasurer of an NA group is responsible for the funds which come into a group from the collection, and for the handling and distribution of these funds. The money collected in our meetings must be carefully budgeted. There are numerous expenses necessary for running a group. The treasurer keeps an accurate record of all the group's financial transactions, maintains meeting log books, maintains a group bank account,

and distributes money to pay the rent, purchase literature, provide refreshments, buy supplies, and cover the cost of any miscellaneous expenses a group incurs. In order to maintain our fellowship and freedom, monies which come from a group's collections and members' contributions must always be used to further our primary purpose. A group must first support itself.

After paying its bills, any remaining funds should be placed in a group bank account, accumulating a reserve adequate to run a group for one month. After this "prudent reserve" has been established, excess funds should be diverted to the area service committee. In cases where no ASC exists, send this balance to your regional service committee (RSC). If no RSC exists, send this balance to the WSC Treasurer. One of the biggest problems we have faced has been the misuse of a group's money. This abuse severely limits what the NA Fellowship can offer to recovering addicts. A treasurer has a grave responsibility, and much thought should be given to selecting a member to perform this function (also see the *Treasurer's Handbook*).

As a general guide we have found that the treasurer and secretary are most successful if they have certain assets necessary for the performance of their responsibilities. These qualifications include:

1. The willingness and desire to serve;
2. We suggest a minimum of one (1) year continuous abstinence from all drugs;
3. Knowledge of the Twelve Steps and the Twelve Traditions; and,
4. Active participation in the group they are to serve.

The two remaining trusted servants of an NA group are a group service representative (GSR) and a GSR alternate. Because the roles of the GSR and GSR alternate are so important to the success of an NA group, these two trusted servants will be discussed in greater detail in the next section of the manual.

A group secretary and a treasurer serve for a period of one year, after which time they are succeeded by another member who has been elected by the group. The use of any drug while serving as an officer constitutes an automatic resignation from that office.

Note: One of the responsibilities of the officers of a group is to train other group members to replace them. A group can be strengthened by new officers who are prepared to take over the responsibilities of those they replace. Continuity of service can be aided by staggering the election of trusted servants and overlapping the terms of service. For example, a secretary might be elected in November to begin serving in January, and the treasurer elected in March can begin serving in May. This would always allow a group to have representation from experienced officers. Remember: Choose your trusted servants well. It is you whom they will be serving.

Group Service Representative and GSR Alternate

A group service representative (GSR) is first in line of communication between a group and Narcotics Anonymous as a whole. They are the links that bind the groups together in the performance of our primary purpose. It is their responsibility to keep a group informed and to express a group's conscience in all matters. In other words, they are, in fact, the voice of their group. Electing GSRs who will take an active part in the business of NA is probably the most important thing we can do to improve the unity of the fellowship. Active representation, more than any other thing, can strengthen the ties that bind us together and promote our common welfare.

The GSRs speak for their groups at area service committee meetings. They take part in the planning and implementation of any functions which affect the members of their groups. As a result of their participation they can keep their groups informed about what is happening in NA. Members of a group should always be able to go to their representative and find out about activities, other groups, how our NA service structure works, the Twelve Traditions, and how they can become more involved.

A group service representative normally serves for a period of two (2) years. The first year is spent as a GSR alternate, working closely with an existing GSR, learning the duties of the office and taking over in case the GSR is ill, or cannot for any reason continue to serve. Also, if the GSR cannot attend one of the monthly area service committee meetings, the GSR alternate has the responsibility to vote in the GSR's absence. It is also suggested that a GSR share some of the responsibilities with the GSR alternate. The second year the alternate becomes the group's GSR, taking over the full responsibilities and functions of the office, and in turn is helped by a newly elected GSR alternate. The "apprentice" system serves two purposes: First of all, it helps

to provide a continuity of service which never leaves a group unrepresented; and secondly, the year spent as an alternate provides the training necessary for an effective GSR. As you can see, the role of a GSR is not a simple one, nor one to be taken lightly. The election of effective GSRs and GSR alternates is probably the most important thing that you, as an individual member, can do for the unity of NA. In choosing your representatives, remember that they are your voice and your ears in NA. If you wish to be well represented and well informed, it is your responsibility to elect the best possible nominee. For this reason we suggest that candidates for GSR should have:

1. The willingness and desire to serve;
2. We suggest a minimum of one (1) year of continuous abstinence from all drugs;
3. An active participation in the group they are to serve;
4. Knowledge of the Twelve Steps and Twelve Traditions; and,
5. An understanding of our NA service structure and the responsibilities of a GSR.

The requirements for the office of GSR alternate are the same as those for GSR, except that there is a minimum of six (6) months of continuous abstinence from all drugs. These qualifications are not, of course, hard fast rules. They are, however, some of the things you should consider in the selection of your representatives. The group service representatives, as we have described them, are your link to the rest of NA. They are also the ties that bind the personal service you and your group perform to the next type of service which is offered by NA--area and regional service.

It is suggested that when holding elections for group officers, the description of each officer's job and the suggested qualifications for nominees be read, so that members of the group fully appreciate the responsibilities and ramifications of each office.

AREA AND REGIONAL SERVICE

The next level of service in NA is area and regional service. These services provide the support necessary for groups of NA members to work together for their common welfare.

In 1969, NA's first committee specifically designed to fill our general service needs at the group level was established. This committee and others like it have contributed greatly to the growth of NA. However, today it is no longer enough to have a few members getting together to keep their groups going. NA is growing.

Area and regional services are both geographic and functional designations. When an area or region grows to a point where it cannot efficiently serve its members' needs, that area or region should divide. An area is designed to provide services to individual groups with specific needs, and a region to provide services to areas with common needs. This difference in function is important to keep in mind as we discuss in the following section these very similar services. Our experience has shown that our groups have situations which they cannot handle on their own. In the spirit of our fellowship, we as individuals seek help from one another to deal with our living situations; just so, groups can find help from other groups. However, most of the situations a group faces are of such nature that another group located many miles away can be of little assistance; and for this reason this part of our service structure contains both area and regional committees.

A *designated area* within NA is any local area, community or town with a significant number of NA groups. Any set of groups within definable geographic boundaries that need to function together as an area can be a designated area.

A *designated region* is a broader geographic unit made up of a significant number of areas. Normally we consider a region to be any state in the United States, or any other country. Again, the definition of a region is ultimately one of need. Areas with this need can be considered a designated region. We feel it is necessary to stress that, for the purposes of NA, the designation of a region should always be based on specific needs. Successful growth of any region will result in dividing into additional regional committees. This is beneficial since it allows these service committees to more effectively serve the needs of their member groups.

Suggested Service Committee Meeting Format:

1. Opening prayer
2. Reading of the Twelve Traditions
3. Minutes of the last service meeting
4. Treasurer's report
5. Representative reports
6. Subcommittee reports
7. Group reports
8. Old business
9. New business
10. Announcements
11. Closing prayer

Note: Although individual area and regional guidelines differ regarding which participants may vote, these service committee meetings are open to the fellowship.

AREA SERVICE COMMITTEE

An area service committee (ASC) is a committee made up of representatives (GSRs) from groups within a designated area, which meets monthly for the express purpose of serving the specific needs of its member groups.

There are certain facilities which are necessary to the service provided by an ASC. In the beginning these may be simply a permanent mailing address (usually a post office box), a bank account, and a place to hold meetings.

As the membership and number of groups within an area increase, or when an area decides that it needs a broader spectrum of services, more facilities may be needed. These might include a telephone answering referral service, a ditto machine, a typewriter, an adding machine, and a place to store literature, among other things. As an area grows still more, the members may decide to consolidate and improve these facilities by opening and staffing a local office.

Most ASCs have found that a subcommittee does the actual work to implement ASC directives. The subcommittees normally deal with a single service such as public information, hospitals and institutions, or entertainment, and may meet to do the work as needed during the month between regular ASC meetings.

The most important service which an ASC provides is that of group support. Whenever a group has a specific situation or need which it has not been able to handle on its own, it can come to its area service committee for help. These situations are almost limitless in scope; however, we have learned that we can get much accomplished when we work together.

An ASC performs other functions which are of help to the groups. It can help new groups get started or give aid to floundering groups. It may hold workshops or seminars to train trusted servants. It can look for potential places or keep a stock of literature which the groups can purchase. The point is that an ASC handles whatever functions are necessary or helpful to its groups.

In order to provide these services, an ASC needs the active participation of its GSRs. A group supports its area service committee both financially and emotionally. It takes money to provide the services we have described. It is a group's responsibility to offer this support. When an ASC is first formed, this need for funds may be minimal, just enough to pay for a post office box and a meeting place. However, as an area grows, the financial needs of the committee also grow. In order to provide a full line of services it requires a steady, reliable flow of money. Some areas provide these funds through activities. These alternate sources of financial support are helpful, but the bulk of the responsibility still falls on the members of a group.

The active participation of each group representative is essential for a successful ASC. Each GSR must keep his or her own group informed, and must represent that group's conscience in all committee decisions. An agenda for an ASC should be sent to the groups ten (10) days before the committee meets. Representatives should evaluate each vote in terms of the needs of those they serve or take it back to the group. In addition to this, a GSR participates in helping to carry out the ASC's other specific functions. The attracting of new members, the planning and implementation of activities, and the aid given to groups with special situations are services which require much more effort than a monthly meeting.

In order to coordinate its services, each ASC elects officers yearly. These officers include a chairperson, a vice chairperson, a secretary, a treasurer, an area service representative (ASR), and an area service representative alternate (ASR alternate). Leadership and the ability to organize and give the committee direction and incentive must come from its officers. Upon election, the officers shall resign as GSRs. Their groups then elect new representatives, thus ensuring all groups equality of representation.

Officers:

1. A *chairperson* arranges an agenda for and presides over the monthly meetings. They are also responsible for correspondence, maintaining area files and archives. The chairperson should be one of the cosigners of the ASC's bank account. At committee meetings they can vote only in case of a tie. A chairperson must be capable of conducting a business meeting with a firm, yet understanding hand. For this reason, it is suggested that they have a minimum of two (2) years continuous abstinence from all drugs.
2. A *vice chairperson* coordinates all subcommittee functions. In the absence of the chairperson, the vice chairperson shall perform the duties of the chairperson. The vice chairperson should be one of the cosigners of an ASC's bank account. It is suggested that a vice chairperson have a minimum of one (1) year's continuous abstinence from all drugs.
3. A *secretary* keeps accurate minutes of each ASC business meeting, and types and distributes copies of the minutes to each GSR no later than one (1) week following each ASC meeting. These minutes should be verified by the chairperson before copies are made. It is suggested that a secretary have a minimum of one (1) year's continuous abstinence from all drugs.
4. A *treasurer* shall make a report of contributions and expenditures at every regular ASC meeting, as well as an annual report at the end of a calendar year. The treasurer shall be the other cosigner of an ASC's bank account. The treasurer can also be made responsible for bulk purchases of literature for the groups. It is suggested that a treasurer have a minimum of two (2) years continuous abstinence from all drugs.
5. An *area service representative* (ASR) is to an ASC what a GSR is to a group. As the representative of the area, the ASRs speak for the members and groups within the area service committee. The primary responsibility of an ASR is to work for the good of NA, providing two-way communication between the area and the rest of NA, particularly with neighboring ASCs. They represent the group conscience of an ASC at a regional level and provide the area with the agenda for the RSC at least ten (10) days before the RSC meets. An ASR attends all regional service committee meetings and takes part in any decisions which affect the region, speaking as the voice of the ASC's group conscience. An ASR may serve on one or more of its ASC and RSC subcommittees, but not as a chairperson. The office of ASR is immensely important, for an ASR is the next link in expressing the will of a loving God. An ASR must be able to work for the common good, placing principles before personalities at all times. Therefore, in addition to the regular qualifications for GSRs, it is recommended that nominees to the post of ASR also have:
 - A. Service experience;
 - B. The willingness to give the time and resources necessary for the job; and,
 - C. A suggested minimum of three (3) years of continuous abstinence from all drugs.

The office of ASR also parallels that of GSR in that it is a two-year commitment. The first year of service is spent as an ASR alternate becoming familiar with the job, attending all ASC and RSC meetings, and filling in for the ASR if he or she is absent or for any reason unable to complete the term in office. Naturally, the recommended qualifications for election as ASR alternate are the same as for ASR, with one exception: a suggestion of two (2) years continuous abstinence.

Election of ASC Officers

Committee officers should be elected from members of Narcotics Anonymous who have prior service experience such as GSR, group secretary, group treasurer and/or subcommittee member. Any ASC member or officer may be removed during their term in office by a majority vote of the ASC. Also, all ASC members and officers may succeed themselves in office, but in keeping with the Ninth Tradition and the principle of rotating leadership, it is recommended that no officer serve more than two (2) consecutive terms.

Note: A word to the wise--committees are notorious for getting lost in their own dust as they stumble down the road of uncertain destiny.

REGIONAL SERVICE COMMITTEE

A regional service committee (RSC) is a committee made up of the ASRs from all the areas within a designated region. This service committee is designed to provide service to its member areas. An ASC and an RSC are similar in nature and purpose, but their respective functions are slightly different. While an ASC serves the specific needs of its individual member groups, an RSC serves the common needs of its member areas.

The primary function of an RSC is to unify the areas within its region. Another function is to carry the NA message of recovery through RSC public information subcommittees. Another basic function of this committee is to contribute to the growth of NA, both by initiating much of the work to be finalized at the World Service Conference and by helping to support our world services.

Just as an ASC often deals with situations that the groups cannot deal with on their own, an RSC responds to situations that the areas cannot resolve on their own. This is one way in which an RSC strives for unity; another is by providing a meeting place for areas and a center of communication with other regions and the NA Fellowship.

Area and regional service committees are autonomous, just as the groups they serve, "except in matters affecting other groups or NA as a whole." The first thing an RSC must have in order to establish its identity is a permanent mailing address (post office box). After the post office box, the next thing an RSC should do is register with the WSO, Inc. Groups and committees must be registered if they are to be listed in the *World Directory* and to receive information and support.

The final thing that must be done when forming a region is to set down some kind of framework or guidelines within which to function. Generally, ASC meetings are fairly flexible in their format in order to deal with a wide variety of situations that might come up.

RSC meetings, on the other hand, are usually pretty well structured. The format of an RSC meeting is virtually identical to that of an ASC-meeting, but an RSC-deals primarily with common situations, working on a broader scale.

Some regions have found it valuable to conduct their meetings according to a prearranged agenda. The RSC officers get in touch with the ASC officers through their ASR and collect topics for discussion so situations can be dealt with on a priority basis, and similar situations can be combined to prevent duplication of effort.

Each service committee should have some kind of guidelines to ensure that its services continue to be provided regardless of changes in officers or representatives. These guidelines should include a description of the committee, its purpose, and the scope of its services, and should define the functions and responsibilities of its participants, officers, and subcommittees.

A regional service committee sponsors major activities such as service conferences, conventions, camp-outs and roundups. These functions can stimulate NA unity in a region. Most of us have, at some time, attended an activity of this type and we are aware of the unity and fellowship they can inspire. Each region is encouraged to hold at least one major function or activity each year. These can be as simple as a camping trip or as involved as a service conference. Usually the planning and implementation of such an event is left to a regional activities subcommittee specifically established for this purpose. We have found that a subcommittee system is even more important at a regional level than it is in our areas. This is because an RSC covers a greater number of meetings. By necessity, most of the work (excluding major decisions and matters of group conscience) must be done by subcommittees. Only the initiation and the finalization of a project takes place in a regular RSC meeting. Our primary purpose is to carry the message to the addict who still suffers. This is just

as true for an RSC as it is for any group. All RSC functions have this purpose as a goal; some functions, however, relate directly to carrying the message. As we have noted, the areas basically work to bring the addict to the fellowship, through public relations and public service announcements. Hospital and institutional work on the regional level is the responsibility of the RSC H&I subcommittee with assistance from the RSC PI subcommittee, as needed.

An RSC needs money to operate. Most RSCs normally publish quarterly meeting directories. Additional funds are needed for postage, stationery supplies, and the like.

Another important part of an RSC's function is to contribute to our world services. Regional support in the nature of funds, ideas, and confidence is essential to the work of our world services. Any excess funds which accumulate at a regional level should be contributed directly to the treasurer of the World Service Conference. Monies are needed for major activities. These activities are ideally self-sustaining, with enough money left over from one activity to secure the next. Many regions sponsor their representatives to the World Service Conference. Most of the suggestions, ideas, and new literature presented at a World Service Conference are initiated at a regional level. These are submitted in writing to the proper committee of the World Service Conference *ninety (90) days* prior to a World Service Conference itself in order to be considered for placement on the agenda. *Sixty (60) days* before a World Service Conference meets, copies of the agenda are mailed out to the regions by the WSC secretary for group conscience discussion. [Editorial note: Although this paragraph was not modified specifically, these time sequences have been superseded by action of the 1984 WSC. See Paragraph 1.I., page 16. See also WSC Literature Guidelines, page 19 for details pertaining to new literature.]

Elections of RSC Officers

Like an ASC, an RSC elects officers each year from among its participants. They include: a) a chairperson, b) a vice chairperson, c) a secretary, and d) a treasurer. Their functions and responsibilities are similar to those of ASC officers. An RSC also elects a regional service representative (RSR) and a regional service representative alternate (RSR alternate) who speak for the region at the World Service Conference.

Regional Service Representative

A regional service representative (RSR) is to a region what a GSR is to a group and an ASR is to an area. An RSR represents and speaks for the members and groups that comprise the regional service committee. The primary responsibility of an RSR is to work for the good of NA, providing two-way communication between the region and the rest of NA. An RSR is the fellowship's link with the World Service Conference and the World Service Board of Trustees. RSRs provide two-way communication between these service levels and the various areas within their region and other regions. They present minutes of the WSC and WSB to the RSC. They attend all RSC meetings and as many ASC meetings as possible.

The office of regional service representative is a year-round job. An RSR participates in the World Service Conference, and takes part in any decisions which affect NA. An RSR may serve on one or more WSC committee, communicates regularly with the World Service Board of Trustees, works closely with regional officers and subcommittees, and is a source of information and guidance in matters concerning the Twelve Traditions of Narcotics Anonymous.

Each year an RSC elects a regional service representative alternate from among the qualified members in the region. An RSR normally serves for a period of two (2) years: the first as an alternate representative and the second as a voting representative. The RSR alternate also fills in if the RSR is absent for any reason or is unable to complete the term in office.

In order for an RSR to do a good job, it is recommended that each nominee should have the following qualifications:

1. A commitment to service;
2. Service experience;
3. The willingness to give the time and resources necessary to do the job;
4. A suggested minimum of five (5) years of continuous abstinence from all drugs, for an RSR alternate; and,
5. A good working knowledge of the Twelve Steps and the Twelve Traditions of the Narcotics Anonymous Fellowship.

An RSR is the voice of the region, and votes the group conscience of the region at the World Service Conference. Whenever a voting matter occurs where the group conscience of the region has not been given to them, they should evaluate each vote in terms of the needs of the members they serve.

In order to prevent the necessity of tabling important clarifications and motions for a year, RSRs should have, before leaving their region, a vote of confidence that they are authorized to vote their members' group conscience on motions not on the World Service Conference agenda. When appropriate, a motion can be tabled to allow representatives to check with their group conscience, and the motion can be brought to the floor later in the same World Service Conference.

A regional service representative should be selected from the best informed, most trusted, and most active members in order that they may serve their region's needs and the needs of Narcotics Anonymous.

WORLD SERVICE

The final type of service which NA offers is world service. These are the services which deal with the problems and needs of NA as a whole, and which 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.

Our world services include three specific bodies: the World Service Office, the World Service Board of Trustees, and the World Service Conference. These three branches of service are interrelated and work together to benefit all of NA. However, each branch of world service functions within its own framework and guidelines.

Within our world services we again find new service concepts developing. First, our world services work for the good of all NA. 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 which involve our entire fellowship. A second new concept found at this level is that of the nonaddict servant. These individuals have valuable skills from which our fellowship can benefit.

THE WORLD SERVICE OFFICE

Probably the single busiest part of our service structure is the World Service Office (WSO). 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, and through the representatives within our service structure. 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 which other groups and members have reported to the WSO, and by putting those who seek aid in touch with other groups or members within our fellowship. The WSO is also available to aid conventions and conference committees, etc.

Another major function of WSO is the publication and distribution of literature. This office publishes yearly a *World Directory*(1), quarterly newsletters, all World Service Conference material, and new literature in English and other languages. In order to provide these publications, WSO needs financial support. WSO is also responsible for the printing, warehousing, and distribution of all existing literature. Additionally, a number of kits such as the *Group Starter Kit* are available. As a sideline to literature, the WSO offers reel-to-reel and cassette tape recordings of important NA functions, personal "pitches," typical meetings, and discussions on various topics.

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 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, ASRs, and RSRs; and the addresses of all general service committees and their officers. Along with these files and records, 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 does function 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 which 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 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 WSO is a registered, nonprofit corporation in accordance with the laws of the State of California and the United States Federal Government. Within the bylaws there are specific sections which state the purpose and relationship of the WSO 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 WSO regarding its general operations.

The WSO Board of Directors is made up of twelve members who are directly (three) and indirectly (WSC-elected pool members) elected at the annual meeting of the WSC by the participants gathered from throughout the fellowship. The three directors elected annually serve one-year terms, while those members drawn from the pool serve alternating three-year terms. The terms of those members from the pool are rotated so there are always members serving with previous experience.

The directors of the WSO are responsible for the direct management of the office: selection of principal workers, establishment and implementation of operational policies and procedures, and supervision of the overall operations. The office provides a detailed annual report to the conference, in addition to providing periodic reports and studies requested by the conference. The WSO also serves as the general secretary of the conference and its committees and boards.

(1) See page 26 for motion concerning publication of NA World Phone Directory.

WORLD SERVICE BOARD OF TRUSTEES OPERATIONAL PROCEDURES

The World Service Board of Trustees (WSB) was created in the early 1960s and is the longest-standing service body in NA today. Its purpose is to serve the fellowship. It does this through its committee system. The board is accountable to the fellowship through the World Service Conference. Each trustee serves on one or more WSB committee(s) and also serves as a full participant at the annual meeting of the WSC. While the trustees may not represent a specific constituency, they do represent all the members of NA.

Frequently, the board has been called upon to assist in the resolution of important issues facing our fellowship. The needs of our fellowship are ever-changing; since the early days of NA's development, the board has performed a number of functions that affect the fellowship as a whole. Although the general policies of NA are guided by our traditions, it is the board's responsibility to apply those policies to all world service efforts.

It is the responsibility of the WSB to take the work and projects committed to them by the conference, plan and oversee their administration, and bring them back to the WSC upon completion. WSB committees plan and oversee this work. These committees are composed of trustee and nontrustee members. Trustee committees are concerned with literature development and translations, public and professional relations, hospitals and institutions, fellowship growth and development, fellowship services and policy, and NA finances.

The board assists the World Service Conference in determining the priorities and focus of conference committees. Through their close association with the World Service Office Board of Directors, they are also involved in determining the direction of the World Service Office.

The WSB functions within its own operational procedures, but also works closely with the other world service boards and committees. In general, the board's role is to provide leadership and guidance to NA's world services, and to offer its experience to the fellowship as a whole.

- I. The purpose of the World Service Board of Trustees is to contribute to the continuation and growth of Narcotics Anonymous and to serve as a primary resource for the fellowship of NA.
- II. The functions of the World Service Board of Trustees and its members are:
 - A. To deal with those things, both within and outside the fellowship, which affect the continuation and growth of NA;
 - B. To encourage fellowship-wide understanding and utilization of the Twelve Traditions of NA;
 - C. To provide and encourage the exchange and availability of service-related information and experience; and,
 - D. To actively seek and encourage ways of carrying the message of recovery to the addict who still suffers.

The board and its members, as a resource of experience and information, are responsible to the fellowship as a whole through the NA service structure and must remain responsive to the needs of the fellowship.

- III. The membership of the World Service Board of Trustees conforms to the following:
 - A. The number of trustees serving at any time is limited to a maximum of seventeen (17).
 - B. There are two types of trustees: addict member of NA, or nonaddict. At least two-thirds of the trustees are recovering addicts.
 - C. The qualifications required of addict trustees include:
 - 1) The willingness to serve as a member of the board;
 - 2) A commitment to service, as shown by experience working as a member of other NA service committees and their contribution to the continuation and growth of the fellowship;

- 3) The time and resources necessary for active trusteeship;
 - 4) A minimum of eight years continuous abstinence from drugs;
 - 5) A good working knowledge of the Twelve Traditions and Twelve Steps of NA; and,
 - 6) Nomination by a World Service Conference participant.
- D. The qualifications required of our nonaddict trustees are:
- 1) The willingness to serve as a member of the board;
 - 2) Previous experience on a trustee committee;
 - 3) The time and resources necessary for active trusteeship;
 - 4) A good working knowledge of the Twelve Traditions of NA;
 - 5) A good understanding of the nature of the addict and our program of recovery; and,
 - 6) Nomination by the World Service Board of Trustees.
- E. A trustee is selected by the following procedure: Candidates for the board are nominated and elected at the World Service Conference. There is a separate election for trustee positions. Each trustee must receive a two-thirds majority vote of the World Service Conference to be elected. Separate elections will be held for addict trustees and nonaddict trustees.
- F. Addict trustees are elected for five-year terms. Nonaddict trustees are elected for three-year terms. Terms begin at the commencement of the May/June WSB meeting each conference year.
- G. A trustee may be suspended from active trusteeship by a two-thirds vote of the entire membership of the WSB. A trustee may be removed from their position by a two-thirds vote of the WSC. A suspended trustee shall not be considered a voting member of the board during the suspension period.
- H. Regular trustee meetings shall consist of full board and committee meetings, and shall include all regular trustees, committee members, and WSO staff assigned to assist the board.
- IV. The responsibility of the World Service Board of Trustees is to provide guidance and direction. This responsibility includes, but is not limited to, the following:
- A. Development and recommendation of policies for NA which will help the fellowship achieve its primary purpose.
 - B. Participation in development of the priorities and focus of world services.
 - C. Assistance in determining the direction of the World Service Office.
 - D. Participation in the development and review of world service budgets.
 - E. Management of projects committed to the board by the WSC.
 - F. Involvement in the growth and development of NA communities worldwide.
 - G. Education and training for the fellowship through involvement in workshops, learning days, and conventions.
 - H. Membership on world service committees concerned with budget, travel, translations, etc.
 - I. Response to questions and concerns and promotion of communication within the fellowship.

THE WORLD SERVICE CONFERENCE(2)

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 each year when all our service branches come together. Unlike all other branches of NA service, the conference is not an entity, it is an event--the coming together. In the spring of each year the regional service representatives, the trustees of the World Service Board, and the managers and directors of the World Service Office meet to discuss questions of significance to the Fellowship of Narcotics Anonymous as a whole.

The conference itself can last up to a week, however, the planning and implementation associated with the conference is a year-round proposition. The WSO is responsible for the administration of the conference itself. The trustees and directors who attend the WSC must spend time in preparation, studying problems to be discussed, and gathering information upon which decisions can be based. Each representative must be knowledgeable about the needs and feelings of his region, and be prepared to contribute to the conference.

The conference usually begins with an opening meeting which includes opening ceremonies, an overview of topics to be presented, and a review of the meaning and effect of the Twelve Traditions.

From this general meeting, the conference splits up into five (5) committees at which all suggestions, questions, and problems which have been submitted are discussed. These topics can include anything of major importance to NA as a whole.

These committees include: administrative, policy, literature, hospitals and institutions, and public information. Each representative serves on one committee; each committee contains at least one trustee; and those committees which have equivalents in the WSO or WSB meet in conjunction with them. The purposes of the committees are to discuss all input within their scope, resolve items which do not require major policy decisions, and prepare resolutions for policy items. These resolutions are designed to occupy as little general meeting time as possible and include a simple statement of the resolution, arguments for and against, and the facts which support these arguments.

After the agenda for the general meeting has been prepared from resolutions gathered from the committees, all conference members get together as a body once again. At this general meeting each resolution is presented and considered. Some resolutions can be acted upon by the conference, and some must be taken back to each region, area, and group for conscience decisions. But the conference can, because of our service structure, initiate action which will benefit all members.

Once the conference has considered all resolutions and decided which require fellowshipwide group conscience votes, and which are within the realm of conference action, the committees meet once again to plan for the implementation of the conference resolutions. The committees decide which branch--the WSO, the WSB, or one of the conference committees--can take the most effective action. Based on these decisions, directives are drafted and submitted for final approval.

Then, all conference members meet together once again for the closing meeting. At this time the directives are approved and the closing ceremonies take place.

It sounds like the World Service Conference has a lot of power. This isn't true. All conference matters are conducted in strict accordance with our traditions, each conference member is a trusted servant and has shown an understanding of our traditions, and all items discussed in the conference originate within the fellowship. Due to its very nature, the conference is the servant of the fellowship.

Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that this work was begun. We must always remember that as individual members, groups, and service committees we are not, and should never be, in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our fellowship; it prevents us from providing the services necessary for growth.

(2) The above description of the WSC was contained in the original input of the WSC '79 Literature Committee. There is no record of its deletion according to the minutes of WSC '79, or subsequent conferences.

The intent of this service manual is to help clarify what needs to be done so that we can provide better service. The service structure of Narcotics Anonymous as described here does not exist everywhere in NA today. It is an ideal towards which we can strive, and in so doing, make recovery available to a greater number of addicts.

WORLD SERVICE CONFERENCE

The World Service Conference is established by and is responsible to the Fellowship of Narcotics Anonymous. Its purpose is to be supportive to the fellowship as a whole, and to define and implement the policies of Narcotics Anonymous. The World Service Conference does this by joining the members, groups, areas, and regions into a unified fellowship, by dealing with the problems and the needs of the fellowship, and by actively encouraging the primary purpose and growth of Narcotics Anonymous.

Procedure for Seating of Regions at WSC

1. A region (for the purpose of this procedure, the term "region" refers to a region or an appropriate service body) seeking to become a WSC participant will notify the WSC in writing in care of the WSO. An information packet will be made available to the new region, parent region if there is one, and any other affected surrounding regions. Response by the requesting region will be required to any questions included in the packet.
2. The WSC Recognition Assistance Panel (as described below) will compile and verify the information, making a report to the conference.
3. A representative from the requesting region will attend the conference, be introduced by the parent region or the WSC chairperson, and state the request to be seated.
4. A question and answer period will be held.
5. Upon two-thirds majority vote of the conference participants, the new region will receive all conference participation privileges.
6. The conference can grant any region not seated that year the ability to address the conference during specific sessions.

WSC Recognition Assistance Panel

Purpose

The purpose of the WSC Recognition Assistance Panel is twofold:

1. To assist those regions seeking to be seated; and
2. To compile and verify information on regions requesting seating at the WSC, and to report that information to the conference.

Function

1. Serve as the communication link between WSC and the requesting region by following up on information sent in response to the questionnaires.
2. Share experience and input on various regional structures.
3. Report to the WSC through the WSC Administrative Committee.

Composition

The WSC Recognition Assistance Panel will be composed of the following members, appointed by their respective service bodies:

1. Two WSC Policy Committee members
2. Two members of the WSB Internal Affairs Committee
3. One WSC Administrative Committee member, who chairs the panel
4. One WSO administrative staff person

The World Service Conference does not make policy; it cannot because it is not a governing body.

I. The guidelines of the World Service Conference are as follows:

- A. The World Service Conference meets in the spring of each year. The last weekend in April has been arbitrarily selected as a target date; however, the actual dates of the conference may vary slightly from year to year.
- B. Beginning in 1992, the annual meeting of the World Service Conference will rotate geographically according to the following tentative schedule (see Addendum 7 for zone map):

1992 - Zone A

1993 - Southern California

1994 - Zone B

1995 - Southern California

The actual site within each zone will be selected by the WSC Administrative Committee, in consultation with the chairperson of the World Service Board of Trustees and chairperson of the WSO Board of Directors. The site rotation plan will be reevaluated at the WSC meeting in 1994, to allow for planning beyond 1995.

C. The participants of the World Service Conference consist of:

- (1) Duly elected World Service Conference officers,
- (2) Duly elected regional service delegates,
- (3) Members of the World Service Board of Trustees,
- (4) Chairperson of the WSO Board of Directors, and
- (5) Standing committee chairpersons.
- (6) In the absence of a duly elected regional delegate, the conference will recognize a qualified replacement from that region.
- (7) In the absence of a duly elected committee chair, the conference will recognize the duly elected vice chair of the respective committee.

Note: An individual can only participate as one of the aforementioned, e.g., world service officer who is coincidentally a trustee can only participate as one or the other, not both. Also, all committee chairpersons decline any delegate positions to avoid confusion over voting, since they already have a vote at the World Service Conference.

- D. Only conference participants are allowed to vote, make motions, or address the conference. When RSRs/WSC committee chairs are not on the floor of the conference, duly elected alternates/vice chairs may vote, make motions, or address the conference. [No member may speak on a motion more than once unless others desiring to speak on the motion have exercised their opportunity. Committee vice chairs and RSR alternates are considered to be the same "member" as their respective chair/RSR when acting as a participant.] The World Service Office manager will be allowed to address the conference, to make reports, answer questions, and discuss matters of his responsibility when requested by the conference.
- E. A person chairing the conference, conducting a vote, or officially counting a vote does not have a vote while serving in this capacity.
- F. All members of the WSO Board of Directors are allowed a seat on the floor of the WSC. Except for voting, all other conference participation privileges are granted. They have one (1) vote collectively at the WSC as expressed through their chairperson or, in the absence thereof, their vice chairperson.
- G. All presentations, motions, statements, etc., will be made from the podium and then clearly restated by the chairperson. This is to facilitate the taping of the conference and to assure an accurate record of the proceedings.
- H. Items for consideration at the conference must be submitted in writing to the conference.
- I. Input for consideration at the conference must be submitted to the WSC chairperson 120 days prior to the conference, and distributed to the fellowship for review ninety (90) days prior to the conference.

Note: Under the Rules of Order of the WSC, no member may speak on a motion more than once unless others desiring to speak on the motion have done so. WSC committee vice chairs and RSR alternates are considered to be the same "member" as their respective WSC committee chairs/RSRs when acting as a participant (WSC Rules of Order may be obtained from the WSO).

II. The consensus of the World Service Conference is determined by a majority vote.

- A. Each conference participant shall have one and only one vote.
- B. Any item to be voted on shall be displayed in writing before the vote.
- C. Prior to the actual vote, a voice vote (yea-nay) will be taken to determine if the item is conference business or if it should be returned to each group for a "group conscience" vote.
- D. Actual votes will be taken as follows:
 - (1) The chairperson will call for a vote.
 - (2) If the outcome is unclear, if any participant challenges the judgment of the chair, or if any participant challenges the validity of the vote in any way, then a standing vote is called.
 - (3) For a standing vote the chairperson will ask all in favor of the item to stand and remain standing.
 - (4) The number of participants standing will then be counted by three (3) independent counters (the tallies of these three counters must agree prior to continuing the voting process).
 - (5) Those in favor will then be asked to sit, and the procedure will be repeated for those opposed to the item in question.
 - (6) The tally of those in favor and the tally of those opposed will be compared and the position will be declared.

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

III. Officers of the World Service Conference are elected each year and begin serving upon completion of the World Service Conference and continue to serve until the close of the next year's conference.

It is the responsibility of these officers to plan and arrange the next World Service Conference; to maintain lines of communication between conference participants, committees, and service units throughout the year.

A. The chairperson of the World Service Conference:

- (1) Presides over all of the activities of the World Service Conference;
- (2) Has such powers and performs such duties as may be required from time to time by the World Service Conference;
- (3) May appoint and define the duties of special committees as authorized by the World Service Conference; and,
- (4) Has at least eight (8) years of continuous clean time.

B. The vice chairperson of the World Service Conference:

- (1) Performs all duties of and has all the powers of the chairperson in his/her absence;
- (2) Has such powers and performs such duties as may be required from time to time by the World Service Conference; and,
- (3) Has at least eight (8) years of continuous clean time.

C. The second vice chairperson of the World Service Conference:

- (1) Performs such duties as may be required of a member of the administrative committee and/or the WSC as an active member of this committee. The actual responsibilities of this officer shall be determined by the WSC Chairperson;
- (2) Performs all duties and assumes all powers of the chairperson, in the absence of the WSC chairperson and the WSC vice chairperson; and,
- (3) Has at least eight (8) years of continuous clean time.
- (4) For the purposes of all conference responsibilities, including those of the Interim Committee; in the absence or lack of the first vice chair, the second vice chair shall act in that capacity, including all voting privileges.

D. The treasurer of the World Service Conference:

- (1) Keeps an accurate record of the financial transactions of the World Service Conference;
- (2) Prepares and presents a yearly financial report at the conference;
- (3) Is responsible for any and all World Service Conference bank accounts;
- (4) Dispenses monies throughout the year to the World Service Conference officers or subcommittees; however, all cash disbursements require the approval of the administrative committee; and,
- (5) Has at least eight (8) years continuous clean time.

E. The WSO performs the duties of the WSC secretary. These include keeping a record of the proceedings and publishing accurate minutes of the WSC within three (3) months of the close of the conference.

- F. These officers are elected by the following procedures:
1. Nominations for any elective World Service Conference position are accepted from conference participants. All committee chairpersons must submit a list of all committee members one month prior to the next WSC.
 2. Nominations must be seconded.
 3. The nominee is entitled to decline the nomination.
 4. The names of the nominees are posted prior to the vote and each nominee briefly qualifies.
 5. A standing vote is taken and repeated until a single nominee receives the majority support of the conference participants.
- G. In order to expedite the voting process in a case where no single nominee receives the support of a clear majority, the nominee who received the least support is excluded prior to each subsequent vote.

IV. In order to minimize the time spent discussing and debating within the conference as a whole, a committee system is used by the World Service Conference. All input to the conference, including questions, ideas, motions, suggestions, etc., is directed to a specialized committee. These committees are the following:

- A. Administrative Committee
- B. Interim Committee
- C. Policy Committee
- D. Literature Committee
- E. Hospitals and Institutions Committee
- F. Public Information Committee

The basic purposes of these committees are to collect, clarify, define, and state the decisions of the World Service Conference within specific areas of concern, and to initiate and coordinate actions based on these decisions. Just as the World Service Conference as a whole does not make policy, these committees do not govern. They are, instead, the servants of the fellowship performing a necessary task.

The Administrative Committee: The WSC Administrative Committee is composed of the WSC chairperson, WSC vice chairperson, the WSC second vice chairperson, and the WSC treasurer. The administrative committee administers the general operations and activities of the conference and its committees. The fellowship depends on the WSC and its committees to perform important and necessary services for its members and groups. Because the WSC assembles only once a year at its annual meeting, the fellowship needs to have confidence that the WSC committees will serve the needs of the fellowship effectively on a year-round basis. In order to assure effective functioning of our world service committees, the WSC Administrative Committee exercises considerable responsibility to provide guidance and leadership to the general operation of the WSC committees.

The WSC Administrative Committee works closely with the leadership of each committee and assists them in their efforts to complete their work. Should the administrative committee take action to intervene in the activities of a committee, such action will be reported to the full conference in writing. This committee also serves as a resource to all service committees, to provide workshops and/or information regarding the activity and functions of the WSC.

Although the developing of the budget for WSC activities is the concern of the Interim Committee, the administrative committee is actually responsible for disbursing the funds. The WSC treasurer is responsible for all WSC bank accounts and reports the financial activities on a quarterly basis in the *Conference Report*.

The planning of the annual WSC meeting and WSC workshops takes a great deal of time and effort. The WSC Administrative Committee arranges the locations, chooses the dates, approves the facility, and makes any other arrangements that are necessary. The actual agenda is then prepared and sent out to all WSC participants ninety days in advance of the meeting.

Interim Committee: All matters of conference budget (policies, development, review, and reporting) are the responsibility of the Interim Committee. The committee shall be composed of seven members:

1. World Service Conference treasurer, in an advisory capacity;
2. World Service Conference chairperson and (first)-vice-chairperson, as voting members;
3. World Service Board of Trustees chairperson and vice chairperson, as voting members; and,
4. WSO Board of Directors chairperson and vice chairperson, as voting members.

Further, the Interim Committee shall make necessary decisions affecting NA world services when the World Service Conference is not in session, mindful of priorities previously established by the World Service Conference. The Interim Committee shall report its actions throughout the year in the *Conference Report*.

Policy Committee: The purpose of the World Service Conference Policy Committee is to evaluate suggestions in conference policy or procedure and proposed changes or modifications to the service structure.

Literature Committee(2.a.):

I. Purpose

The purpose of the World Service Conference Literature Committee (WSCLC) is:

- A. To coordinate the creation, development, and revision of literature for the Fellowship of NA.
- B. To work on literature, based on fellowship input, prior to presentation for fellowship review and/or WSC approval.
- C. To lend support to area and regional literature committees through:
 1. The sharing of experience in written and verbal communication, and
 2. The hosting of open forums and workshop meetings.

II. Composition

A. Voting members:

1. Chairperson (votes only in case of a tie)
2. Vice chairperson
3. Twelve voting members serving for two-year terms and no more than two consecutive terms
4. Clean time: seven years for chairperson, six years for vice chairperson, and five years for voting members

B. Nonvoting members:

1. General members
 - a. Regional literature chairpersons
 - b. Unelected WSCLC nominees
 - c. RSRs and RSR alternates upon their request
2. Advisory members as appointed by the chairperson

(2.a.) See page 27 for motion concerning the WSC Literature Committee guidelines.

III. Review-Form Literature

- A. Literature developed by the WSCLC 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 WSCLC based on the needs of the fellowship and the piece in development.
- B. Review-form literature is not for use or display in NA meetings.

IV. Approval-Form Literature

- A. Approval-form literature is prepared by the WSCLC and is distributed for a period of time, considering translations, determined by the WSCLC of not less than ninety days. The length of this approval period is determined by the WSCLC based on the needs of the fellowship and the piece being considered for approval.
- B. Approval-form literature should not be read during NA meetings, although it may be sold and made available to members at NA meetings.

V. Budget and Funding

The WSCLC budget will include funding for voting members and advisory members to attend all meetings needed to accomplish committee duties."

Hospitals and Institutions Committee: The basic purpose of the World Service Conference Hospitals and Institutions Committee is to collect, clarify, define, and state the decisions of the World Service Conference within the scope of H&I work, and to initiate and coordinate actions based on these decisions. The WSC H&I Committee acts as a resource to regions, areas, groups, and individual members in their efforts to carry the message to addicts who do not have full access to regular NA meetings. Its goal is to help uphold our traditions while carrying our message to those addicts. The committee will also serve as a resource for H&I related matters and with individuals, organizations, or associations outside the fellowship.

Public Information Committee:

I. Purpose

The purpose of the WSC PI Committee is to further the primary purpose of the Fellowship of NA by informing the public about Narcotics Anonymous. This is done by working in the following three areas:

- A. To initiate and coordinate public information actions within the fellowship, ensuring unity and clarity in all PI activities. This includes possible participation in, and support of, learning days/workshops.
- B. To coordinate and implement public information efforts outside the Fellowship at the national and international levels, as well as those efforts which cross regional service boundaries.
- C. To support multiregional non-NA events.

II. PI committee authority and responsibility

The PI committee is directly responsible to those it serves through the World Service Conference. The PI committee reports to the WSC and follows such direction as the WSC may give. By necessity, that direction should be general in nature except in the approval or disapproval of specific materials for use by the fellowship.

All activities of the PI committee shall be consistent with the Twelve Traditions of NA, and based on the needs of the fellowship, as determined by the members of the PI committee in conjunction with the World Service Conference, the World Service Board of Trustees, the WSO Board of Directors, and regional and area PI subcommittees.

A quorum is one-half of the total voting members of the committee. Proxy votes, when necessitated by illness or emergency only, may be placed with one of the officers of the committee. Matters requiring a vote outside of regular meetings may be handled by phone or mail.

The committee may meet several times each conference year depending on conference scheduling. The committee should meet twice during the annual World Service Conference; session one being the last meeting of the previous conference year and session two being the first meeting of the incoming conference year. PI committee elections and nominations will be the last item of business during session one. Voting members will be elected first, and newly elected members will take their places on the committee immediately. Other committee decisions at the WSC will take effect after the end of the conference.

III. PI committee membership

- A. Officers. There shall be three officers: the chairperson, vice chairperson, and secretary. While these officers are voting members of the committee, the chairperson shall only vote in the event of a tie. The chairperson and vice chairperson of the PI committee shall be elected by the World Service Conference, each to serve one-year terms. The secretary shall be elected by the voting membership of the committee for a two-year term. Each may serve a maximum of two consecutive terms as an officer in each position.
- B. Other voting members. In addition to the committee officers, there shall be no more than nine voting committee members. These members will be elected by the PI committee's voting membership to serve two-year terms. Voting members may not serve more than two terms. Vacancies in the voting membership will be filled by election at the next committee meeting. Members elected to fill vacant voting positions will serve two years plus the remainder of the conference year in which they were elected.
- C. Pool members. There shall be no more than ten pool members selected onto the PI committee. These individuals must be nominated by their respective RSCs. They will be drawn by the committee's chairperson and vice chairperson to serve two-year terms in the pool. Pool members may not serve more than two terms. If vacancies occur in the voting membership, an equal number of additional pool members may be appointed to serve on the committee.
- D. Advisory members. These members may be appointed by the chairperson for their expertise in specific areas of interest relating to a particular PI project or activity. The WSC Administrative Committee and WSO board liaisons to PI and the members of the WSB External Affairs Committee shall also be included as members in this status.
- E. WSO PI coordinator(s). As provided for in the Eighth Tradition, this committee shall utilize the resources of special workers as appointed by the WSO Administrative Team.

Note: It is important that we remember that these committees cannot do the day-to-day work. (The policy committee doesn't actually make policy.) Only the members can do these things.

Basic Format of the World Service Conference

The tentative agenda for each year's World Service Conference is established well in advance of the conference and published in the *Conference Agenda Report*. The actual format of the conference varies from year to year depending on the needs of the fellowship; however, the conference agenda always includes time for a general forum, the presentation of reports, WSC committee meetings, consideration of motions, and elections.

Amendments to the guidelines: Any section or sections of these guidelines may be amended at any time by a two-thirds (2/3) majority vote of the World Service Conference.

Conduct of Business at the Conference

The World Service Conference utilizes an adapted version of Robert's Rules of Order, entitled "WSC Rules of Order," to provide an orderly way to conduct business. An understanding of the principles and appropriate use of parliamentary procedures serves to insure the orderly conduct of business, as well as to protect each member's rights.

Conference Work Schedule

The WSC follows a yearly work schedule which utilizes a committee system in order to facilitate an orderly and open review of ideas that may result in proposals for fellowship action. Most of the actual work is done by the conference committees during the year between the annual meetings.

The work year starts with the first meeting of the new conference committees held on one of the last days of the annual conference meeting. This is the organizational meeting of the committee and is used to establish work priorities and assignments (*Note:* The conference may also expressly direct committee priorities).

The conference holds two or more workshops during the year, where the bulk of full committee work is done. These workshops allow each committee to meet and work for several days, and also afford an opportunity for interaction between the committees when their work overlaps.

The location of the workshops is changed for each meeting in order to bring these workshops out to the fellowship. The fellowship is invited to attend the committee meetings at the workshops as observers, but direct participation is usually limited to an open forum session.

Between workshops, committee work is accomplished by assignments to individuals or to task groups. Committees may also utilize conference telephone calls to conduct parts of their work.

Special meetings of committees, apart from the joint workshops, may be necessary from time to time. Such special meetings should be scheduled with the concurrence of the administrative committee, and are subject to the availability of funds. In order to avoid unnecessary expenditures, special meetings should be kept to a minimum.

Input To The Conference

The conference committees are intended to be the work force that digests and refines ideas suggested to them and submits to the conference a finalized project or proposal. The committees are not expected to work alone or think of everything. The fellowship is encouraged to keep informed of work the committees are doing (via the *Conference Report*, the *Newsline*, or committee minutes) and to submit their ideas and suggestions. Any member of the fellowship may submit suggestions and ideas, and every member is encouraged to do so. These ideas (called *input*) may be sent by a member, a group, or a service committee or board. Written input may be sent to the committee in care of the WSO.

Regions are strongly encouraged to work through the conference committee system with their input. Experience has shown that the utilization of the broader base and experience of the conference committees allows for more adequate discussion and consideration of fellowship concerns. It should be stressed that two-way communication between the committees and the fellowship is essential.

SIGNIFICANT WSC ACTIONS AND AMENDMENTS TO THE TEMPORARY WORKING GUIDE

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.

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 5/5/83

That the report of the vice chairperson concerning the compilation of the NA service manual be accepted, and that it be titled *A Temporary Working Guide to Our Service Structure*.

DATE CARRIED 5/6/83

That the WSC, as of this year, elect a vice chairperson for the committees who will, pending affirmation at the WSC the following year, become chairperson of the committee. In the event the conference does not affirm the vice chairperson, it (the conference) will elect a chairperson and a vice chairperson.

DATE CARRIED 5/7/83

That WSC directs all committees, including but not limited to Policy, Administrative, Literature, Finance, H&I, *NA Way*, Public Information, and any ad hoc committee in existence, to report to the NA Fellowship every three (3) months, with said reports to appear in all *World Service Conference Reports*. (Revised to reflect changing the name of this periodical from *Fellowship Report* to *World Service Conference Report*. See Addendum 6.)

Note: The World Service Conference has subsequently eliminated the Finance and *NA Way* committees and added a further description of the publication as Addendum 1 of the *Temporary Working Guide to Our Service Structure*.

DATE CARRIED 4/25/84

That all literature submitted to this conference for approval require a 2/3 majority vote of participants and that it take a 2/3 majority vote at WSC to withdraw current NA literature from the category of approved literature.

DATE CARRIED 4/26/84

That material presented to the fellowship for approval 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 a WSC committee is sent out to the fellowship in "approval-form."

DATE CARRIED 4/27/84

That each area be requested to hold a fund-raiser for the benefit of WSC in July of each year and send the proceeds of such fund-raiser to the WSC treasurer; the first to be during July, 1984.

DATE CARRIED 5/1/85

That individuals participating in any national television program be selected jointly by the World Service Board of Trustees, the WSC PI Chairperson, and the WSC Administrative Committee Chairperson.

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 5/3/85 and amended 4/30/86

Our annual meeting held in the spring of each year would remain the same in accordance with our policy as stated in the *Temporary Working Guide*. During the remaining quarters of the year, a World Service Conference committee workshop would be held on a rotating basis in different regions, determined by the WSC Administrative Committee and presented to the participants at the annual meeting.

DATE CARRIED 4/29/86

That matters of procedure such as "lay on the table" require the approval of 2/3 of the members voting "yes" and "no." Matters of policy, literature approval, or matters affecting the service structure require a 2/3 majority of all registered, eligible conference participants present at the most recent roll call.

DATE CARRIED 4/30/86

That the following be adopted as a means of financing attendance at conventions, seminars, or other annual meetings of national or international organizations of professionals who come into contact with addicts.

- A. The one-time expense of purchasing a transportable booth and transportation and lodging for a member of the World Service Conference PI Committee or a World Service Office staff member will be paid by the World Service Office.
- B. Registration fees and transportation of the booth are shared equally by World Service Office and World Service Conference PI Committee.
- C. The cost of literature for display and handouts is shared equally between the World Service Office and the World Service Conference PI Committee. The regional service committee in which the event takes place is also invited to share the cost of literature for these events.

DATE CARRIED 4/30/86 and amended 4/26/89

That the World Convention of Narcotics Anonymous, Inc. (WCNA-14) be acquired as a gift and become a wholly owned subsidiary of World Service Office. The subsidiary corporation of the World Service Office, Inc., known as the World Convention of Narcotics Anonymous, is the agent for the Fellowship of Narcotics Anonymous for the conduct and management of the World Convention of Narcotics Anonymous and such other activities as the World Service Conference may from time to time direct or authorize.

The bylaws of the World Convention Corporation for Narcotics Anonymous shall be adopted and utilized as the initial bylaws of the corporation. The existing officers and directors shall continue to serve in their current capacities until the next meeting of the corporation, which shall be the first annual meeting of the corporation and shall be held annually on the second Saturday of the month of June, at which time such new officers and directors as may be elected at the 1986 meeting of the World Service Conference shall take office.

The members and directors of the corporation shall be:

- A. The vice chairperson of the World Service Conference;
- B. The vice chairperson of the World Service Board of Trustees;
- C. The chairperson of the WSO Board of Directors and three additional members as the World Service Office Board may select;
- D. One member from each of the committees of the three immediately previously held world conventions as may be selected by that committee, provided that at the time appointed in the bylaws following the conclusion of each successive world convention the member from the world convention which was held first shall step down as a member. The retiring member will be replaced by a member from the most recently completed world convention host committee;
- E. Two members from the host committee for the site scheduled for the next world convention; and,
- F. That the World Service Conference elect one member to the WCC Board of Directors each year. The length of term of office for the director shall be three years. Subsequent elections will be held to fill these positions as their terms expire, or to fill remaining terms if the position becomes vacant for any reason.

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 N.A. 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 4/30/87

That unless the World Service Board of Trustees can agree by at least a 2/3 majority, articles be brought to WSC before publication.

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 4/26/88

To authorize the WSO to publish the following excerpts (Addendum 1 of the 1988 *Conference Agenda Report*, known as the *Treasurer's Workbook*) from the conference-approved *Treasurer's Handbook*, with slight modification, in the format shown. Additional sets of the forms will be included.

DATE CARRIED 4/26/88

That the WSO be directed to publish a world phone directory to be updated annually.

DATE CARRIED 4/26/88

That the WSO make the *World Service Conference Report* available for sale to any member of Narcotics Anonymous by subscription. (Revised to reflect changing the name of this periodical from *Fellowship Report* to *World Service Conference Report*. See Addendum 6.)

DATE CARRIED 4/28/88

That the name "World Convention Corporation for Narcotics Anonymous" be changed to "World Convention Corporation" and that all references to the World Convention Corporation for Narcotics Anonymous be changed to reflect the new name. (Further changes were made by WSC to the *Convention Guidelines* and are reflected in that publication.)

DATE CARRIED 4/25/89

That an Additional Needs advisory panel of the WSB Internal/External Affairs Committee be created. This panel will have as its primary purpose the maintenance of communication with existing area and regional additional needs committees. This panel will become active upon the dissolution of the WSC Ad Hoc Committee on Additional Needs, and will remain active until such time as the WSB Internal/External Affairs Committee can offer appropriate alternatives to this arrangement. Each month this panel will report all its communications to the WSB Internal/External Affairs Committee in hopes of furthering an understanding and accommodation of additional needs members' concerns. This panel will be composed of two NA members with a good understanding of additional needs who will be appointed by the chairperson of the World Service Board of Trustees.

DATE CARRIED 4/26/89

That the WSO 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 4/26/90

The World Convention Corporation is authorized to change the date of the world convention.

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 WSO, 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 the World Service Office, Inc. is the exclusive publisher and distributor of all World Service Conference-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 4/23/91

Certain sections of the WSC Public Information Committee guidelines (identified in the World Service Conference Public Information Committee Working Guides) are policy of the World Service Conference. Any changes to these sections must be made by the WSC and require a two-thirds vote.

All other sections of the WSC Public Information Committee guidelines are internal guidelines and may be modified with the approval of two-thirds of the WSC PI Committee and the concurrence of the Interim Committee. All changes approved by the WSC PI Committee and the Interim Committee will be mailed to conference participants within sixty days. The WSC may reverse any such change by a majority vote.

DATE CARRIED 4/25/91

Certain fundamental sections of the WSC Literature Committee guidelines are policy of the World Service Conference. Any changes to these sections must be made by the WSC.

All other sections of the WSC Literature Committee's guidelines are internal guidelines. These internal guidelines and the *Handbook for NA Literature Committees* may be modified with the approval of two-thirds of the WSCLC and the concurrence of the Interim Committee. All changes approved by the WSCLC and the Interim Committee will be mailed to conference participants within sixty days. The WSC may reverse any such changes by a majority vote.

DATE CARRIED 4/25/91

That the WSC Administrative Committee 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, 5th 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 director's discretion, shall take legal action to protect those rights against any and all persons who choose to infringe upon this literature trust."

DATE CARRIED 4/26/91, AMENDED 5/2/92

To make the Development Forum of the WSC an annual event of the WSC.

DATE CARRIED 4/26/91

That the World Service Conference supports the development and production of a video about NA. A committee consisting of two members of the WSC PI Committee, two members of the WSB, and two members of the WSO Board, to be selected by their respective board/committee chairpersons will oversee the production of this project. This project is to be funded by the WSO in its entirety.

DATE CARRIED 4/27/92

That the policy of the WSC be to make tapes of the conference available for sale.

DATE CARRIED 4/29/92

Be it resolved that regional service representatives have the same access to the *Conference Report* as do all conference participants. All material submitted for publication in the *Conference Report* is subject to the same editorial review by the chairpersons of the WSC Administrative Committee, the World Service Board of Trustees, and the WSO Board of Directors.

DATE CARRIED 4/29/92

That the chairpersons and vice chairpersons of WSC standing committees be funded to attend a minimum of two World Service Board of Trustees meetings each conference year.

DATE CARRIED 4/29/92

To include in the *Conference Agenda Report* an easy-to-read glossary of terms.

DATE CARRIED 4/29/92

That the WSC coordinate a world unity day.

DATE CARRIED 4/29/92

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

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

The World Service Conference affirms that zonal forums, as service-oriented sharing sessions that provide the means by which NA communities can communicate, cooperate, and grow with one another, are valuable components of NA. We support the continued work of the zonal forums that exist today worldwide and encourage any further efforts NA communities may take to support one another.

DATE CARRIED 5/2/92

That regional motions be inserted as Addendum #1 in the *Conference Agenda Report* and be assigned (in parentheses) the same number in the *Conference Agenda Report* as when presented on the floor of the conference.

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 5/2/92

To create an ad hoc committee of the conference called the WSC Outreach Ad Hoc Committee with the following description:

OUTREACH COMMITTEE:

- I. **PURPOSE.** The WSC Outreach Ad-Hoc Committee acts as a resource to outreach subcommittees in their efforts to develop and sustain N.A. Groups and to encourage their involvement in NA service. WSC Outreach designs simplified summaries of existing service materials and provides guidance for N.A. communities to develop and help themselves. WSC Outreach works closely with the World Service Office to assist in the formation of new Outreach subcommittees. WSC Outreach tasks include:
 - A. To gather information on outreach efforts in N.A. and pass along this information to areas and regions requesting it.
 - B. To register area and region Outreach subcommittees providing a network for outreach communication.
 - C. To develop and maintain an Outreach Handbook.
 - D. To coordinate outreach subcommittees in their efforts to help NA communities develop.
2. **MEMBERSHIP.** Committee membership shall consist of a Chair, Vice-Chair and 3 members to be appointed by the WSC Chairperson. At least one member will be a WSC H&I member. At least one member will be a WSC PI Committee member.

DATE CARRIED 4/26/93

That the World Service Conference engage in an inventory process.

DATE CARRIED 4/30/93

To adopt the inventory plan presented by the working group.

DATE CARRIED 4/26/93

To continue the WSC Outreach Ad Hoc Committee for the 1993-94 conference year.

DATE CARRIED 4/27/93

When the WSC creates ad hoc committees, it will do so for specified periods of either one or two years. At the end of the specified period, such a committee automatically ceases to exist unless specifically re-authorized by two-thirds of conference participants. Re-authorization will be for no more than one year at a time.

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 World Service Literature Committee archives, until a history project is approved.

DATE CARRIED 4/27/93

That, for the purpose of nomination and election of all world service positions, nominees are not required to be present at the annual meeting of the World Service Conference. (This motion replaced previous motions adopted 4/25/84 and 5/2/86).

DATE CARRIED 4/27/93

The WSC treasurer shall present at the annual meeting a list of possible priority and discretionary expenditures which shall be ranked by the WSC participants. This list should be designed in a clear, precise fashion so that it can be followed.

DATE CARRIED 4/27/93

"To approve Addendum B, [of the 1993 *Conference Agenda Report*] 'Fellowship Intellectual Property Trust,' including the trust instrument, operational rules, reader's notes, and glossary." This motion was carried with four amendments on the conference floor.

DATE CARRIED 4/28/93

That, following the 1996 convention, the World Convention for Narcotics Anonymous will be held every two years.

DATE CARRIED 4/28/93

That the WSO mint a clean time medallion with an infinity symbol design replacing the numeral.

DATE CARRIED 5/1/93

To increase the voting membership of the WSC Ad-Hoc Outreach Committee to seven members.

WORLD SERVICE

The final type of service which NA offers is world service. These are the services which deal with the situations and needs of Narcotics Anonymous and which the fellowship offers to its members, groups, and to society. The basic purposes of our world services are communication, coordination, information, and consensus. We provide these services so that our groups and members can more successfully carry the message of recovery, ensuring that our program of recovery can be made more available to addicts everywhere.

Our world services include the World Service Conference, which meets annually in open conference, and the World Service Board of Trustees, which meets quarterly. These branches of service are interrelated and work together to benefit all of NA.

Within our world services we find new service concepts developing. Our world services work for the good of all of NA. Although all parts of our service structure affect and are affected by the NA Fellowship, only at this level do we find service bodies designed to deal with situations which involve our entire fellowship.

Note: The three paragraphs above on world service are from the proposed revised policy manual (green manual, 1982). They are similar to language that was previously published in the service manual and were not removed when the first fifteen pages of the green manual were adopted. The language above is redundant to that shown on page 11 and has been placed here to avoid confusion.

ADDENDUM 1.

NA WAY MAGAZINE

ORGANIZATION AND RESPONSIBILITY

The WSO should have overall management responsibility for the fellowship magazine. WSO shall receive all input, prepare layouts, print, and distribute the magazine. WSO shall have responsibility to edit, but editing will be limited to correction of grammatical, syntactical, and structural problems in an effort to promote continuity without altering the content or flavor of the article. They shall employ one or more individuals to discharge duties outlined herein and be responsible for the communications required. The principal employee selected to discharge responsibilities of the WSO for the production of the magazine shall be known as the managing editor. The person selected to be the managing editor must have had either two years previous experience in the writing and publication of professional quality print publications (newspaper or magazine) or four years college education in journalism.

A section shall be added to the *NA Way* which would report newsworthy happenings around the fellowship. This may include developments within various service boards or committees, local events in various areas that may be of interest to the fellowship as a whole, or any other news and information regarding Narcotics Anonymous.

A section shall be added to the *NA Way* which would include editorial comments from within the fellowship. The specific intent of this section would be to provide a clear statement from at least two sides on issues of concern to the fellowship, and to provide space for responsible replies from our readers. Such an editorial section would also provide the forum for statements by the trustees and for the fellowship's discussion of those statements.

The WSO shall charge a reasonable amount for the magazine on a yearly basis to cover the costs of the publication, including staff time and all materials and production costs.

EDITORIAL BOARD

1. There shall be an editorial board that shall have the responsibility to edit. Editing will be limited to the correction of grammatical, syntactic, and structural problems in an effort to promote continuity without altering the content or flavor of the article. Except as noted in the following paragraph, the editorial board shall have authority to decide what is put in each issue and to decide which articles are to be included or not included.

2. The editorial board *shall not* have authority or ability to change in any manner the following: reports submitted for publication from WSC officers or subcommittee chairpersons, letters to the editor (although they will decide which letters will be included and which shall not), guest editorials and articles submitted by the trustees that represent decisions or announcements of the trustees in their capacity as custodians of the traditions.

3. The editorial board shall be composed of and include the managing editor, a trustee (referred to as associate editor) and a person selected by the WSC (referred to as associate editor). Each member of this editorial board must have not less than five years abstinence at the time of initial participation.

4. At the annual meeting of WSC held in even numbered years, one person shall be elected by a majority vote to serve on the editorial board, who must reside close enough so as to have daily (if needed) direct supervision and participation. The person so elected shall serve for a period of two years. In the event the person elected does not complete the period of service, the chairperson of the WSC will appoint a qualified replacement within thirty days. The appointed replacement shall serve for the unexpired term of service until the next regular scheduled election.

5. The World Service Board of Trustees may select any of their members to serve as a member of the editorial board. The trustee selected must reside close enough so as to have daily (if needed) direct supervision and participation. However, the appointment should be made for a continuous period of not less than two years. In the event of resignation or other need of replacement of the trustee member of the editorial board, the World Service Board should act with dispatch in such selection. The editorial board shall continue to operate without interruption if there is not an appointed trustee acting as a member of the editorial board.

REVIEW PANEL

1. Articles submitted as stories, poems, etc., shall be reviewed by an additional review panel prior to their consideration by the editorial board for inclusion in the magazine. The review panel shall be composed of the following and their appointment shall be for a period of not less than two years. All members of the review panel must have not less than five years abstinence at the time of initial participation. The members: three trustees, three former NA newsletter editors and three individuals selected by the WSC.

2. The review panel shall review proposed articles and give individual suggestions for editing and improvement, or for rejection. The editorial board has the option of adopting any of the changes or all the changes proposed by the review panel, but may not include in the magazine articles that a majority of the review panel recommends not printing.

3. At the annual meeting of the World Service Conference nominations or volunteers will be accepted for members to serve on the review panel of the *NA Way*. Each volunteer or nominee must have not less than five years clean time at the time of nomination, and should have business experience or educational experience that will assist in the production of a fellowship magazine. From the volunteers and nominees not less than seven will be selected to serve.

The selection will be based on examples of work produced in actual practice by the members. Volunteers and nominees will be sent material for their participation over a period of months in order to obtain a sufficient exposure of their skills and abilities for the work to be done. A background in English, literature, or editing will be important tools. The selection will be upon unanimous agreement by the chairpersons of the World Service Conference, the World Service Board and the World Service Office for a period of service of one year. In order to consistently get the best efforts of our members, they can be assigned for successive terms. More than seven members may be assigned as more are found to be available with time, skills, and ability. Upon the resignation or failure of a member to reasonably participate, the member will be dropped from the Review Panel and a new member selected.

4. The World Service Board may select, in any manner they choose, the three members of their board to serve on the review panel. The three so selected shall not include the trustee selected to be a member of the editorial board. In the event that the trustees fail to select any of the required number of members (or select fewer than three) to serve in this capacity, or if the trustees selected individually fail to perform assigned duties during any thirty-day period, the review panel may continue to operate normally without input or participation by the absent trustees. The trustees selected for this service should be appointed and serve for a period of not less than two years.

CONCEPT OF SERVICE

The magazine for NA is one of the most important assets of the fellowship. As such, it should be managed on the basis of strict application of the concept of principles and not personalities. Each person who is elected to serve on the editorial board or review panel should accept this duty as a primary NA activity and subordinate other conflicting interests.

ADDENDUM 2.**NA AUDIO TAPE REVIEW**

At the annual meeting of the World Service Conference, nominations or volunteers will be accepted as members to serve on the audio tape advisory panel. Each volunteer or nominee must have not less than five years clean time at the time of nomination, and should have time available to do the work required. From the volunteers and nominees, not less than fifteen will be selected to serve. The selection will be by random drawing and each person will serve for one year. When the drawing is conducted in successive years, those members who are still serving and desire to continue will have their names automatically entered into the drawing. If, during the year, a member fails to participate they will be replaced by another person drawn from the remaining volunteers and nominees.

ADDENDUM 3.

WSC POLICY COMMITTEE

I. Purpose

The purpose of the WSC Policy Committee is to evaluate suggestions in conference policy or procedure and proposed changes or modifications to the service structure.

II. Voting Membership

The term of membership on this committee is one conference year.

- A. The chairperson and vice chairperson are elected by the WSC. Other committee members are elected as follows:
- B. One member of the WSO Board of Directors (appointed by that board);
- C. One member of the World Service Board of Trustees (appointed by that board);
- D. Two previous world level trusted servants to be appointed by the newly elected chairperson. Three previous WSC Policy Committee members to be elected by the outgoing WSC Policy Committee; and,
- E. Eight RSRs/RSR alternates elected by the WSC.

III. Vacancies in Committee

Any member may resign voluntarily or involuntarily by relapse or failure to fulfill assigned duties. Involuntary resignations must be approved by a majority of the committee. Vacancies in the committee will be filled by nomination by the chairperson upon majority agreement of the committee members.

IV. Participation

At the WSC quarterly meetings, the committee will receive written input, presentations, and/or discussion regarding its work from any interested member of the fellowship. This session will be limited to two hours, after which participation by anyone other than voting members of the committee and the WSO project coordinator will be at the chairperson's discretion.

ADDENDUM 4.

APPROVAL OF SERVICE MATERIAL

DATE CARRIED 4/29/87

To accept the following guidelines as the approval process for written materials specifically intended for use by service committees (handbooks for fellowship service committees, guidelines for WSC committees, informational service pamphlets, etc.).

A final draft of the work will be prepared by the originating WSC committee and submitted to the Interim Committee prior to its January meeting. The Interim Committee will then be responsible for reviewing the submitted work and determining if the submitted material is ready for WSC consideration and approval. If the submitted work is found to need additional work it shall be referred to the committee or board for further work. If, however, the submitted work is recommended for WSC approval it shall be distributed to all WSC participants at least ninety days prior to the annual WSC meeting with notification that it is pending WSC approval. Upon approval of two-thirds of the WSC participants, the handbook, guidelines, or changes to the guidelines shall become conference-approved and included in the WSO inventory.

DATE CARRIED 4/29/87

To accept the following guidelines as the approval process for audio-visual tools intended for use by service committees.

A rough draft of the work will be presented to all members of all the conference committees and boards at the annual conference to review for input. (This will be the first opportunity to review the work.) The input will be mailed to the originating committee, via that committee's WSO project coordinator, thirty (30) days prior to the July quarterly workshop. At the July quarterly workshop the work will be presented to the same trusted servants to review for the second time and present further input. All input must be presented to the originating committee prior to the close of the July workshop. The originating committee will then have until the close of the October quarterly workshop to complete any changes to the work.

The World Service Office will then produce the material.

A copy of the material will be distributed to all WSC participants ninety (90) days prior to the annual conference as official notice to regions that the material is to be considered for adoption at the annual conference.

DATE CARRIED 4/28/89

Move that the following be adopted for approval of service committee literature:

Definition: Literature for use by NA service committees, intended for addicts and nonaddicts, printed to indicate that it is to be distributed through a service committee, and not to be used in NA meetings. Process: The originating committee will be responsible for the production of the draft of the piece. (The originator may use resources including, but not limited to, the World Service Board, area and regional subcommittees, other WSC committees, appointed ad hoc committees, not necessarily limited to committee members, and WSO staff.) The draft will be submitted to the Interim Committee, which will determine if the piece is to be referred back to the originating committee and/or other WSC committees and boards. If, however, the submitted work is recommended for WSC approval, it shall be distributed to all WSC participants at least ninety days prior to the annual WSC meeting with notification that it is pending WSC approval.

DATE CARRIED 4/28/89

PI Tapes: A tape review subcommittee consisting of three WSC PI participants will review and approve for sale by the WSO all service-related PI tapes.

ADDENDUM 5.

WORLD-LEVEL PUBLIC INFORMATION CONTINGENCY PLAN (4)

This outlines how contacts with Narcotics Anonymous by national or international electronic or print media contact should be handled.

It is very important to ask every national or international electronic media contact the following:

- * What is the audience exposure likely to be? (Will it be a local, regional, national, or international broadcast or print story?)
- * How is the information going to be used? (Is the context of the article or program appropriate for our message of recovery?)
- * What are the scheduling and deadline requirements?

As an international fellowship, we need specific national or regional guidelines to ensure maximum support for members handling the media contacts. The trusted servants that are specified in these plans should have the most extensive experience possible in both public information work and in personal recovery. The principles contained in the guidelines below may be adapted to the needs of Narcotics Anonymous communities around the world. These should be adhered to in those countries where the trusted servants listed below are available.

National or international media coverage that does not affect a member's anonymity. Responsibility for responding to media requests shall be assigned to the WSO PI Department coordinator in conjunction with any one of the persons listed below:

1. The WSC PI Committee chairperson or vice chairperson. If they cannot be reached, the WSC chairperson or vice chairperson should be reached.
2. The WSO administrator for fellowship services, or the WSO executive director.
3. The member of the World Service Board of Trustees assigned to the WSC PI Committee, and/or the WSB chairperson. If both of these are unavailable, the trustee geographically closest to the media contact should be reached.

National or international media coverage which affects a member's anonymity. Contacts involving a member's anonymity require prompt response from every world service branch. One or more of the individuals listed above should be contacted to respond with whatever assistance they can provide. These types of media contacts may require the presence of a trustee or the WSC PI Committee members assigned to that region.

Certain types of electronic media coverage involving video or film crews may require the presence of a nonaddict trustee to be interviewed on camera in order to ensure protection of our member's anonymity.

(4) The world-level contingency plan was first passed May 1, 1987, by the World Service Conference. On April 28, 1988, when the World Service Conference voted to add a new section called "PI and the Media" to A Guide to Public Information, an updated world-level contingency plan was a part of the material that was approved. The updated version appears on this page.

ADDENDUM 6.

THE WORLD SERVICE CONFERENCE REPORT

The *World Service Conference Report* is a periodic publication of the World Service Conference which has evolved as a means of providing continuing information to conference participants about activities of the committees and boards of the conference. It includes separate reports from conference officers, committees, and boards. These reports contain information on the status of major projects on which the committees or boards are working, suggestions for new work, and problems that have been encountered. Through the periodic *World Service Conference Reports*, a committee or board may keep conference participants informed of progress on items that may eventually be contained in the *Conference Agenda Report*. The frequency of publication may change from year to year. The report is distributed to all conference participants. Single and bulk subscriptions to the *World Service Conference Report* may be purchased from the World Service Office by any NA member, group, service board, or committee. (5) (5.a.)

THE WORLD SERVICE CONFERENCE DIGEST

An abbreviated version of each issue of the *World Service Conference Report*, known as the *World Service Conference Digest*, is distributed to all regional and area committees. Additionally, the *Digest* is available upon request, free of charge, to any NA member, group, service board, or committee. Each issue of the *World Service Conference Digest* is translated into a variety of languages, at the discretion of the WSC Administrative Committee.

The *World Service Conference Digest* contains summaries of *World Service Conference Report* material that is of interest and importance to the NA membership. *World Service Conference Report* items of specific use only to WSC participants are not included in the *Digest*. Such items include reports on WSC internal policy, notes on projects previously discussed in the *Digest* for which there is nothing new to report, and reports on minor adjustments to standing projects.

Free access to major reports from world service boards and committees on topics of continuing interest to the NA membership is offered to the *Digest* reader in each issue. These reports are listed on special order blanks appearing in the *World Service Conference Digest*.

THE CONFERENCE AGENDA REPORT

The *Conference Agenda Report* is distributed ninety days prior to the opening day of the conference. The report contains the proposals and motions that the fellowship is being asked to consider and form a fellowshipwide group conscience on. One copy of the report is mailed to each voting participant of the conference, each RSR alternate, and the mailing address of each region. Additional copies may be purchased by NA members from the WSO. The price established for the report may vary from year to year depending on the cost of production.

(5) At the 1988 World Service Conference when this paragraph was adopted, an additional motion was approved which states, "That the WSO make the Fellowship Report available for sale to any member of Narcotics Anonymous by subscription."

(5.a.) At the 1990 World Service Conference this paragraph was revised to reflect the changing of the name of this periodical from Fellowship Report to World Service Conference Report.

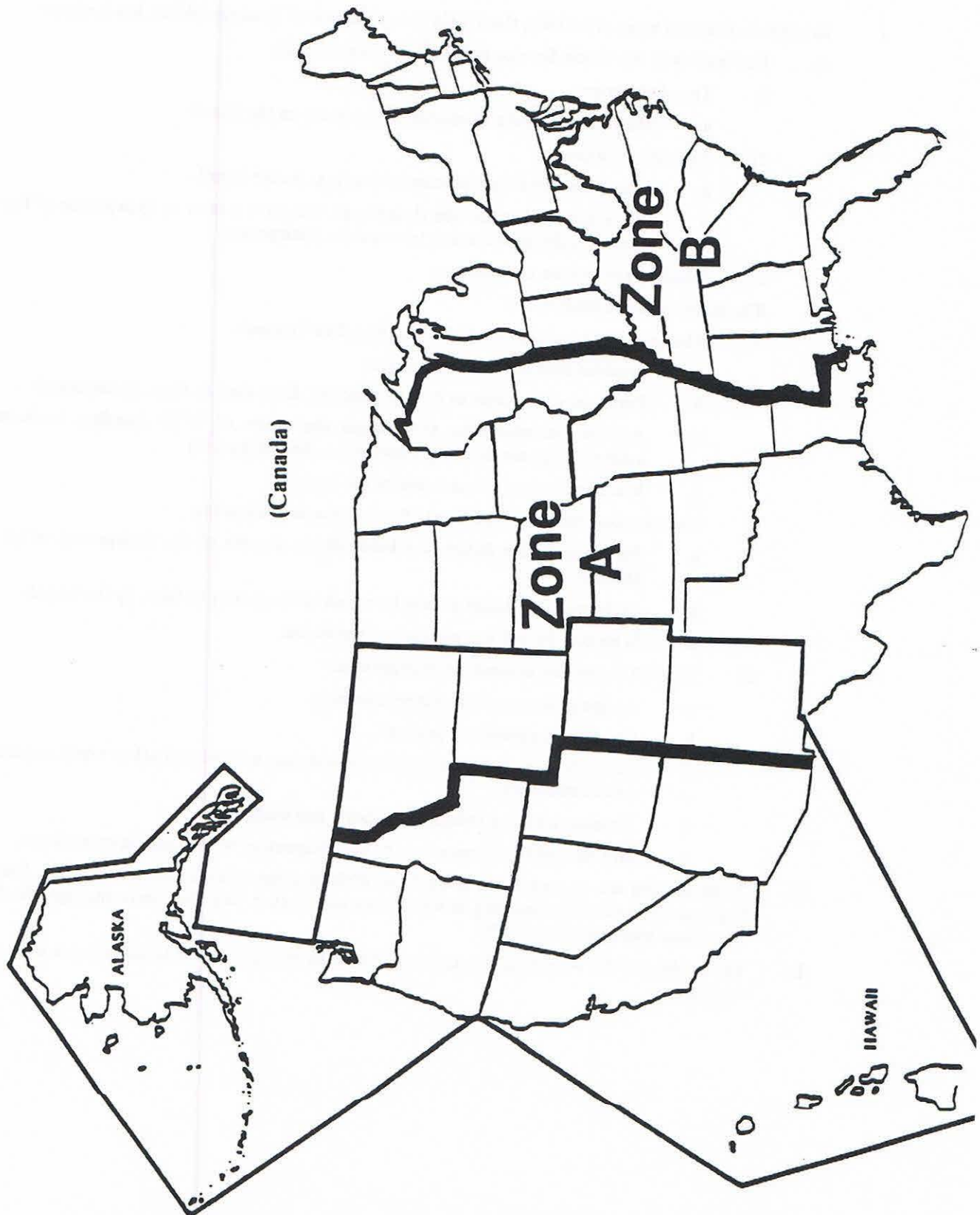
The *Conference Agenda Report* includes reports, proposals, and motions from the conference committees, the World Service Board, the WSO Board of Directors, and the WCC Board, and may include proposals or motions from regions. The reports are written by officers or chairpersons of the committees or boards. The report may include a summary of events leading to the presentation of the proposals that are included. If a committee or board is not presenting any proposals for action by the conference, no report from that committee or board will be included in the *Conference Agenda Report*. (6)

(6) At the 1988 World Service Conference when these paragraphs were adopted, additional related motions were approved which provide, "Any motion that appears in the Conference Agenda Report shall include a written intent. Additionally, the maker of any motion submitted or committed to a WSC committee or board provides the chairperson of the committee or board with a written intent." and "That motions in the WSC Agenda that involve changing guidelines include only that section of the manual being amended."

ADDENDUM 7.

ZONE MAP FOR USE IN DETERMINING SITES FOR ANNUAL WSC MEETINGS

MAP OF GEOGRAPHIC ZONES



ADDENDUM 8.

WORLD SERVICE BOARD OF TRUSTEES
INTERNAL GUIDELINES

- I. In order to function more effectively, the World Service Board of Trustees (WSB) has leaders.
 - A. The leaders of the World Service Board of Trustees include:
 - 1) The chairperson
 - a. Must have served a minimum of two years on the board.
 - 2) The vice chairperson
 - a. Must have served a minimum of one year on the board.
 - b. It is expected that the vice chairperson will serve a term as chairperson of the board after completing his or her term as vice chairperson.
 - 3) Standing committee chairpersons
 - B. The duties of these leaders are:
 - 1) The chairperson of the World Service Board of Trustees:
 - a. Presides over all trustee meetings.
 - b. Performs such duties as may be required, from time to time, by the board.
 - c. Appoints members to, and assigns the duties of, WSB standing committees as authorized by the Steering Committee. (See Section 2.)
 - d. Is elected by and is a member of the board.
 - 2) The vice chairperson of the World Service Board of Trustees:
 - a. Performs all the duties and holds all the powers of the chairperson in his or her absence.
 - b. Performs such duties as may be required, from time to time, by the board.
 - c. Is elected by and is a member of the board.
 - 3) The WSB standing committee chairpersons:
 - a. Assign projects to committee members.
 - b. Coordinate committee projects.
 - c. Act as liaisons between their respective committees and other world service boards and committees.
 - d. Develop standing committee reports and budgets.
 - e. Are elected by the members of each respective WSB standing committees.
 - C. These leaders are elected at the May/June WSB meeting of each conference year. Their terms begin at the end of the meeting at which they are elected, and they serve through the following May/June meeting of the WSB.
 - D. The leaders of the World Service Board of Trustees may be elected to serve more than one term of office.

- II. In order to perform their duties and function more effectively, the World Service Board of Trustees utilizes a Steering Committee.
 - A. The members of the Steering Committee include:
 - 1) The World Service Board of Trustees chairperson, who chairs the steering committee.
 - 2) The World Service Board of Trustees vice chairperson.
 - 3) The chairpersons of the WSB standing committees. (See Section 3B.)
 - 4) One member of the World Service Board of Trustees who is a member of the WSO Board of Directors.
 - 5) The executive director of the World Service Office, who is a nonvoting member.
 - B. The Steering Committee coordinates the general administrative functions for the entire World Service Board of Trustees between regularly scheduled meetings of the board. Its responsibilities include:
 - 1) Review of trustee projects.
 - 2) Development of agenda for trustee meetings.
 - 3) Development of proposals for future activities of the World Service Board of Trustees and its standing committees.
 - 4) Assignment of trustees to WSB standing committees.
 - 5) Allocation of resources to trustee standing committees, in accordance with established priorities.
 - 6) Accountability to World Service Conference for trustee ethics.
 - 7) Holding trustee standing committees accountable for the completion of their assigned projects.
 - 8) Discussion of significant issues which come up for immediate consideration between regularly scheduled WSB meetings.
 - 9) Crisis management.
 - C. All members of the World Service Board of Trustees must be notified of any decisions made by the Steering Committee as soon as possible after the decision and prior to action being taken on the decision.
- III. In order that the WSB may better serve the fellowship, it utilizes a committee system.
 - A. The purpose of the WSB committees is:
 - 1) To be a resource and provide continuity for World Service Conference committees.
 - 2) To be a source of information, experience, and guidance in each committee's area of specialization.
 - B. The standing committees include:
 - 1) Steering Committee (see Section 2)
 - 2) Internal Affairs--concerned with what occurs within our fellowship and service structure, with emphasis on WSO, WSC, finance, activities, along with our fellowship's growth and development, service structure development, provision of services, planning, etc.
 - 3) External Affairs--concerned with how our fellowship and service structure interface with society, with emphasis on hospitals and institutions, public information, public relations, relations with the medical profession, the criminal justice system, and the media. The External Affairs Committee also provides administrative support for the WSB Additional Needs Panel.

- 4) Literature Review--reviews literature as requested, administers assigned literature projects, handles any other related literature issues or tasks on an as-needed basis (e.g., interaction with the World Services Translation Committee).

IV. The meetings of the World Service Board of Trustees conform to the following:

- A. The trustees meet a minimum of four times each conference year.
- B. Additional special meetings are held whenever called, upon two weeks notification, by the Steering Committee. Any trustee may call for a special meeting, but this meeting must be approved by the Steering Committee.
- C. The regular quarterly trustee meetings are open to members of the fellowship as nonparticipant observers.
- D. Any three members of the World Service Board of Trustees may call for a closed session during a regularly scheduled meeting.
- E. Any trustee may request a conference call of the entire board, but such calls must be approved by the Steering Committee.
- F. Two-thirds of the active trustees constitute a quorum of the board.
- G. Each trustee is expected to attend all scheduled WSB meetings. A trustee who is unable to attend two or more regularly scheduled meetings in a given year may be subject to suspension by a two-thirds vote of the full board.
- H. Motions must be made and seconded by the members of the board.
- I. Motions must be adopted by a two-thirds majority of trustees present, except for elections. Elections require only a simple majority.
- J. Tabulation of votes will be done by raised hands, or by roll call voice vote on conference calls. No written ballots will be taken except during elections.
- K. Votes may be taken by conference call between regularly scheduled meetings in the event that a decision must be made involving all trustees. No decisions are to be made by polling of individual members.
- L. Accurate minutes of all trustee meetings are taken and published within thirty days of the meeting. Copies of these minutes are sent to:
 - 1) Each trustee
 - 2) Past trustees request to be included on the mailing list
 - 3) Each duly registered regional service committee
 - 4) All World Service Conference participants

ADDENDUM 9.

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.

ADDENDUM 10.**WORLD SERVICES TRANSLATIONS POLICY****PURPOSE**

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

OBJECTIVES

1. Provide assistance for translation of NA conference-approved literature.
2. Ensure that translations of NA conference-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 is 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 blueline proof 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 a committee of skilled and experienced members. 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 conference-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 conference-approved literature.

SERVICE MATERIAL

The approval procedure for translated versions of existing service manuals may differ from that outlined for conference-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 Services Translation Committee 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 PERSONAL STORIES

The original English-language Narcotics Anonymous Basic Text was developed with two distinct sections. The first section, Book One, 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, 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 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 Services Translation Committee. 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 the 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 appropriate world service board or committee for recommendation and/or consideration.

IMPLEMENTATION

To implement these policy objectives, a World Services Translation Committee has been created. This committee operates outside the regular committee system due to the nature of its work, composition, and direct involvement with other world service boards and committees. For the purposes of reporting and accountability, the committee is integrated into the conference committee system. The committee's chairperson is a nonvoting participant in the World Service Conference.

Composition

1. Regular members
 - a. Two members of the WSO Board of Directors, as determined by that board.
 - b. Two members of the World Service Board of Trustees, as determined by that board.
 - c. Four persons appointed by the WSC chairperson who have service experience in translations. Recommendations are solicited from those communities where translations occur.
2. Ad hoc members
 - a. Ad hoc members may be added, as needed, by majority vote of the World Services Translation Committee.
3. WSO staff members
 - a. Two WSO staff members, assigned by WSO management.

Terms

1. Regular members
 - a. Board members serve on the committee for periods of time determined by their respective boards.
 - b. Members appointed by the WSC chairperson serve for three years.
2. Ad hoc members serve for the duration of the particular project to which they have been assigned.
3. WSO staff members' terms on the committee are determined by WSO management.

Meetings

1. Meets at least three times a year, with one meeting held at the annual WSC.
2. Meets by conference call as needed.

ADDENDUM 11.

WORLD SERVICES TRAVEL GUIDELINES

PURPOSE, GOALS, PRIMARY ACTIVITIES

Purpose

The Interim Committee 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.

Primary activities

- 1) Conducts planning and evaluation meetings to review and approve all travel proposals.
- 2) Makes personnel assignments for all proposed travel or delegates that decision to the appropriate board or committee.
- 3) Keeps the fellowship informed of all planned and completed travel activity by regularly publishing its decisions.
- 4) Evaluates completed travel activities, especially as they may affect future travel plans.

STRUCTURAL DESIGN

Composition

The Interim Committee is composed of members who serve by virtue of their primary world service positions. They serve throughout the conference year.

Voting members

1. The chairperson and (first) vice chairperson of the World Service Conference
2. The chairperson and vice chairperson of the World Service Board of Trustees
3. The chairperson and vice chairperson of the World Service Office Board of Directors

Nonvoting members

1. The treasurer of the World Service Conference
2. The executive director and division managers of the World Service Office

Chairperson

This committee is chaired by one of the chairs of the World Service Conference, the World Service Board of Trustees, and World Service Office Board of Directors. Each chair will serve for one-third of the conference year on a rotating basis. They will be responsible for the agenda for the committee, responses to requests, and reporting to the fellowship during their term as chair of the Interim Committee.

MEETINGS

Frequency of full committee meetings

The full Interim Committee meets at least three times per year, in addition to its meeting at the annual World Service Conference. Funding and travel requests will normally be considered on a quarterly basis. This may or may not be scheduled to coincide with attendance at other world service meetings. The committee meets by conference call each month.

Quorum and voting

The quorum is four voting members, with representation from each arm of service. Normally, decisions will be discussed until unanimity is reached. When this is not possible, support by four of the six voting members is required for a decision to be made. Out of these four, there must be representation from each arm of service. Individual members of the Interim Committee shall abstain from voting on discretionary travel for themselves.

Executive committee

The executive committee consists of the chairs of the World Service Conference, the World Service Board of Trustees, and the WSO Board of Directors or, in their absence, their vice chairs.

In the absence of the full committee, the executive committee shall have the authority to act on the Interim Committee's behalf. Decisions made by the executive committee in the absence of the full committee must be unanimous; if they are not, the executive committee refers the matter to the full committee for resolution. All decisions made by the Executive Committee will be ratified by the full Interim Committee at their next meeting.

PLANNING PROCEDURES

The Interim Committee reviews all requests by where they have been placed in the funding priorities set annually by the World Service Conference. Availability of funds is also considered.

For world service boards and committees, a funding request form must be submitted with full information before the request will be considered. For requests from the fellowship, a letter providing full information about the request is needed.

The dates for the quarterly consideration of all requests will be publicized in advance. These dates are normally May 1, August 1, November 1, and February 1. To facilitate long-term planning, this will include preparing a travel-plan outline for presentation to the WSC for the following conference year.

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

REPORTING PROCEDURES

The committee will regularly report its decisions in the *Conference Report* and will distribute minutes of all committee meetings.

TYPES OF TRAVEL

Funding is typically approved for world service travel to the following types of events. This may change from year to year, depending on the priorities set at the annual WSC. These events include the World Service Conference, WSC workshops, WSO Board of Director meetings, World Convention Corporation Board of Directors meetings and site visits, World Service Board of Trustees meetings, special conference projects meetings, non-NA events, and fellowship requests.

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.

Combine types of members

To provide the widest range of background and experience while traveling on world service business, most travel teams will combine members from the World Service Board of Trustees, the WSO Board of Directors or staff, and the WSC Administrative Committee. Travel teams will be composed according to the specific needs of each trip.

Choose from current participants

Current members of the world service team--WSO administrative and coordinating staff, trustees, WSO directors, WSC officers, conference committee members, and RSRs--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, former participants may be asked to travel.

Combine trips

To maximize the benefits received from world service travel expenditures, trips will be 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 Interim Committee 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.

WSO TRAVEL ORGANIZER

All travel arrangements are coordinated through the WSO travel organizer. A periodic review of the cost and efficiency of world service travel will be done by the travel organizer.

PERSONAL EXPENSE ALLOWANCE

World service travelers may claim reimbursement for meals and personal expenses for each day of travel on approved world service trips in the United States. Personal expenses covered by this allowance are meals, tips, ground transportation, parking, and personal telephone calls.

In order to be reimbursed for these expenses, travelers must submit personal expense reports. Receipts for all personal expenses except meals costing less than \$25.00 US must be included with a traveler's expense report. The maximum allowance for reimbursement of personal expenses is not to exceed \$40.00 US per day, times the number of days authorized for each trip. This means that an authorized world service traveler on a trip requiring three (3) days away from home base, including day of departure and day of return, is eligible to claim a total of \$120.00 US as personal expense reimbursement for the entire trip.

Travelers who have extenuating circumstances which require additional funding or other considerations may make their request to the Interim Committee.

A traveler may obtain an advance to cover personal expenses, provided the advance is requested at least ten days prior to the actual departure. Except in the case of WSO employees, the advance must be approved by the WSC treasurer.

The personal expense allowance rate for travel outside of the USA will be set on a case-by-case basis. The rate will be based on the USA allowance and will take into consideration the cost of living and the exchange rate for the destination.

TRANSPORTATION

Air Transportation

Air transportation will be reserved and ticketed through the World Service Office, whenever possible. Travelers should make air travel arrangements with the WSO as far in advance as possible.

Although we know that accidents sometimes occur, world service travelers are responsible for keeping track of their own air tickets once they have been received. World services will replace lost tickets only if a replacement can be purchased at the same rate as the original ticket. Purchase of a replacement ticket at a higher cost than the original requires prior approval of the Interim Committee.

All travel will be ticketed in coach class. Travelers may ask to be booked for sea or rail transportation instead of air transportation. Cumulative costs for sea or rail transportation will only be paid up to the costs that would be incurred if air transportation was used.

Car Rentals

Separate authorization for car rental is required.

Personal Cars

The use of personal automobiles will be reimbursed at the current US-IRS rate. If a traveler chooses to use a personal automobile in lieu of air transportation, reimbursement will be made as if the least costly air transportation available had been used. Should two or more travelers drive together in one personal automobile, reimbursement will be made only to the traveler whose vehicle is used.

HOTEL ACCOMMODATIONS

It is the policy of NA world services to use reasonably priced facilities.

Reimbursement for lodging will be for double occupancy. If a traveler chooses to occupy a private room while traveling on world service business or shares a room with someone not authorized for reimbursement by world services, the traveler will be reimbursed only for half the rate of a double occupancy.

This does not apply when traveling alone or if the WSO travel organizer cannot make a room match. When staying in a room that is being billed directly to world services, travelers should pay for any additional charges or incidentals (phone, meals, movies, etc.) from their own funds when they check out of their rooms.

NA world services do not reimburse for companion accompaniment. Should a companion accompany a traveler for personal reasons, the traveler should deduct the difference in hotel charges for the double room before submitting an expense report. For direct-billed rooms, the companion's charges should be paid by the traveler upon checkout.

CREDIT CARDS

In recent years we have found it productive to use credit cards to facilitate the service or employment responsibilities of specific individuals in world services. Although the WSO has maintained a policy on the use of these cards since their initial use, it seems responsible to apply those parameters to all credit card use by world services. These policies will ensure that all credit card use conforms to a standard set of guidelines.

Distribution of cards

- A. The issuance of credit cards is subject to the approval of the Interim Committee. 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. Credit cards will be routinely procured for the individual positions listed below:
 - 1. Chairperson of the WSO Board of Directors
 - 2. Chairperson of the World Service Board of Trustees
 - 3. Chairperson of the World Service Conference
 - 4. Chairperson of the World Convention Corporation
 - 5. Executive director of the World Service Office
 - 6. WSO Division Administrator for Fellowship Services
 - 7. WSO Division Administrator for Support Services
- B. The chairperson of one of the service arms identified above may designate the vice chairperson or any member of their respective service board or committee to be issued a credit card in lieu of the card being assigned to that chairperson.
- C. 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 Interim Committee.
- D. Boards and committee members may be issued credit cards on a temporary basis for a designated trip or function. All cards issued under this criteria will be returned to the WSO by registered mail within thirty days of completion of the trip or function.
- E. All cards shall be returned within thirty days of the closure of the term of office of the card holder. All invoices or other accompanying documentation shall be returned at the time of card surrender.
- F. WSO executive staff shall have the authority to cancel all cards based 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 will 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 will be attached to the permanent record of the trip or function. World service credit cards shall 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 WSC treasurer shall conduct quarterly audits and/or reviews of credit card activity by all trusted servants and report such findings to the Interim Committee and to the fellowship in the *Conference Report*.

Credit card revocation

Inappropriate and/or unauthorized credit card use, or persistent failure to submit appropriate documentation of credit card use will result in revocation of an individual's credit card privileges. Upon presentation of inappropriate and/or unauthorized use, or persistent failure to submit appropriate documentation immediate notification will be made to the Interim Committee who will verify the use and may then require surrender and cancellation of the credit card and repayment by the individual for all unauthorized credit card charges, and removal 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 travel organizer not later than the next working day. When in doubt, contact the travel organizer 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

Nonemployees 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 nonemployees 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 nonemployee 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 Interim 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 Travel Organizer before accepting or planning a world services trip.

The 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.

