

GUIDELINES OF THE BOARD OF TRUSTEES OF NARCOTICS ANONYMOUS

- I. The purpose of The Board of Trustees (hereafter referred to as The Board) is to insure the continuation and growth of Narcotics Anonymous.
- II. The functions of The Board are:
 - A. To deal with those things, both within and outside the fellowship, which affect the continuation and growth of N.A.
 - B. To actively seek to insure the maintainance of the Twelve Traditions of Narcotics Anonymous.
 - C. To actively seek and encourage ways of carrying the message of recovery to the addict who still suffers.The Board and its members are responsible to the fellowship as a whole through our service structure; and must remain responsive to the needs of the fellowship.

III. The Twelve Traditions of Narcotics Anonymous

We keep what we have only with vigilance and just as freedom for the individual comes from the Twelve Steps so freedom for the groups springs from our Traditions.

As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

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. N.A. 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.

- IV. The membership of the Board of Trustees of Narcotics Anonymous conforms to the following:
- A. The number of Trustees serving at any time is limited to a maximum of fifteen (15). There need not be a full complement of Trustees serving at any given time; ultimately, the number of active Trustees will be determined by need.
 - B. Trusteeship is of two basic types: Addict and Non-Addict. Of the active Trustees, at least two-thirds (2/3) are recovered drug addicts.
 - C. At least one-half (1/2) of the active Trustees reside within commuting distance of the World Service Office (WSO).
 - D. The Qualifications required of Addict Trustees include:
 1. the willingness to serve as an active member of the Board.
 2. nomination at the World Service Conference (WSC).
 3. a commitment to service as shown by experience working as a member of other N.A. service committees, and his or her contributions to the continuation and growth of the fellowship.
 4. the time and resources necessary for active Trusteeship.
 5. a minimum of five (5) years continuous abstinence from drugs including alcohol.
 6. a good working knowledge of the Twelve Traditions of N.A.
 - E. The Qualifications required of our Non-Addict Trustees are:
 1. the willingness to serve as an active member of the Board.
 2. nomination at the World Service Conference (WSC).
 3. the time and resources necessary for active Trusteeship.
 4. a good working knowledge of the Twelve Traditions of N.A.
 5. a good understanding of the nature of the addict and of our program of recovery.
 - F. A Trustee is selected by the following procedure:
 1. candidates for the Board are nominated at the World Service Conference (WSC).
 2. following the WSC, or whenever needed, the Board selects its replacements or new Trustees from the list of 'Conference Nominees.'
 - G. The term of Trusteeship for a member of the Board of Trustees of Narcotics Anonymous is indefinite.
 - H. A Trustee may be removed from office for due cause.
 1. Upon a two-thirds (2/3) majority vote of the entire Board, any member of the Board is immediately terminated.
 2. the procedure for such a vote is as follows:
 - a. Upon receipt of a written 'statement of cause' the Chairman of the Board of Trustees calls a special meeting of the Board. (In the case where the trusteeship of the Chairman is in question the Vice-Chairman takes charge of this procedure.) Each Trustee is notified of this meeting and supplied a copy of the 'statement of cause' at least one (1) month prior to the meeting date.
 - b. At the meeting the author of the 'statement of cause' and the Trustee in question are each allowed twenty (20) minutes to express their points of view. Other Trustees are then allowed to ask direct questions of either or both parties for an additional twenty (20) minutes.

- c. A roll call vote of all Trustees is then called. If the required two-thirds (2/3) majority decision can be determined by those Trustees present, then the vote is considered final. If, however, the decision cannot be determined by those present, a copy of the minutes and a request for immediate reply is sent to each absent Trustee. As soon as the required majority or lack of required majority can be determined the issue is closed and the decision of the Board is final.

- I. The resignation, retirement, or removal of a Trustee does not exclude him or her from future nomination at the World Service Conference (WSC).

V. In order to function more effectively, the Board of Trustees of Narcotics Anonymous elects officers.

- A. the officers of the Board of Trustees include:
 - 1. the Chairman
 - 2. the Vice-Chairman
 - 3. the Secretary
- B. The duties of these officers are:
 - 1. The Chairman of the Board of Trustees:
 - a. presides over all Trustee meetings
 - b. has such powers and performs such duties as may be required, from time to time, by the Board.
 - c. may appoint and define the duties of committees as authorized by the Board.
 - d. is elected from, and is a member of, the Board.
 - 2. The Vice-Chairman of the Board of Trustees:
 - a. performs all the duties of and has all the powers of the Chairman in his or her absence.
 - b. has such powers and performs such duties as may be required, from time to time, by the Board.
 - c. is elected from, and is a member of, the Board.
 - 3. The Secretary of the Board of Trustees:
 - a. keeps a record of the proceedings of the Board and of the Trustees.
 - b. prepares and publishes accurate minutes of the meetings of the Board, within thirty (30) days of such meeting.
 - c. is selected because of ability, and need not actually be a member of the Board.
- C. These officers are elected by the Board at the final regular Trustee meeting of each calendar year, and serve for the following calendar year.
- D. The officers of the Board of Trustees may serve more than one (1) term of office, provided that they are re-elected for each term.

VI. The meetings of the Board of Trustees conform to the following:

- A. The Trustees hold regular quarterly meetings on the first Saturday of the months of February, May, August, and November.
- B. Additional, Special Meetings are held whenever needed upon two (2) week notification by the Chairman.
- C. The regular quarterly Trustee meetings are open to members of the fellowship as non-participant observers.

- D. The attendance of at least two-fifths (2/5) of the active Trustees at a meeting constitutes a quorum for conducting the business of the Board.
- E. Each Trustee is expected to attend at least two (2) regularly scheduled meetings each year. A Trustee who is unable to attend may be asked to resign his or her Trusteeship.
- F. A record is kept of the meetings of the Board.
 - 1. Accurate minutes of all Trustee meetings are taken and published within thirty (30) days of the meeting. A copy of these minutes is sent to:
 - a. each Trustee
 - b. the World Service Office
 - c. each duly registered Regional Service Committee
 - 2. These are the only copies normally distributed, however, any member of the fellowship may, upon request, receive a copy of the minutes of Trustee meetings from the World Service Office (WSO) by sending a self-addressed, stamped envelope.
 - 3. The basic format for these minutes is:
 - a. date and location of meeting
 - b. attendance
 - c. the minutes of the last meeting were read and...
 - d. the following reports or information were presented...
 - e. the following items of old business were discussed...
 - f. the following topics were considered as new business...
 - g. the next meeting of the Board will be held...
 - h. the following action should be taken prior to the next meeting...
 - i. the following items will be discussed as part of the agenda for the next meeting...
- G. The regular meetings of the Board of Trustees last approximately two (2) hours and have the following basic format:
 - 1. opening
 - 2. information and reports
 - 3. old business
 - 4. new business
 - 5. closing

VII. In order that we may better serve, we utilize a sub-committee system between the meetings of the Board.

- A. Our 'Trustee Committees' are of two (2) basic types.
 - 1. Standing
 - 2. Temporary
- B. The Standing Committees include:
 - 1. literature
 - 2. public relations
 - 3. institutional
 - 4. World Service Office (WSO)
 - 5. World Service Conference (WSC)
- C. Our Temporary Committees are established as the need arises and exist so long as the need exists.
- D. Trustee Committees are chaired by a Trustee who has been selected because of his or her experience in a specific area. Other members of these committees include other Trustees, members of the fellowship, or non-addicts as appointed by the committee chairman.

- E. Minutes of all sub-committee meetings are taken and copies of these minutes are maintained by the Secretary of the Board of Trustees and by the World Service Office (WSO). These minutes are not published and distributed, however, any member of the fellowship may, upon request, receive a copy from the World Service Office (WSO) by sending a self-addressed, stamped envelope.

VIII. The Board of Trustees is an advisory Board rather than a directive Board. It is our responsibility to offer guidance to our members, our groups, and our service committees in matters concerning the Traditions or which affect N.A. as a whole.

- A. The actions of the Board or of any individual Trustee are documented so that we can learn from our experiences. The following basic format is used in documenting Trustee action:

1. date, location, Trustee(s) involved
2. description of problem
3. action taken
4. effect of action

- B. In order that we may be consistent in our guidance we use the following basic formats whenever possible in communicating with N.A. members, groups, service committees, non-members, and other organizations.

1. this basic format, with minor modifications is used in almost all circumstances when it is necessary to take formal action.

" Dear...

As a member of the Board of Trustees of Narcotics Anonymous, it has come to my attention that a potential problem may exist which concerns you...(give the information relating to the situation)...

This situation could become a problem because...
(state potential problem and relate it to our Traditions)

In a situation of this kind I would recommend...
(give specific suggestions and the reasons for the suggestions)...

I hope that this misunderstanding can be cleared up quickly and that we all can learn from your experience. A situation such as this will surely come up again and hopefully we will be better able to deal with it as a result of your concern.

Yours in fellowship,..."

2. For more serious matters, involving the Board as a whole, a format similar to the one below is used.

"To...

It has come to our attention that...(state situation)...
As Trustees, it is our responsibility to deal with matters which relate to the maintainance of our Traditions or affect the fellowship as a whole. We feel that this situation represents...(state tradition(s) in violation and/or possible negative effects on the fellowship)...

We suggest that the following action should be taken to solve this problem and prevent it from happening again. (state suggestions and the reasons for the suggestions)...

We hope that this misunderstanding will be resolved quickly. Thank you for your cooperation."

- IX. These Guidelines may be amended at any time by a two-thirds (2/3) majority vote of the Board of Trustees.

ADDENDUM

Due to the fact that our Service Structure is still developing, certain sections of these Guidelines may be inappropriate at this time. As problems occur, they will be dealt with internally. We have tried to define our functions as completely as possible; this however, cannot be fully achieved until the Service Structure of Narcotics Anonymous is fully defined and operations; and until Guidelines for the World Service Conference (WSC) have been drafted, accepted, and put into effect.