

**Service Manual  
of  
Narcotics Anonymous**

Proposed Revision of the Third Edition  
W.S.C. Policy Sub-Committee  
Mid-South Regional Service Conference  
November, 1981  
Memphis, Tennessee





# WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

November, 1981

## WSC Administrative Committee

Slove Bice, Chairman  
2040 Alamo Court  
Santa Rosa, CA 95405  
(707) 542-7103

Bo Savell, Vice-Chairman  
850 Atlanta Road  
Marietta, GA 30060  
(404) 427-2050

Cindy Porter, Secretary  
2244 Edgewood  
Topeka, KS 66614  
(913) 273-4894

Joseph Proctor III, Treasurer  
671 Jefferson Avenue  
P.O. Box 41323  
Memphis, TN 38104  
(901) 528-8772

## WSC Literature Committee

Roger Fogarty, Chairman  
39104 Miller Road  
Lebanon, Ohio 44431  
(216) 424-3701

## WSC Policy Committee

Bob Holman, Chairman  
2710 Casino Street  
Los Angeles, CA 90035  
(213) 563-7499

## WSC Finance Committee

Royce Scott, Chairman  
154 Hurlstone  
Fountain Valley, CA 92708  
(714) 962-0731

## WSC Institutional Committee

Bob Bergh, Chairman  
954 Central Street  
San Francisco, CA 94115  
(415) 316-0567

## WSC Public Information Committee

Larry Baker, Chairman  
3218 Isla Drive  
Concord, CA 95419  
(707) 680-1814

## World Service Board of Trustees

Chuck Skinner, Chairman  
814 Haddon Avenue  
Whittier, CA 90605  
(213) 692-9758

## WSO Board of Directors

Phil Perez, President  
6222 Vineland Avenue  
No. Hollywood, CA 91606  
(213) 762-8091

## *Our Letter to the Fellowship regarding the Service Manual*

Dear Fellow Trusted Servants:

Many members have combined efforts to produce a proposed revision to the Third Edition of our "Service Manual of N.A."

We have sought a way through redrawing our service structure, to serve a much greater number of members and groups. The increasing need for communication and ways of combining our efforts to provide for our common welfare require us to propose these changes and additions.

The advent of the approval form of "Our Book" makes it likely that our resources and ability to carry our message will increase ten thousand fold. Along with "Our Book", we need a way to lay the ground work for improved world services both in terms of our service structure and our world service office. To assure the primary role of our Fellowship in conducting the affairs of our main service center; we have substantially increased provisions for "group consciousness" in maintaining our world services. In the course of this proposed increased 2nd Tradition, the possibility of a corporation holding copyrights on WSC-NA approved material has been effectively reduced to nil. In favor of Fellowship direction our world services can grow and prosper along with our growing Fellowship. Our thanks goes out to those who have served the Fellowship through our world services those long years. We hope our efforts will result in making their dream come true in terms of the needs of the N.A. Fellowship today. Our work has provided in-depth insight into the measure of their service. In gratitude and loving service, we remain

Your trusted servants,

W.S.C. Policy Sub-Committee





**Service Manual  
of  
Narcotics Anonymous**



Proposed Revision of the Third Edition  
W.S.C. Policy Sub-Committee  
Mid-South Regional Service Conference  
*November, 1981*  
*Memphis, Tennessee*

## DEDICATION

This presentation of the Service Structure of Narcotics Anonymous is dedicated to the following proposition:

To assure that no addict seeking recovery need die without having had a chance to find a better way of life; from this day forward may we provide the necessary services.

## TABLE OF CONTENTS

Introduction .....	iv
Dedication .....	ii
N.A. Twelve Traditions .....	xi
N.A. Symbol .....	x
Member .....	2
Group and Trusted Servants .....	2
Area and Regional Service .....	6
Area Service Committee .....	7
Regional Service Committee .....	10
Our N.A. Service Structure .....	14
World Service Committee .....	15
Policy sub-committee	
Finance sub-committee	
Literature sub-committee	
Institutional sub-committee	
Public Information sub-committee	
World Service Office sub-committee	
World Service Board of Trustees .....	25
Significant Material .....	32

## History and Introduction Leading to the Revised Third Edition of the N.A. Service Manual

The phenomenal growth of N.A. has been the driving force creating the need for the revised Third Edition of the N.A. Service Manual.

Beginning with the N.A. Tree, printed in November, 1975, the growth of the Fellowship created a need to define the relationship of the groups in areas and newly forming regions. The Second Edition, printed in June, 1976, evolved to help structure the areas' relationship to the region and a newly formed service structure. The Third Edition, printed in April, 1979, was developed as N.A. became a world-wide Fellowship.

Now in our revised Third Edition November, 1981, it has become necessary to further define our service structure on the regional and world levels. The increases in members, funds and needs of our Fellowship have made it necessary to improve both our accountability and communications.

The growing host of concerned and dedicated members have contributed to this most recent effort to improve our guidelines for N.A. service. Many members have come to the Fellowship of Narcotics Anonymous seeking recovery since the Third Edition in 1979. They have been involved with and influenced by our phenomenal growth. They have participated in or benefited from the efforts in the WSC Literature sub-committee and the growth of our World Service Conference, which we have broadened to include a World Service Committee.

This phenomenon of growth and an increasingly informed and involved membership makes these revisions and additions both necessary and possible. The need is for a more comprehensive service structure to include and serve this larger membership. The additions relate to our vision for the future in terms of today. Narcotics Anonymous, as a Fellowship, has shown an increasing ability to combine for the common welfare, surrender to the principle of group consciousness and provide for the needs of addicts seeking recovery. The spirit of a loving "Ultimate Authority" is everywhere to be seen.

We do not fancy ourselves writers or profound theoreticians but we can speak to what works in N.A. service and that is what we have done. N.A. service involvement and experience has been our guide in the revision of material from the Third Edition of our Service Manual. In this manner, we have increased the scope of the World Service Conference to a World Service Committee in order to serve a greater N.A. In the spirit of N.A., arbitrary rules and restrictions have been modified, avoided or deleted since trust and willingness to serve are the foundations of our service structure.

In the process of writing, rewriting, debating and finally consensus on all points in this proposed revision, we feel "We" were



not the writers, only the instruments. The spiritual principles of our program in the area of primary purpose, group consciousness and principles before personalities were the guiding factors of this writing. Much has been learned by all of us in this process. The growth and knowledge we experienced in being allowed to serve is our reward.

In time, N.A. will have grown beyond the capacity of these guidelines to adequately serve the needs of our Fellowship. This proposed revision is our best and most complete effort as a group consciousness guided by our Higher Powers, so that our message will be available to every addict seeking recovery. When the time comes, we want to extend every encouragement to those who will endeavor to improve this work.

In our efforts to address these needs we owe a great debt of gratitude to those, who through their love of the N.A. Fellowship and their dedication to a greater group conscience have developed all of the previous three editions.

Thank you.

#### SERENITY PRAYER for our work

GOD....

*Grant us the Serenity to accept the things we cannot change...  
The Courage to change the things we can...  
And the Wisdom to know the difference.*

## Introduction To The N.A. Tree

The purpose of this pamphlet is to express, in simple terms, how we, as members and servants of Narcotics Anonymous, relate to one another and to N.A. as a whole; and to present an ideal Service Structure for N.A. in such a way that we can strive to improve our Fellowship, and better fulfill our primary purpose of carrying the message of recovery to the addict who still suffers.

N.A. is a Twelve and Twelve program borrowed from the A.A. fellowship. In fact, three of the first committee of five were also members of A.A., who wanted to make this proven program of recovery available to addicts. So why, you may ask, don't we just use A.A.'s structure and be done with it? This would probably be a good idea except that we are not A.A.; our needs, despite the similarities, are to a certain extent different. (As addicts, the progression of our illness is normally much more rapid than alcoholism. How many alcoholics have you heard who have at some time in their lives been reasonably successful in business or family relationships? On the other hand, how many addicts have ever had anything even resembling a successful business or family relationship? This is just an example of how our basic patterns are subtly different.) We are precluded from directly using any part of the A.A. program other than the 12 Steps and 12 Traditions; and finally in order for N.A. to survive we must be autonomous, we must have a Fellowship and program of our own.

In the early days of N.A. we had what have been called "rabbit" meetings; held sporadically in different places at different times. At this time with only one or two N.A. meetings in existence, a specific structure for N.A. wasn't needed and really wasn't wanted. Soon N.A. grew, and permanent meetings were established, but because there were few in number and all located in the Los Angeles area, there was still no real need for any established service structure. However, N.A. has continued to grow. As groups began opening up in population centers other than Los Angeles, we began to feel the need for some kind of structure. Intergroup or General Service Committees came into being in various locations, each trying to take care of business on a local level, without too much regard for N.A. as a whole.

In the last 5 years, however, this approach has sort of backfired. The unity necessary for personal recovery has been in short supply. Each group or area moved in its own direction — usually apart. The very existence of N.A. was again seriously threatened as it was in the 1950's when the traditions were ignored. Some positive action has been taken to try to solve this problem; conventions have been held, a World Service Office opened, and lines of communication shakily established. We can see that these attempts have paid off to a certain extent. Groups in various areas are starting to work together, much of the petty bickering seems to

have disappeared and it seems that many members, in all areas, are trying to establish a better environment for sobriety in N.A. The strength and unity of purpose evident at the last N.A. Convention shows we are making progress. Maybe this is because for the first time, we now find many members with long-term sobriety active in the meetings and in the Fellowship. It's no longer a rarity to find members with years clean rather than only weeks or months. Perhaps some of the personal maturity gained in living drug-free has started to have an effect on N.A. as a whole.

Despite this progress, we are still at a very critical stage of the "coming of age" process. Today large, active Fellowships are developing in several population centers and new groups are starting up in many areas throughout the United States and in foreign countries. N.A. is growing, and with this growth the need for unity and communication increases. The old adage that a house divided cannot stand applies to N.A. as well as any other group. Right now we don't seem to have any unifying structure or clear-cut lines of communication for N.A. as a whole. What structure there is, only functions on a local level and our vital lines of communication have often been both hard to locate and as changeable as the weather. It is our sincere hope that this presentation of the service structure of our fellowship, as we understand it, will help to fill in some of the gaps that separate us; and that in this small way we can contribute to the growth and future of N.A.

November 15, 1975





## Introduction to Second Edition

This is the second printing of *The N.A. Tree*. You may notice that there have been some minor changes in the text of this edition. These revisions are in response to suggestions from the Fellowship. All written suggestions which were received at the *World Service Office* prior to June, 1976 have been seriously considered. (Incidentally, *all* those suggestions were very good ones and have been incorporated in this edition.) It probably should be noted that one of the responses which was considered does affect the nature of the structure slightly. In the first edition, it proposed that the Group's GSR should attend both Area and Regional Service Committee meetings. The question was raised that (however good this system might be for us today), if a region contained several hundred groups, wouldn't the resulting Regional Meetings be just as chaotic as the ones we have had? This response went on to suggest that the Regional committees should be made up of representatives from the areas; just as the Area committees are made up of representatives from the Groups. This is something which wasn't considered in the early drafts of *The N.A. Tree*. We feel that this is an especially valuable suggestion and have modified the *Tree* accordingly.

Hopefully, you as members, will continue to review existing literature and make positive contributions so that we can upgrade what we have or create new literature. If you have a suggestion about literature that you truly feel would benefit the Fellowship and the newcomer, please put it down on paper and send it to the World Service Office, as others have done.

Thank you,

Literature Committee, Narcotics Anonymous

June, 1976





## Introduction to the Third Edition (1978)

The 1976 World Service Conference was held in conjunction with N.A.'s Sixth World Convention in Ventura, California. That Conference established an Ad Hoc Committee of elected representatives of the fellowship to review and revise the service structure that had been proposed for Narcotics Anonymous in *The N.A. Tree*.

The Ad Hoc Committee presented the results of its labors to the group conscience at N.A.'s first Independent World Service Conference, held in Van Nuys, California, in the Spring of 1978. The Conference accepted that work and the many other suggestions that came in and turned them all over to the newly established World Service Conference Literature Committee for finalization.

The work has been completed and this third edition, *The Service Manual of Narcotics Anonymous*, is the result and will be presented to the Conference in the Spring of 1979 for group conscience approval.

To the group that set forth the original service structure: our immense gratitude for taking that crucial first step. We realize that this service structure must be able to grow and change in response to the needs of the Fellowship. One day there may be a fourth edition, or a tenth. To the groups that shall undertake those works: 'Best of luck and our love is with you. Have at it...we did what we could!'

God Bless,

Conference Literature Committee  
Autumn, 1978

(APPROVED BY CONFERENCE APRIL - 1979)



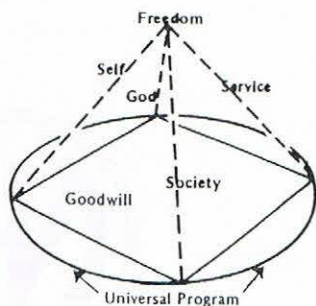
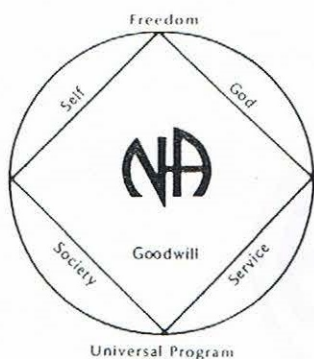
## THE N.A. SYMBOL

Simplicity is the keynote of our symbol; it follows the simplicity of our Fellowship. We could find all sorts of occult and esoteric connotations in the simple outlines, but foremost in our minds were easily understood meanings and relationships.

The outer circle denotes a universal and total program that has room within for all manifestations of the recovering addict.

The square, whose lines are defined, is easily seen and understood; but there are other unseen parts of the symbol. The square base denotes Goodwill, the ground of both the Fellowship and the member of our society. Actually, it is the four pyramid sides which rise from this base in a three dimensional figure that are the Self, Society, Service and God. All rise to the point of Freedom.

All parts thus far are closely related to the needs and aims of the addict seeking recovery and the purpose of the Fellowship seeking to make recovery available to all. The greater the base, as we grow in unity in numbers and in Fellowship, the broader the sides and the higher the point of freedom. Probably the last to be lost to freedom will be the stigma of being an addict. Goodwill is best exemplified in service and proper service is "Doing the right thing for the right reason." When this supports and motivates both the individual and the Fellowship, we are fully whole and wholly free.



## TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

We keep what we have only with vigilance and just as freedom for an individual comes from the Twelve Steps so freedom for a group 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 non-professional, 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.

*Everything that occurs in the course of N.A. 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 we began this work. 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.*

*It is probably obvious to you that many of the responsibilities and functions, which we have mentioned, just aren't getting done today. It has not been our intent to condemn the good work which has been done and is being done. Rather, we hope to clarify what needs to be done so that we can provide better service. The service structure of Narcotics Anonymous, as we have described it, does not exist in N.A. today. It is an ideal towards which we can strive, and in so doing, make recovery available to a greater number of addicts.*



THE PURPOSE AND FUNCTION OF THE SERVICE UNITS  
of  
NARCOTICS ANONYMOUS

1. The primary purpose of an N.A. 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 N.A. 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 an addict can come for help if they have a desire to stop using.
3. The purpose of an AREA SERVICE COMMITTEE is to be supportive to an N.A. group and its 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 of 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 a WORLD SERVICE COMMITTEE is to be supportive of the Fellowship as a whole, and to define and take action according to the group consciousness of Narcotics Anonymous. The W.S.C. joins the members, groups, areas and regions into a unified Fellowship. The Committee deals with the situations and the needs of the Fellowship and actively encourages the primary purpose and growth of Narcotics Anonymous.
6. The purpose of a WORLD SERVICE OFFICE, our main service center, is to carry out the directives of the World Service Committee in matters that relate to communications and information for the Fellowship of N.A., services, groups and members. The W.S. Office achieves this purpose by maintaining correspondence with N.A. groups and service committees; by printing and distributing W.S.C. approved literature; and by maintaining the archives and files of Narcotics Anonymous.
7. The purpose of a BOARD OF TRUSTEES, who act as guardians of the Twelve Traditions, is to insure the continuation and growth of N.A. by seeking new and better ways to carry the message to the addict who still suffers; by seeking to insure 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 N.A. Service is an individual N.A. *member*. Any addict can be a member—the only requirement is a desire to stop using. The services that each of us provide are the most important of N.A. 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 N.A.

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 each member 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 insure that which was freely given to us remains available to the newcomer and old-timer 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 N.A. constitutes an *N.A. Meeting*. When such a meeting is held regularly, it can become a Group.

## GROUP

An N.A. Group is any meeting which meets regularly at a specified place and time, providing that it follows the Twelve Steps and Twelve Traditions (having no outside affiliations and receiving no outside financial support). To facilitate communications and unity and to better serve N.A., as a whole, Groups should register with the Secretary of the World Service Office Sub-Committee of Narcotics Anonymous. The Group is the second level of our N.A. Service Structure.

The primary purpose of an N.A. Group is to carry the message to the addict who still suffers. However, it also provides to each member the chance to express ourselves 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 speakers, 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 Twelve 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.

A Group is the level at which we first find some of the day-to-day business of N.A. 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 N.A., so it can find out about activities, learn of new groups opening up, get new literature, and find out what's happening in N.A. This can best be accomplished by a number of Groups in an area creating an Area Service Committee. This will be discussed further 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: (A) a Secretary, (B) a Treasurer, (C) the Group Service Representative, (D) 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.

#### **Secretary (A)**

A Secretary is responsible for the day-to-day functions of a group. It is their 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 celebration 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.

#### **Treasurer (B)**

A Treasurer of an N.A. 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, meeting log books, maintains a group bank account and distributes a 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 two or three months. After this "prudent reserve" has been established, excess funds should be diverted to the "Area Service Committee". In cases where no ASC exists, this balance should be sent to your "Regional Service Committee". If no RSC exists, send this balance to our W.S.C. Treasurer. One of the biggest problems we have faced has been the misuse of a group's money. This abuse severely limits what the N.A. Fellowship can offer to recovering addicts. A Treasurer has a grave responsibility and much thought should be taken in selecting a member to perform this function.

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 six (6) months continuous abstinence from all drugs.
3. Knowledge of the Twelve Steps and the Twelve Traditions.
4. An active participation in the group they are to serve.

The two remaining trusted servants of an N.A. group are a Group Service Representative (GSR) and a GSR-Alternate (GSR-ALT). Because the roles of the GSR and GSR-ALT are so important to the success of an N.A. 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 of that office.

NOTE: One of the responsibilities of 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. Example: A Secretary might be elected in November to begin serving in January and the Treasurer elected in March to begin 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.



## **(C) & (D)**

### **Group Service Representative & G.S.R. Alternate**

A Group Service Representative (GSR) is first in the 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 GSR's who will take an active part in the business of N.A. 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.

A GSR speaks for their group at Area Service Committee meetings. They take part in the planning and implementation of any functions which affect the members of their group. As a result of their participation they can keep their group informed about what is happening in N.A. Members of a group should always be able to go to their Representative and find out about activities, other groups, how our N.A. 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 their absence. It is also suggested that a GSR share some of their responsibilities with their alternate. The second year they become the group's GSR, taking over the full responsibilities and functions of the office, and in turn are helped by a newly elected Alternate. This "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 GSR's and GSR Alternates is probably the most important thing that you, as an individual member, can do for the unity of N.A. In choosing your Representative, remember that they are your voice and your ears in N.A. 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.
5. An understanding of our N.A. 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 N.A. 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 N.A.: 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 from this manual in order that the nominees and members of the group fully appreciate the responsibilities and ramifications of each office.

### **AREA AND REGIONAL SERVICE**

The next level of service in N.A. is Area & Regional Service. These Services provide the support necessary for groups of N.A. members work together for their common welfare.

In 1969, N.A.'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 N.A. However, today it is no longer enough to have a few members getting together to keep their groups going. N.A. 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 their members' needs, that area or region should divide. An Area is designed to provide service 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 two levels of service, because in many ways they provide 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 N.A. is any local area, community or town with a significant number of N.A. 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 necessary to stress that for the purposes of N.A., the designation of a Region should always be based on specific need. Successful growth of any Region will result in dividing into additional Regional Service 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. Sub-Committee Reports
7. Group Reports
8. Old Business
9. New Business
10. Announcements
11. Closing Prayer

NOTE: GSR's are the only voting members at ASC meetings; ASR's are the only voting member at a RSC meeting; all service committee meetings are open to the Fellowship.

### **AREA SERVICE COMMITTEE**

An Area Service Committee (ASC) is a committee made up of representatives (GSR's) 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 simply be 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 increases, 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 ASC's have found that a sub-committee system is necessary. A sub-committee does the actual work to implement ASC directives. The sub-committees 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 its groups 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 meeting 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 courses 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 their 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 their 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-ALT). 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, insuring all groups equality of representation.

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 co-signers of an 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 sub-committee 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 co-signers of an ASC's bank account. It is suggested that a Vice-Chairperson have a minimum of one (1) year continuous abstinence from all drugs.
3. A Secretary keeps accurate minutes of each ASC business meeting, 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 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 co-signer 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. Area Service Representative (ASR). An Area Service Representative (ASR) is to an ASC what a GSR is to a group. As the representative of the Areas, the ASRs speak for the members and groups within their Area Service Committee. The primary responsibility of an ASR is to work for the good of N.A. providing two-way communication between their Area and the rest of N.A., particularly with neighboring ASCs. They represent the group conscience of an ASC at a Regional level and provide their 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 their ASC's group conscience. An ASR may serve on one or more of its ASC and RSC sub-committees 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 GSR's it is recommended that nominees to the post of ASR also have:

1. Service experience
2. The willingness to give the time and resources necessary



for the job.

3. 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 (2) year commitment. The first year of service is spent as ASR-Alternate becoming familiar with the job, attending all ASC and RSC meetings and filling in for the ASR if they are absent or for any reason unable to complete their term in office. Naturally, the recommended qualifications for election of ASR-ALT are the same as for ASR, with one exception: a suggestion minimum of two (2) years continuous abstinence.

### **Election of ASC Officers**

Committee officers should be elected from the active GSR's. Prior service experiences such as: Group Secretary, Group Treasurer and sub-committee member are of value. ASC Officers do not normally represent any group and have no vote at an ASC. 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 undertain 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 N.A.'s message of recovery through RSC Public Information sub-committees. Addicts who cannot attend regular meetings are served through an RSC Hospitals & Institutions Sub-committee. A third basic function of this committee is to contribute to the growth of N.A., both by initiating much of the work to be finalized at the W.S.C. Conferences 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 its own. This 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 N.A. Fellowship.

Area and Regional Service Committees are autonomous, just as the groups they serve, "except in matters affecting other groups or N.A.. The first thing an RSC must have in order to establish its identity is a permanent mailing address (Post Office Box). After the P.O. Box, the next thing an RSC should do is to register with the W.S.O. sub-committee Secretary. 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 pre-arranged 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 efforts.

Each service committee should have some kind of guidelines to insure 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 sub-committees.

A Regional Service Committee sponsors major activities such as Service Conferences, Conventions, Campouts and Round ups. These functions can stimulate N.A. 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 sub-committee specifically established for this purpose. We have found that a sub-committee 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 sub-committees. 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 pur-



pose 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. Institutional work is the responsibility of an RSC, and is usually handled by one or more sub-committees.

An RSC needs money to operate. Most RSCs normally publish quarterly meeting directories. Large quantities of literature are often supplied to institutions and hospitals though in some cases this is handled through a separate institutional fund. 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 Committee. 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 W.S.C. Conferences. Most of the suggestions, ideas, and new literature presented at a W.S.C. Conference are initiated at a regional level. These are submitted in writing to the proper sub-committee of the W.S.C. ninety days prior to a W.S.C., Conference itself in order to be considered for placement on the agenda. Sixty days before a W.S.C. Conference meets, copies of the agenda are mailed out to the regions by the W.S.C. Secretary for group conscience discussion.

## **Elections of RSC Officers**

Like an ASC, an RSC elects officers each year from among its participants. They include: 1) A Chairperson, 2) a Vice-Chairperson, 3) a Secretary, and 4) 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-ALT) who speak for their region at a W.S.C. Conference.

## **Regional Service Representative**

A Regional Service Representative (RSR) is to a region what a GSR is to the group and an ASR is to an area. An RSR represents and speaks for the members and groups that comprise their Regional Service Committee. The primary responsibility of an RSR is to work for the good of N.A. providing two-way communication between their region and the rest of N.A. An RSR is the Fellowship's link with the World Service Committee and the World Service Board of Trustees. An RSR provides two-way communication between these service levels and the various areas within their region and other regions. They present minutes of a W.S.C. 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 W.S.C. Conferences, and takes part in any decisions which affects N.A. An RSR serves on one or more W.S.C. Sub-committees, communicates regularly with the World Service Board of Trustees, works closely with regional officers and sub-committees, and is a source of information and guidance in matters concerning the Twelve Traditions of Narcotics Anonymous.

Each year an RSC elects Regional Service Representative-Alternates from among the qualified members in their 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 their 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.
5. A good working knowledge of the Twelve Steps and the Twelve Traditions of the Narcotics Anonymous Fellowship.

An RSRs is the voice of their region and vote the group conscience of their region at W.S.C. Conferences. Whenever a voting matter occurs where the group conscience of their region has not been given to them, they should evaluate each vote in the 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 W.S.C. Conference agenda. When appropriate, a motion can be tabled to allow representatives to check with their group conscience and the motion be brought to the floor later in the same W.S.C. 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.

NOTE: One way to verify members' group conscience for input of major significance not on the W.S.C. Conference agenda, is for the regions to sponsor Service Conferences simultaneous to the W.S.C. Conference. This allows for immediate verification by telephone of their members' consciousness for the voting on major issues.



## OUR N.A. SERVICE STRUCTURE

	WHO	WHY	WHEN	WHERE
<b>Member</b>	An addict seeking recovery	To stay clean	daily	anywhere
<b>Group</b>	members	To carry the message	weekly	Any community (meetings)
<b>Area Service Committee</b>	G.S.R.s	To support group	monthly	An area (ASC)
<b>Regional Service Committee</b>	A.S.R.s	To support areas and groups	monthly, every two months, or quarterly	A region (RSC)
<b>World Service Committee</b>	R.S.R.s, qualified state representatives, Trustees, Sub-committee Chairpersons	To support and guide the Fellowship	throughout the year	A world wide Fellowship

### WORLD SERVICE

The final type of service which N.A. 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 purpose 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, insuring that our program of recovery can be made more available to addicts everywhere.

Our World Services include the World Service Committee 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 N.A.

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

## WORLD SERVICE COMMITTEE

The World Service Committee was established by and is responsible to the Fellowship of Narcotics Anonymous. Its purpose is to be supportive of Narcotics Anonymous, and define needs and take action according to the group consciousness of the Fellowship. The World Service Committee joins the members, groups, areas and regions into a unified Fellowship. The W.S.C. deals with the problems and the needs of the Fellowship, and actively encourages the primary purpose and growth of Narcotics Anonymous.

### I. THE GUIDELINES OF THE WORLD SERVICE COMMITTEE ARE AS FOLLOWS:

1. The World Service Committee holds a Conference in the spring of each year. The last week in April has been selected as conference time. Actual dates of the conference may vary slightly from year to year.
2. The site of the next conference is set at each W.S.C. Conference.
3. The participants of the World Service Committee at the Conference consist of:
  - a. World Service Committee Officers.
  - b. Regional Service Representatives.
  - c. Members of the Board of Trustees.
  - d. Sub-Committee chairpersons and incoming sub-committee chairpersons.
  - e. Area or State Representatives, not represented by an R.S.R., as approved by the voting members of the World Service Committee at the conference.
4. Only W.S.C. Conference participants may address the Conference.
5. Voting members of the W.S.C. Conference consist of: R.S.R.s, area or state Representatives, members of the World Service Board of Trustees, and sub-committee Chairpersons. Voting members make motions and vote.
6. A person chairing the W.S.C. Conference, conducting a vote, or officially counting a vote does not have a vote while serving in this capacity except the Chairperson in the case of a tie.
7. All presentations, motions, statements, etc., will be made from the podium and then clearly restated by the W.S.C. Chairperson. This is to facilitate the taping of the W.S.C. Conference and to assure an accurate record of the proceedings.
8. Input for the agenda to be published to the Fellowship before the W.S.C. Conference, should be submitted in writing. Send any input by registered mail, return receipt requested, to the W.S.C. Chairperson ninety (90) days before the W.S.C. Conference. The original input should be kept and copies sent to the W.S.C. Chairperson and a W.S.C. Representative.



9. Input for consideration at the W.S.C. Conference must be submitted in writing. Original input should be kept and copies sent to the W.S.C. Chairperson and your W.S.C. Representative.

## II. A CONSENSUS OF THE W.S.C. CONFERENCE IS DETERMINED BY A MAJORITY VOTE:

1. Each voting W.S.C. Conference participant shall have one and only one vote.
2. Any input to be voted on shall be displayed in writing before the vote.
3. Prior to the actual vote, a voice vote (yea-nay) will be taken to determine if the input is W.S.C. Conference business or if it should be returned to each region for a group conscience vote.
4. If the input in question is of major importance it should be tabled to a later time during the same Conference so that voting participants can request the group consciousness of the members they represent.
5. ACTUAL VOTES WILL BE TAKEN AS FOLLOWS:
  - a. The Chairperson will call for a vote.
  - b. If the outcome is unclear, if any participant challenges the validity of the vote in any way then a standing vote is called.
  - c. For a standing vote the chairperson will ask all in favor of the input to stand and to remain standing.
  - d. The number of voting participants standing will then be counted by three independent counters. The tallies of these 3 counters must agree.
  - e. Those in favor will then be asked to sit, and the procedure will repeat for those opposed to the input in question.
  - f. The tally of those in favor and the tally of those opposed will be compared to decide the motion in question.

NOTE: Regions may sponsor a Service Conference simultaneously to a W.S.C. Conference. This allows for immediate verification by telephone of their members' consciousness for the voting on major issues.

## III. OFFICERS OF THE WORLD SERVICE COMMITTEE ARE ELECTED EACH YEAR AND BEGIN SERVING UPON COMPLETION OF THE W.S.C. CONFERENCE AND CONTINUE TO SERVE UNTIL THE CLOSE OF THE NEXT YEAR'S W.S.C. CONFERENCE.

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Treasurer

It is the responsibility of these officers to plan and arrange the next W.S.C. Conference; to maintain lines of communication between W.S.C. Conference participants, W.S.C. sub-

committees and regions throughout the year. During the W.S.C. Conference, the World Service Committee consists of the newly elected W.S.C. officers and the current officers. The newly elected W.S.C. officers serve the administrative needs of the World Service Committee throughout the year. It publishes approved minutes and quarterly reports, and acts as a resource to the W.S.C. sub-committees, the regions and areas of Narcotics Anonymous.

**A. The Duties of These Officers are:**

1. The Chairperson of the World Service Committee:
  - a. Presides over all of the activities of the W.S.C. Conference.
  - b. Has such powers and performs such duties as may be required by the W.S.C. Conference.
  - c. May appoint and define the duties of special sub-committees as authorized by the W.S.C. Conference
  - d. Compiles the W.S.C. Conference agenda from members, areas, regions and W.S.C. sub-committees to be sent to regions sixty (60) days prior to the W.S.C. Conference for group conscience, although input can be made at any time.
  - e. Sends input to W.S.C. Secretary for publishing agenda.
  - f. Approves W.S.C. Conference minutes before distribution.
2. The Vice-Chairperson of the World Service Committee:
  - a. Performs all duties of and has all the powers of the Chairperson in their absence.
  - b. Has such powers and performs such duties as may be required by the W.S.C.
  - c. Coordinates the sub-committee functions.
3. The Secretary of the World Service Committee:
  - a. Is responsible for a written and taped record of the proceedings of the W.S.C. Conference.
  - b. The minutes of the W.S.C. Conference are the responsibility of the W.S.C. Secretary. Those minutes are to be recorded and transcribed by a private stenographic firm. These minutes are to be approved by the W.S.C. Chairperson before copies are made. The distribution of these minutes to be completed no later than ten (10) business days following the close of each Conference. The distribution of these minutes will be to the following Service Units, committees and members:
    1. Each of the members attending the conference.
    2. All officers and sub-committee chairpersons of the W.S.C.
    3. All members of the Board of Trustees.
    4. All representatives of each region and area as well as each group not represented through this structure.
  - c. That minutes and W.S.C. Conference tapes be made available to the Fellowship; the minutes upon request and tapes at the cost of reproduction.



4. The Treasurer of the World Service Committee:
  - a. Keeps an accurate account of the financial transactions of the World Service Committee.
  - b. Prepares and presents a yearly financial report at the W.S.C. Conference.
  - c. Prepares and sends quarterly W.S.C. activity reports to the regions.
  - d. Disburses monies throughout the year to the World Service Committee officers and sub-committees. All disbursements require the approval of the W.S.C. officers.
  - e. Is responsible for contracting with an International auditing firm to do an accounting of W.S. Office at least annually.
5. The World Service Committee Officers should hold an administrative meeting during or directly after each year's World Convention of Narcotics Anonymous at the site of the Convention. The purpose of this meeting would be for the Fellowship to acquaint the officers with their needs. Questions may be asked, requests can be made and knowledge is shared.

**B. These Officers are Elected by the Following Proceedings:**

1. Responsibilities of the office to be read prior to nominations.
2. Nominations for any elective World Service Committee position are accepted from the W.S.C. Conference participants, who are willing to serve and who have the time and resources necessary to serve which may include extensive travel. Nominees shall be selected from current W.S.C. Conference participants and previous years participants, including sub-committees. Requirements for nomination as a member of the World Service Committee (Chairperson, Vice-Chairperson, Secretary, and Treasurer) are:
  - a. Willingness to serve as an active member of the World Service Committee.
  - b. Commitment to service
  - c. Time and resources necessary to serve.
  - d. A suggested minimum of five (5) years continuous abstinence for the chairperson and four (4) years continuous abstinence for Vice-Chairperson, Secretary and Treasurer. The need for continuous experience living clean increases in direct proportion to the service responsibility. It is important not to place too heavy burden on the newcomer.
  - e. A good working knowledge of the Twelve Steps and Twelve Traditions.
3. Nominations must be seconded.
4. The nominee is entitled to decline the nominations.
5. The names of the nominees are posted prior to the vote and each nominee will briefly qualify themselves.
6. A standing vote is taken and repeated until a single nominee

receives the majority support of voting W.S.C. Conference participants.

7. In order to simplify the voting process in cases where no single nominee receives the support of a clear majority, the nominee who received the least support will be excluded prior to each subsequent vote.

IV. IN ORDER TO MINIMIZE THE TIME SPENT ON DISCUSSING AND DEBATING WITHIN THE W.S.C. CONFERENCE, A SUB-COMMITTEE SYSTEM IS USED BY THE WORLD SERVICE COMMITTEE. ALL INPUT TO THE COMMITTEE INCLUDING QUESTIONS, IDEAS, MOTIONS, SUGGESTIONS, ETC., IS DIRECTED TO SPECIALIZED SUB-COMMITTEES. THESE SUB-COMMITTEES ARE THE FOLLOWING:

1. Policy sub-committee
2. Finance sub-committee
3. Literature sub-committee
4. Institutional sub-committee
5. Public Information sub-committee
6. World Service Office sub-committee

A. **The basic purposes of these sub-committees are to collect, clarify, define and state the decisions of the Fellowship within specific areas of concern and to initiate and coordinate actions based on these decisions. These sub-committees do not govern. They are the servants of the Fellowship performing a necessary task.**

1. The W.S.C. POLICY sub-committee deals with those things which are the policies of N.A. The general policies of Narcotics Anonymous are expressly stated in the Traditions, however, the application of these Traditions is the concern of this sub-committee. These applications in specific instances constitute our written service policy, as it relates to N.A. growth and avoiding violations of the Twelve Traditions. It is also responsible for maintaining our service structure and our Service Manual.
2. The W.S.C. FINANCE sub-committee is concerned with the utilization of funds within Narcotics Anonymous to further our primary purpose. This sub-committee provides guidance to N.A. regions in regard to financing of N.A. services.
3. The W.S.C. LITERATURE sub-committee deals with our primary purpose as it is achieved in writing. This sub-committee seeks the input of the Fellowship, compiles and prepares this material for review and presents it to the Fellowship for approval. The material is then voted on by the voting members of the W.S.C. Conference participants. The Literature sub-committee also helps encourage and coordinate the development of new N.A. literature by regions and members.
4. The W.S.C. INSTITUTIONAL sub-committee acts as a resource to regions, areas, groups and individual members in their efforts to carry the message into institutions such as



jails, prisons, hospitals, detoxification centers and recovery houses. Its goal is to help avoid Traditions violations while carrying our message to those who cannot come to us.

5. The W.S.C. PUBLIC INFORMATION sub-committee informs the public of what we offer: recovery from the disease of addiction, how and where we are available. The sub-committee supplies areas with the information necessary to initiate public information activities so that we can provide the community with the information necessary to carry our message to addicts we could not otherwise reach. This sub-committee deals with matters of attraction through the media in accordance with our Twelve Traditions.
6. The W.S.C. WORLD SERVICE OFFICE sub-committee constitutes the Board of Directors of our World Service Office. The Board of Directors are the five members elected by the W.S.C. Conference. The Board of Directors are not paid lest problems of money, property or prestige divert us from our primary purpose. The World Service Committee, through our W.S.O. sub-committee, defines and takes action on all copyrights and monies according to the group consciousness of the Narcotics Anonymous Fellowship. This provides that all copyrights and resulting monies shall remain within the area of responsibility of the World Service Committee, therefore, W.S.O. sub-committee doing business as W.S.O., Inc. is directly responsible to the Fellowship of Narcotics Anonymous. No legal entity, non-profit or otherwise, shall have the power to affect or direct matters of concern to the Fellowship of Narcotics Anonymous. The W.S.O. sub-committee is subject to abide by the Twelve Traditions of Narcotics Anonymous.

The W.S.O. sub-committee stays in close contact with our Groups, Areas and Regions. This contact is maintained through correspondence and through the representatives within our service structure. In order to provide these services, the W.S.O. sub-committee must keep extensive files of correspondence and other records. These files include: letters to and from those who have contracted the W.S. Office, a file of all correspondence with each N.A. Group, a record of all starter kits sent out, the name, address, and telephone number of each RSR and A.S.R.; and the addresses of all General Service Committees and their officers. The W.S. Office maintains the archives of N.A.'s history. These archives contain relevant documents, newspaper articles, photos of original meeting places, etc.

The W.S. Office is our main service center. It aids new groups by distributing starter kits, W.S.C. approved literature and World Directories of our meetings and also maintains a mailing list, a telephone number, handles mail and distributes W.S.C. approved literature to the entire Fellowship. The W.S. Office offers reel-to-reel and cassette



recordings of important N.A. functions, personal stories, typical meetings and discussions on various topics.

## **B. Guidelines for the World Service Office Sub-Committee (WSO-SC)**

### **1. Purpose:**

The collective purpose of the WSO-SC is to see that procedures are followed by the WS Office and make sure that it operates as a functioning service center within the Twelve Traditions and the directives of the World Service Committee of Narcotics Anonymous. The WSO-SC has the responsibility to see that the task is completed, not the actual burden of doing the task which is performed by special workers within our Eighth Tradition. Through this sub-committee the W.S. Office becomes accountable to the Fellowship of Narcotics Anonymous through the World Service Committee.

### **2. Elections for WSO sub-committee:**

- a. Members of the sub-committee are elected from W.S.C. conference participants, including, sub-committee members, excepting members of the Board of Trustees.
- b. At each year's W.S.C. Conference nominations can also include the current members of the sub-committee in addition to other nominations from conference participants.
- c. Nominees should qualify in terms of their N.A. service experience and duties of office.
- d. Qualifications for W.S.O. sub-committee are:
  1. The willingness to serve as an active member of the sub-committee.
  2. A commitment to service as shown by experience working as a member of other N.A. service committees, and their contributions to the continuation and growth of the Fellowship.
  3. The time and resources necessary for active sub-committee membership.
  4. A suggested minimum of five (5) years continuous abstinence from all drugs.
  5. A good working knowledge of the Twelve Steps and Traditions of N.A.
- e. If it is necessary to replace a committee member, for reasons of resignation, death or other non-avoidable circumstances the election for a replacement must occur in a meeting where a quorum of voting members of W.S.C. are present; whether the meeting be formal (i.e., W.S.C. Conference) or informal (i.e., regional function, World Convention).

### **3. Functions:**

Through this sub-committee the Eighth Tradition of N.A. is implemented by establishing and maintaining a service center with paid employees: Manager, Secretary, Shipping Clerk, etc.

Manager: Employs Secretary and Shipping Clerk and reports to the WSO-SC Service Coordinator. Takes care of W.S. Office, follows procedures as directed by the WSO-SC, maintains W.S. Office functions, deposits checks in WSO-SC account.

Secretary: Maintains an accurate file of all names, addresses and telephone numbers of each GSR, ASR, RSR and the addresses of all area and regional service committees and their officers. Deals with calls and routine correspondence and refers letters to WSO-SC Chairperson, Vice-chairperson Secretary, or Treasurer. Keeps office routine, assists the Manager or the Shipping Clerk as needed.

Shipping Clerk: Receives and ships W.S.C. approved literature, tapes and service related material. Maintains inventory control list, supply items and warehousing of inventory.

4. The World Service Office Sub-Committee Abides by the Twelve Traditions of Narcotics Anonymous.

5. Duties of the WSO-SC Officers

Chairperson:

- a. Presides over meetings of WSO-SC, deals with correspondence and is contact person for that sub-committee.
- b. Sends proposals for major expenditures and changes in office procedures approved by WSO-SC to W.S.C. Chairman for approval by W.S.C. Conference participants.
- c. Keeps in close contact with other sub-committee members so that they may always have a good awareness of the total activities of the sub-committee.
- d. Gives monthly report on WSO sub-committee to WSC Officers.
- e. Delegates duties as needed to other sub-committee members or special purpose committees.
- f. Is responsible and accountable for the archives of Narcotics Anonymous.

Vice-Chairperson:

- a. Performs all duties of Chairperson in their absence.
- b. Is responsible for presentation of alternative ways of improving our world services. These presentations should include each alternative's pros and cons in respect to pricing, purchasing and inventory control.
- c. Presents these reports to WSO sub-committee for possible recommendation to the W.S.C. Officers.
- d. Acts as liason between the WSO-SC and governmental agencies as to legal matters concerning the W.S. Office (such as copyrights, income tax withholding, corporate standing).

Secretary:

- a. Keeps an accurate record of each sub-committee meeting.



- b. Prepares minutes of each sub-committee meeting and sends them out to each W.S.C. Conference participant and also to each additional duly registered representative.
- c. Is responsible for an accurate file of all names, addresses and telephone numbers of each GSR, ASR, and RSR and the addresses of all area and regional Service Committees and their Officers.

**Treasurer:**

- a. Keeps an accurate record of all financial transactions of the WSO sub-committee including the W.S. Office.
- b. Presents an accurate financial report to the WSO sub-committee at each meeting.
- c. Contracts for the printing of W.S.C. approved literature. These contracts must be approved by WSO sub-committee.
- d. Maintains a set prudent reserve in the WSO sub-committee bank account.
- e. Sees that all excess funds over and above the prudent reserve be sent to the Treasurer of the World Service Committee.

**Office Coordinator:**

- a. Is responsible for the day to day functioning of the W.S. Office and deals with situations Between the W.S. Office and members, Groups, Areas or Regions. Situations, which they cannot personally resolve to the satisfaction of all parties, should be brought to the WSO sub-committee meetings for resolution.
  - b. Makes suggestions, relating to the service center to the sub-committee as to the possibilities of better serving our Fellowship by observing the W.S. Office in operation.
  - c. Is responsible for the employment of special workers at the W.S. Office as approved by the WSO-SC.
  - d. Stays in close contact with other sub-committee officers to keep them informed of W.S. Office functions.
6. Meetings
- The meetings of the WSO-SC conform to the following:
- a. The sub-committee holds regular quarterly meetings.
  - b. Additional special meetings are held whenever necessary upon thirty (30) days notification by the Chairperson.
  - c. The sub-committee meetings are open to members of the Fellowship as non participant observers.
  - d. Four-fifths attendance of the sub-committee is required at a meeting for a quorum.
  - e. Members who do not attend may be asked to resign.
  - f. Minutes are kept of the meetings of the sub-committee and forwarded to the Chairperson of the W.S.C.
  - g. Two members of the Board of Trustees, sit in on the meetings as non-voting advisors to the sub-committee.
7. The Sub-committees of the World Service Committee are



guided by the following:

- a. These sub-committees must abide by the Twelve Traditions of N.A.
- b. These sub-committees are chaired by W.S.C. Conference participants elected to their positions during the W.S.C. Conference.
- c. Each sub-committee includes at least one Trustee.
- d. Each sub-committee elects a Vice-Chairperson(s), a Secretary and Treasurer from the members of the sub-committee.
- e. No sub-committee has a majority of members from any particular geographical area or region.
- f. Sub-committees are composed of W.S.C. Conference participants who may appoint additional committee members as needed. The WSO sub-committee is an exception and cannot elect additional officers or replace their officers. The elections and replacement of this sub-committee must be done whenever a voting quorum is present whether it is a formal or informal W.S.C. session.
- g. The newly elected sub-committee chairperson and the current sub-committee chairperson meet with their respective sub-committee during the regularly scheduled annual W.S.C. sub-committee sessions.
- h. The sub-committee will discuss each item of input during the sub-committee sessions. The sub-committee will then draft a brief report on the discussion (including all important points, pro-con). The report will later be presented to the W.S.C. Conference.
- i. The sub-committee discussion need not be limited to specific input they have received, but each particular sub-committee is expected to limit itself to its area of specialization.
- j. All sub-committee chairperson(s) must make a list of all sub-committee members prior to the annual W.S.C. Conference.

#### V. FORMATION OF NEW SUB-COMMITTEES

1. Identify Fellowship needs to be served by the new sub-committee.
2. Draft and approve guidelines for new sub-committee.
3. Present for approval at a W.S.C. Conference.

#### VI. BASIC FORMAT OF A WORLD SERVICE COMMITTEE CONFERENCE

##### Session One

- a. Opening and roll call.
- b. RSR and state representatives reports
- c. W.S.C. Officers reports
- d. W.S. Board Of Trustees report
- e. World Service Committee sub-committee reports

Session Two

Elections of W.S.C. Officers, W.S.C. sub-committee Chairpersons and WSO sub-committee members.

Session Three

Sub-committee deliberations

Session Four

Sub-committee presentations to W.S.C. Conference

Session Five

Sub-committee planning

Session Six

Closing

VII. SPECIAL SESSIONS OF THE W.S.C. CONFERENCE

To hold a special W.S.C. Conference, due cause should be determined and initiated by contacting the W.S.C. chairperson who contacts the Fellowship and secures support from at least two-thirds of the regions and states represented at the last W.S.C. Conference in writing. Letters of support should include:

1. A statement of purpose for the special W.S.C. Conference.
2. Agreement as to the date, site and duration of the W.S.C. Conference.
3. Commitments to send authorized voting participants.
4. Letters should be sent by registered mail, return receipt requested.

VIII. AMMENDMENTS TO THE GUIDELINES

Any section or sections of these guidelines may be amended at any time by a 2/3 majority vote of the World Service Committee Conference.

## **WORLD SERVICE BOARD. (Trustees)**

The **World Service Board** (WSB) of Narcotics Anonymous has the broadest scope of any branch of our service structure. The responsibility of this board is to help deal with anything that affects N.A.; either internally or externally. All things which may endanger the existence of our Fellowship or limit our growth are of concern to the W.S.B. This board does not, however, govern. Its nature is that of a custodian, providing guidance. The members of the World Service Board are known as Trustees and consists of both addicts and non-addicts. Their only purpose is to serve the best interests of our Fellowship, and through the World Service Committee we give them the authority to do this.

All the actions of the Board are guided by our Traditions. Although the primary aim of the Board is to insure the maintenance

of the Twelve Traditions, they also serve in many other capacities and have other responsibilities.

The internal structure of the World Service Board is different from the rest of our service branches. The Trustees do not represent—they serve. This service is for an indefinite term; however, each trusteeship is reaffirmed yearly to ensure the continuation and quality of service. The W.S.B. works closely with the World Service Committee and W.S.C. sub-committees, but functions within its own guidelines.

- I. GUIDELINES FOR THE BOARD OF TRUSTEES OF N.A.
  - A. 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 effect the continuation and growth of Narcotics Anonymous.
  - B. To actively seek and insure the maintenance 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 through our service structure; and must remain responsive to the needs of the Fellowship.

- III. THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS.
- IV. THE MEMBERSHIP OF THE BOARD OF TRUSTEES OR 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 recovering addicts.
  - C. 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 Committee (W.S.C.).
    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.
  6. A good working knowledge of the Twelve Traditions of N.A.
- D. 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 Committee (W.S.C.).
  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 our program of recovery.
- E. A Trustee is selected by the following procedure:
1. Candidates for the Board are nominated at the World Service Committee (W.S.C.).
  2. Following the W.S.C., or whenever needed, the Board selects its replacements or new Trustees from the list of W.S.C. Nominees.
- F. The term of Trusteeship for a member of the Board of Trustees of Narcotics Anonymous is indefinite.
- G. 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 can't be determined by those Trustees present, a copy of the minutes and a request for immediate reply is sent to

each absent Trustee. As soon as the required majority can be determined the issue is closed and the decision of the Board is final.

- H. The resignation, retirement, or removal of a Trustee does not exclude him or her from future nomination at the World Service Committee (W.S.C.).

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 meetings.
- 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) weeks 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 the minutes are sent to:
    - a. Each Trustee.
    - b. The World Service Office.
    - c. Each known Area and 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 W.S. 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;
    - 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 Temporary Committees are established as the need arises and exist so long as the need exists.



- B. 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.
- C. 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 W.S. Office (WSO). These Minutes are not published and distributed; however, any member of the Fellowship may, upon request, receive a copy from the W.S. 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.

- 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).

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 maintenance 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) vote of the Board of Trustees.

## THE TWELVE TRADITIONS OF N.A.

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 spring 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 non-professional, 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.

It is necessary that we be aware of these principles in all our N.A. work and especially whenever our actions could in any way affect N.A. as a whole. Any undertaking such as this pamphlet must, if it is to be valid, have as its foundation all of these traditions. The N.A. pamphlet says: "There is one thing more than anything else that will defeat us in our recovery, this is an attitude of indifference



or intolerance toward spiritual principles." The Traditions are spiritual principles and we have tried in writing this pamphlet to keep these principles in mind.

The First Tradition, of course, is the main purpose of this pamphlet. A service structure for N.A. is necessary for our common welfare and to promote personal recovery. Unity within Fellowship is the goal we hope can be achieved by the implementation of this structure.

Much thought has gone into the structure to be described in this pamphlet. One of our primary aims has been to lay out the structure in such a way that the integrity of the conscience of each group is maintained throughout the service arm of N.A. The Second Tradition also describes the nature of those members active in N.A. Service as trusted servants and only by emphasizing this relationship between the group and its representatives can the principle of democracy and group conscience, which we have tried to build into this structure, work. We find it necessary to stress that adherence to the Second Tradition is of the utmost importance, without it no effort to strengthen N.A. as a whole can be successful.

The guarantee that our society will remain an open Fellowship in which recovery is available to all and not limited to a select group is one of the principles (Third Tradition) which the implementation of a formal structure can help to ensure. We hope that N.A. will never become weighted down with the rules, regulations, requirements, initiation fees, selective membership, and discrimination which prevent recovery and which have, in time, destroyed most programs designed to help addicts.

Tradition Four talks about the autonomy of each group, except as it affects other groups and members. Again this Tradition can be strengthened by lines of communication and unity, freeing the individual group from the arbitrary actions of another group.

Our primary purpose, as expressed in the Fifth Tradition is, along with some of the other Traditions, the reason we are writing this pamphlet. The hope that we can, in some way, carry the message of recovery more successfully and on a broader scale has been our motivation.

The Sixth Tradition concerns the use of the name Narcotics Anonymous. Formal service structure with active member participation can help prevent the misuse of our name and guard against the problems of money, property and prestige and their ultimate weakening of the Fellowship.

Undoubtedly one of the most widely used terms in N.A. is the "7th Tradition." Most groups, in fact, even call the collection which is taken during most meetings the Seventh Tradition. This is unfortunate, the Seventh Tradition is not a basket with money being put into it; it is a principle — probably the most widely confused and abused principle within all the 12-step fellowships. Few of us, it seems, have given much thought to this principle and its far-reaching consequences. The 12 Traditions of Alcoholics Anonymous were not adopted by the Fellowship until 1950 and dur-

ing the 15 or so years prior to this adoption A.A. was not fully self-supporting. Numerous cash gifts from non-members and organizations were accepted, loans were taken, a cash advance on Big Book sales was accepted, stock was issued, and money came from many sources outside the fellowship. Because of the "Strings" so often attached to free or easy money, A.A. had to pay its dues for this outside support. All the Traditions are there for good reasons and the reason we must be fully self-supporting is obvious in the history of A.A. It is, in more than any other way, through the practice of this principle that our Fellowship maintains its freedom. The acceptance of a service structure for N.A. will give us a guide to what needs to be supported, a context in which one can see where the money goes, a chance for the group to use its funds to benefit N.A. as a whole, and some checks to help prevent our contributions from supporting someone's habit or paying someone's rent.

Tradition Eight describes the nature of people who will make up this service structure. That they should be non-professional just as we are individually non-professionals in our 12 Step work is obvious, and for the same reasons. The nature of professionalism contradicts the principle of giving freely of one's self for the common good. This principle of giving and sharing is, of course, one of the cornerstones of our program and recovery.

The Ninth Tradition has been the topic considerable deliberation in the preparation of this pamphlet. How can we propose a structure without proposing organization? The Tradition states that we ought never to be organized. but that we may create service boards and committees. This seems to be, at first glance, almost a contradiction in terms, but somehow we must untangle this mess. We ought never be organized and disorganization is killing us. What can we do without violating this Tradition? We feel that the key to this problem lies in understanding the purpose and nature of the structure we propose. First of all the purpose of this structure is service. Most of us realize that in order to keep our meetings going there are some necessary functions which must be performed, this is service. The development of lines of communication within our fellowship is service. Providing for 12 Step work is service. This Ninth Tradition says that we may create service boards or committees directly responsible to those they serve. Most of this pamphlet deals with just that. But what about those they serve. Most of this pamphlet deals with just that. But what about mapping it all out with charts and descriptions, and everything, isn't that organization? The purpose of laying out these boards and committees in an orderly form, showing what they do, and how they relate to each other is not organizational in nature, but informational. What we are presenting is not an organization, but a method; a method by which the services necessary to N.A. can be performed with a minimum of confusion. In this sense, this service structure is fully in keeping with our Ninth Tradition.

As with other Traditions the Tenth Tradition is supported by the service structure. With such a structure functioning within our



fellowship we are assured that no one person can express his personal opinions in the name of N.A. as a whole.

With a service structure, public relations as discussed in Tradition Eleven becomes a group matter rather than a personal one. With the group conscience working as the basis for decisions concerning public relations the chances of inadvertent anonymity breaks are greatly reduced. The individual who is going to publicly break his anonymity at the level of press, radio, films, or TV because of self-obsession, in one form or another, is going to do so despite traditions, service structure, group conscience or the advice of his friends. In establishing this service structure we do not vainly hope to prevent this type of anonymity break, we do, however, hope to minimize the occurrence of the accidental anonymity breaks which result from lack of information and guidance.

That leaves us with the Twelfth Tradition. We, as a group, feel that this tradition, as it relates to this topic and to N.A. as a whole, is self-explanatory. We pray that in implementing this service structure, principles may always be placed before personalities.



## A Note on Terminology

Considerable thought and discussion took place concerning which words should be used to describe our structure. It seems ironic that, while we were in agreement about the structure itself, we went "round and round" about the words. The irony, of course, is that it's the structure which is important, not the words. Some felt that we should use the same terms that other Fellowships have used, others felt that we should use government terminology. Both of these suggestions, as well as others which came up in the course of our discussions, have merit; but neither fully serves the purpose. First of all, this structure of ours isn't exactly like any other and it can't just be plugged into an existing framework. Secondly, the use of someone else's terms would not be in N.A.'s best interest. N.A. is a Fellowship unto itself; and it is of the utmost importance that we maintain our own identity.

For the purpose of this work, we decided to use the simplest possible terms which were meaningful to us all. Geographically we chose to use the words Area, Region, and World. These designations can be thought of as roughly equivalent to the telephone company divisions in the sense that they are meant to represent population rather than location. This is important because we are, and deal with, people not places. Furthermore, we tried to avoid using terms such as "organization", which might imply a lack of adherence to our Traditions. Instead, we used words like Service Board and Service Committee which could not be construed as a violation of the Tradition.

Another important thing to keep in mind is that some of the service arms which we describe in this structure are not a part of the N.A. program. They exist separately and are designed to provide services to the program. The Narcotics Anonymous program consists only of 12 Steps, 12 Traditions and addicts helping each other. We have described three types of service in this overview; these are Personal Service, General Service, and World Service. In general, the Personal Service one or more members can offer directly to the addict who still suffers is a part of the program. It is in the nature of our 12th Step work. General Service and World Service, however, are not primarily involved in this type of direct service. Rather, they are designed to support our program of recovery by providing the services necessary for our members and groups to survive and grow.



—Notes—







*One of the Dilemmas of the Addict  
is Condemnation Prior to Investigation*