

# **WORLD SERVICE CONFERENCE FELLOWSHIP REPORT 83-84**



**MATERIALS FOR CONFERENCE APPROVAL**

COMPILED BY  
WSC 83-84 ADMINISTRATION COMMITTEE  
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VOLUME IV

WORLD SERVICE CONFERENCE

AGENDA ITEMS

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## CHAIRMAN, WSC 83-84 ADMINISTRATION COMMITTEE

### LETTER TO THE FELLOWSHIP

Dear Fellowship:

The reports enclosed in this publication are the items to be voted on at the World Service Conference scheduled for April 23/27, 1984. These reports represent the work completed by the various subcommittees and service arms of your Fellowship. The reports contain proposals from these subcommittees and service arms that will, if adopted, change and mold the shape of the Fellowship for years to come.

The importance of these proposals requires open and objective evaluation. Each voting delegate, in serving the Fellowship and the still suffering addict, must put aside their own personal prejudices, any sectional or regional differences and help determine the future of N.A. with a heart guided by the spirit of a Higher Power.

These proposals require close inspection, full discussion and complete understanding by the

Fellowship. Each RSR and RSR Alternate must arrive at the World Service Conference with full instructions that represent the group conscience of their region. Recent World Service Conferences have witnessed many of the delegates abstaining from voting on reports and proposals similar to these. The Fellowship suffers when this occurs and this practice should end.

Each delegate should arrive with the intent and preparation necessary to be a fully informed trusted servant and be an equal participant in the discussion and decision making. New policies that may be adopted or old ones that are changed affect the Fellowship and our ability to reach and serve the still suffering addict. Let us always keep ourselves and our purpose in proper perspective, Unity and love help us carry the message of recovery, not personal ambition or self will run riot.

In the spirit of unity and service  
your trusted servant

Robert Rehmar  
WSC 83-84 Chairperson

**PART ONE**

**POLICY SUBCOMMITTEE**



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## REPORT OF THE WORLD POLICY COMMITTEE

The WSC Policy Committee met six times in the past year: April 30, 1983, in Santa Monica; June 11, 1983, in Bethlehem, Pennsylvania; August 28, 1983 in Los Angeles; November 26, 1983 in Nashville, Tennessee; January 11-15, 1984 in Miami, Florida; and February 11-14, 1984 in Wilmington, Delaware.

The Santa Monica meeting was held during the WSC '83. The Bethlehem, Los Angeles, and Nashville meetings were held in conjunction with workshops devised for the dual purpose of informing the Fellowship of the work of the Policy Committee and the gathering of data to further that work. The Miami meeting as a full-scale working meeting of the Policy Committee with the prime purpose of discussing proposed changes in the Service Structure. The Wilmington meeting was a small meeting for the purpose of compiling the Policy Committee's report.

During the past year, the Policy Committee has requested funds from the WSC Treasurer and has received money which has been used for three purposes:

1. Telephone and mailing expense.
2. Expenses related to the five day meeting in Miami.
3. Secretarial and reproduction expenses relating to the Policy Committee's final report.

A list of expenses will be available at the WSC '84 and will be given to the Treasurer. The Committee, however, expects a surplus and that money will be returned to the general treasury.

The work of the Policy Committee took place in three different areas:

## 1. The Service Structure

Policy concentrated almost all of its efforts on fulfilling the mandate given it by WSC '83 to "rewrite the Service Structure". The task proved to be monumental and a number of Policy Committee members feel the following report on the Service Structure is incomplete and that more work is left to be done.

The report--written in the form of a proposed draft for a new Service Structure--represents an honest attempt on the Committee's part to consider the issues and problems facing the Fellowship at the present time while trying to retain those parts of the Service Structure which are working and working well.

The proposed revision of the Service Structure is presented as the work of the Committee for consideration by the Fellowship. Portions of, or the entire proposal may be adopted by WSC 84. RSR's should obtain group conscience on the desires of their Fellowship concerning adoption of the proposal.

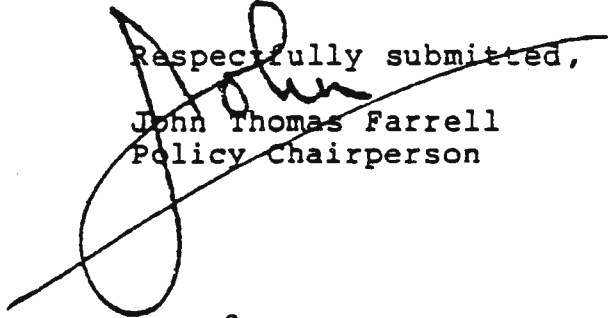
## 2. The "N. A. Way":

The Policy Committee was presented with two lengthy proposals concerning the "N A Way" and N A publications in general. After lengthy discussion on the issues, the Policy Committee decided to refer these proposals to the "N A Way" Committee, although it left the question of the "N A Way"'s status as a WSC Committee in the proposed Service Structure unresolved.

## 3. Conventions:

The proposed Service Structure includes guidelines for World Conventions in the Service Structure. The Policy Committee generally felt, however, that its efforts in this area were only a beginning and more work was needed to be done. Since the Miami meeting, Policy has received a detailed and comprehensive proposal for convention guidelines, but because the Committee was unable to consider this proposal, it was impossible to include it in this report. The Policy Committee will study the proposal at its next meeting in Santa Monica during the World Service Conference.

Respectfully submitted,

  
John Thomas Farrell  
Policy Chairperson

DEDICATION

This presentation of the 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.



## THE REPORT OF THE WORLD SERVICE CONFERENCE POLICY SUBCOMMITTEE

FEBRUARY 1984

Initial recovery from addiction was, for most of us, one of the hardest experiences of our lives. It caused more pain and anxiety than using and avoiding discovery. But for most of us, recovery and abstinence is essentially a matter of life or death, therefore the anxiety becomes a reminder that we are alive, and, coupled with a faith in a Higher Power, we can go forward one day at a time.

As we first come to N A, it is a riddle of seeming contradictions: you can only keep it if you give it away, keep coming back--it works, one day at a time, the group is autonomous but here are unchanging Traditions, and many others. There is no central office that dictates, there are no dues, anyone can participate as long as they have a desire to stay clean. None of this seems the stuff that a growing and stable organization is based on. Yet, each year, the number of members grows at a faster rate.

As the first gatherings of addicts continued to meet, this realization of the importance of giving away the key to recovery by spreading the message to those still suffering became an important part of the purpose of meeting. For the early meetings, there was little thought of organization beyond the meeting.

When there were more than just a few meetings, faith in the hope of recovery by application of the Twelve Steps and Twelve Traditions began to be felt by some. It was about this time that many of those who were mainstays of the meetings began to recognize there was going to be a need to create an organization of some form to accomplish the goal of spreading the word and also resolving the conflicts and controversies that arose.

There were many discussions and not a few arguments over the need to organize and how it should be done. Analysis of A A was helpful but the difference in size made the application of their structure not realistic. Additionally, there were pronounced differences, both in the nature of the addictions and the characteristics of the addicts recovering from alcohol or narcotics. This perception of differences has always led N A, as it grew, to make its own way in the manner of organization.

It was not until the adoption of the N A Tree in 1978 that a formalized and published Service Structure for N A became a reality. It seems that no matter what was adopted, there was always someone that wanted to change it, either a little or the whole thing. The result of this persistent dissatisfaction has been that, each year, as the World Service Conference meets, there are new efforts to change the Service Structure. Some of these efforts have been successful and others have failed.

The N A Tree was written by a group of concerned N A members in 1975 and presented to the Board of Trustees which, on January 7th, 1976, voted unanimously to approve "the pamphlet as part of N A literature". The Second Edition, which included some changes

concerning GSR representation at area and regional meetings, was printed in the summer of 1976. At the November 1976 World Service Conference at the Ventura Convention, an ad hoc committee was formed to review and revise the proposed service structure outlined by the N A Tree. Their report, with some modifications, was adopted by the 1978 World Service Conference and became known as the Third Edition or Blue Service Manual of Narcotics Anonymous. It has been amended--first in 1979, and each year since. In 1982, the World Service Conference adopted the first fifteen pages of a proposed complete revision, (the "Green Service Manual", compiled by the WSC Policy Subcommittee during the November 1981 Mid-South Regional Service Conference in Memphis), but retained the remaining pages of the "Blue Service Manual". During the 1982 World Service Conference, a motion passed to direct the WSC Administrative Subcommittee to compile, from previously approved actions, all of the information that would comprise the Service Structure of Narcotics Anonymous. This was compiled into a single unbound document and presented to the World Service Conference in 1983.

The 1983 WSC made changes relative to the tenure of Trustees but did not further substantially amend the Service Structure. The compilation of previously approved actions that now constitutes the service structure was given the title of "A Temporary Working Guide to the Service Structure (1983)".

The current Service Structure provides for a World Service Conference that appears to be able to grow in size without limit. It vaguely gives the World Service Conference certain authority and specifies subcommittees that appear to have substantial autonomy.

The Board of Trustees is given the general responsibility to be guardians of the Traditions and participants in the affairs of the Fellowship as "teachers/servants", but are not otherwise vested with tremendous authority.

The World Service Office Board of Directors is created with the duties of operating a central office for the Fellowship and to be responsible for the publishing of approved literature and other business related matters.

In 1983, the World Service Conference mandated the WSC Policy Subcommittee to consider the question of revising the Service Structure and requested it to present a rewritten version to the 1984 World Service Conference. The WSC Policy Subcommittee met several times throughout the year--this draft is the result of the Policy Subcommittee's work.

In love and service

WSC Policy Subcommittee

February 1984

## 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 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 Traditions.

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 Twelve Steps and Twelve 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.

(The N A Tree Cover Letter 1975)

An open letter to the members of Narcotics Anonymous

November 17, 1975

Dear Fellow Members:

Again, the groups in our area are being asked questions like: "Hey, what's this GSR we're supposed to be electing next week, what does he do?", "Where does the money go, what's it used for?", "Now that I've been elected Secretary, what do I do?", "Whats the WSO?" Most of the answers we've heard to these question and others like them have been based on good guesses, opinion, or misinformation. There doesn't seem to be anywhere in N A where this kind of information is set down in plain terms.

Gathering together what we could find in old ditto sheets, letters, tapes, from the literature of other fellowships such as ours, and from our own experience, we have tried to find answers to some of our own questions and to clarify some of our misconceptions. The following is a pamphlet about the Service Structure of N A as we understand it. Its purpose is to express, in simple terms, basic ideas about how we as members and servants of N A relate to each other and to N A as a whole. It is our hope that this pamphlet will become a part of our literature, available to all members; and that, in some small way, it will help ensure the continuation and growth of our Fellowship.

Yours in fellowship.

A GROUP OF CONCERNED MEMBERS

## INTRODUCTION TO THE SECOND EDITION (1976)

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

(BLUE SERVICE MANUAL 1978)

The 1976 World Service Conference was held in conjunction with the Narcotics Anonymous Sixth World Convention in Ventura, California. That Conference established an Ad Hoc Committee of elected representative 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)

## INTRODUCTION TO THE REVISED THIRD EDITION

(GREEN SERVICE MANUAL 1981)

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 increase 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 Conscience 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 foundation 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 conscience and principles

before personalities were the guiding factors of the 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 conscience guided by our Higher Power, 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.

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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; 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 mention, 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.

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## INTRODUCTION TO THE TEMPORARY WORKING GUIDE (1983)

During the 1982 WSC, a motion was made and carried to direct the WSC Administrative Committee to compile, from previously approved actions, all of the information that would comprise the Structure of N A.

This was done and introduced at WSC 83 for Conference consideration. Following some discussion, a motion was made and carried in the following manner.

Moved by John F. (Greater Philadelphia) and seconded by Bob K (Tennessee) that "the report of the Vice-Chairperson George H., concerning the compilation of the N A Service Manual be accepted". An amendment was offered which was followed by a substitute amendment. The substitute amendment was adopted and the motion as amended was adopted.

The original amendment was as follows: Moved by Henry B. (Pacific Northwest) and seconded by Martin C. (Chairperson of the Finance Sub-Committee) "to change title of the report to: A REPORT ON THE CURRENT STATUS OF THE PURPOSE AND FUNCTION OF THE SERVICE UNITS."

The substitute motion to amend reads as follows: Moved by Jim T. (Tri-State), seconded by Henry B. (Pacific Northwest) "to amend that it be titled A TEMPORARY WORKING GUIDE TO OUR SERVICE STRUCTURE."

The material presented in the following pages is a photocopy of the report that was presented at the Conference that the WSC voted on. If you have any questions on this information you should contact the Vice-Chairperson of the WSC.

WSO July 1983

## THE PURPOSE AND FUNCTIONS OF THE SERVICE UNITS OF NARCOTICS ANONYMOUS

- 1) The primary purpose of an N A Member is to stay clean and carry the message of recovery to the addict who still suffers.
- 2) The primary purpose of an N A Group is to carry the message of recovery to the addict who still suffers by providing an atmosphere of recovery.
- 3) The primary purpose of an Area Service Committee is to assist the 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 primary purpose of a Regional Service Committee is to be of assistance to its areas and groups and their primary purpose by linking together the areas and groups within a region, by helping areas and groups deal with their basic situations and needs and by encouraging the growth of the Fellowship.
- 5) The purpose of the World Service Conference is to assist the Fellowship as a whole, and to define and take action according to the Group Conscience of Narcotics Anonymous as a whole. The WSC binds the members, groups, areas and regions into a unified Fellowship. The WSC deals with situations and the needs of the Fellowship and actively encourages the primary purpose and growth of Narcotics Anonymous.
- 6) The purpose of the World Service Office, our main service center, is to carry out the directives of the World Service Conference in matters that relate to communications and information for the Fellowship of N A, services, groups and members. The WSO achieves this purpose by maintaining correspondence with N A groups and service committees, by printing and distributing WSC approved literature, and by maintaining the archives and files of Narcotics Anonymous.
- 7) The purpose of the World Service Board of Trustees, who act as guardians of the Twelve Traditions, is to 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 ensure the maintenance of the Twelve Traditions, and by dealing with those things, both within and outside the Fellowship, which affect its continuation and growth.

## MEMBER

The front-line, so to speak, of 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 service that each of us provide is 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 thier personal recovery. Also, it is the responsibility of each of us to share freely our experience, strength and hope with an addict who still suffers, and work to ensure that which was freely given to us remains available to the newcomer and old-timer alike.

The gathering together of the 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. To facilitate communications and unity and to better serve N A as a whole, groups should register with the World Service Office. 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 or those who feel they might have a drug problem). Meetings vary widely in format from group to group: participation meetings, speaker meetings, question and answer, topic discussion or any 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.

The 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 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 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 Secretary, Treasurer, Group Service Representative (GSR) and Group Service Representative Alternate (GSR Alt). These trusted servants are the nucleus of the steering committee. The steering committee is made up of those people who regularly attend and support the Group at a business meeting. Please see the appendix for a discussion of "The Trusted Servant".

#### GROUP SECRETARY

The Secretary is responsible for the day-to-day functions of a group. It is the secretary's responsibility to assure that the meeting takes place when and where it is suppose to. The Secretary may select a leader for each meeting and/or speakers (if that type of format), makes sure the coffee and refreshments are ready (or selects someone to do this each month), arranges and takes minutes of each group business meeting, makes sure that the meeting place is left in proper order (the actual clean-up is the responsibility of each member--making sure it is done is the Secretary's responsibility), answers all correspondence, and acts as the liason between the meeting place's designated representative and the group. This job is important because without a good Secretary, a group has little chance of surviving and providing an atmosphere of recovery.

## GROUP TREASURER

The 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 in meeting log books, maintains a group bank account and distributes money to pay for its meeting facility, purchases literature, provides refreshments, buys supplies and covers the cost of any miscellaneous expenses which the group might incur. In order to maintain our Fellowship and freedom, monies which come from a group's collections and member's contributions must always be used to further our primary purpose. A group must first support itself.

After paying its monthly bills, any remaining funds should be placed in a group bank account. The group should then establish a "prudent reserve". This should consist of one month's rent plus one week's operating expenses. Any money in excess of the prudent reserve should then be donated to the Area Service Committee. In cases where no ASC exists, the balance is sent to the Regional Service Committee. If no RSC exists, the balance is sent to the WSC Treasurer. One of the biggest problems we have faced has been the misuse of a group's money. This abuse severely limits what the N A Fellowship can offer to recovering addicts. The Treasurer has a grave responsibility and much thought needs to be taken in selecting a member to perform this function.

As a general guide, we have found that the Treasurer are most successful if they have certain assets necessary for the performance of their responsibilities. Please refer to "The Trusted Servant" in the appendix for a discussion of qualifications.

A group Secretary and 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.

Remember: Trusted servants should be chosen well. It is recovering addicts whom they will be serving. 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 overlapping the terms of service.

## GROUP SERVICE REPRESENTATIVE AND ALTERNATE (GSR AND GSR-ALT)

The Group Service Representative (GSR) is first in line of communication between a group and Narcotics Anonymous as a whole. They are the links that bind the groups together in the performance of our primary purpose. It is their responsibility to keep a group informed and to express the Group Conscience in all matters. In other words, they are, in fact, the voice of the 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.

The GSR speaks for their group at the 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 GSR and find out about activities, other groups, how our Service Structure works, the Twelve Traditions, and how they can become more involved.

The GSR normally serves for a period of two years. The first is spent as a GSR-Alt, working closely with the 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 the ASC Meeting, the GSR-Alt has the responsibility to vote in their absence. It is also suggested that a GSR share some of their responsibilities with the GSR-Alt. 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. The "apprentice" system serves two purposes: first of all, it helps to provide a continuity of service which never leaves a group unrepresented; and secondly, the year spent as Alternate provides the training necessary for an effective GSR. As you can see, the role of GSR is not a simple one, nor one to be taken lightly. The election of effective GSR's and Alternates is probably the most important thing that you, as an individual member can do for the unity of Narcotics Anonymous. In choosing your GSR, 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. Please refer to "The Trusted Servant" in the appendix for a discussion of qualifications. The GSR's and Alternates 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.

## INTRODUCTION TO AREA AND REGIONAL SERVICE

In 1969, our first service 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. Our experience has shown us that our groups encounter 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 a 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 Service Committees.

## DEFINITION OF AN AREA

An Area in Narcotics Anonymous 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 an Area.

## AREA SERVICE COMMITTEE (ASC)

An Area Service Committee (ASC) is a committee made up of representatives (GSR's) from groups within an Area, which meets monthly for the express purpose of serving the specific needs of its member groups. Please refer to the appendix for a Suggested Service Committee Meeting Format.

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 service, a typewriter 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 subcommittee does the actual work to implement ASC directives. The subcommittees normally deal with a single service such as Public Information, Hospitals & Institutions, or Activities, 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 group's support. Whenever a group has a specific situation or need which it has not been able to handle on its own, it can come to its Area Service Committee for help. These situations are almost limitless

in scope; however, we have learned that we can get much accomplished when we work together.

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

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 ASC also grow. In order to provide a full line of services, it requires a steady, reliable flow of money. Some ASC's provide these funds through activities. These alternate sources of financial support are helpful, but the bulk of the responsibility still falls on the member groups of the ASC.

#### PARTICIPATION BY GSR'S IN THE ASC

In order to provide these services, an ASC needs the active participation of its GSR's. The active participation of each GSR is essential for a successful ASC. Each GSR must keep their own group informed and must represent their Group Conscience in all ASC decisions. An agenda for an ASC should be sent to the groups ten day before the ASC meets. GSR's 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 attraction 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.

#### OFFICERS OF AN AREA SERVICE COMMITTEE

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 Alternate Area Service Representative (ASR-Alt). Please refer to the appendix for a discussion of "The Trusted Servant" and "Participants and Officers of a Service Committee". Leadership and the ability to organize and give the ASC direction and incentive must come from its officers. ASC officers should be elected from the active GSR's. Prior service experience such as group secretary, group treasurer and subcommittee member are of value. 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



consecutive terms. Getting loaded constitutes an automatic resignation of a service position. Upon election, the officers should resign as GSR's. Their groups then elect new GSR's, thus ensuring all groups equality of representation.

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

#### AREA SERVICE REPRESENTATIVE AND ALTERNATE (ASR AND ASR-ALT)

An Area Service Representative (ASR) is to an ASC what a GSR is to a group. As the representative of the Areas, the ASR's speak for the members and groups within the 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 the Fellowship, particularly with neighboring Area Service Committees. They represent the Group Conscience of an ASC at a Regional level and provide their Area with the agenda for the Regional Service Committee Meeting at least ten days before the RSC meets. An ASR attends all RSC 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 subcommittees but not as a Chairperson. The office of ASR is immensely important, for an ASR is the next link in the formation and development of the Group Conscience of the Fellowship as a whole. We believe that this is an expression of the will of our Higher Power. An ASR must be able to work for the common good, placing principles before personalities at all times.

The office of ASR also parallels that of GSR in that it is a two year commitment. The first year of service is spent as 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. Please refer to The Trusted Servant in the appendix for a discussion of qualifications of an ASR and ASR-Alt.

## DEFINITION OF A REGION

As the fellowship grew from having need of only one principal service office, it was discovered that the most effective level of service to the largest number of groups was to create a Regional Service Committee to serve a contiguous geographical region that can be easily defined and can serve a significant number of areas within its boundaries. A region could be a part of one state or province, an entire state or province, several states or provinces together, or, outside of North America, an entire country. We feel it necessary to stress that, for the purposes of N A, the designation of a region should always be based on specific needs. Successful growth of a region will result in its dividing into additional Regional Service Committees. This is beneficial since it allows these service committees to serve, more effectively, the needs of their member groups.

## REGIONAL SERVICE COMMITTEE (RSC)

A Regional Service Committee (RSC) is an administrative and service unit for the Fellowship. The Regional Service Committee is composed of Area Service Representatives from each of the established Area Service Committees within the geographical boundaries of the region. It is one of the key service elements in the Fellowship.

Our Basic Text discusses the idea that although our service boards and committees are not N A, they exist to serve the Fellowship and therefore must follow the Twelve Traditions. A Regional Service Committee and its participating members are governed by the Twelve Traditions of Narcotics Anonymous.

## PURPOSE OF A REGIONAL SERVICE COMMITTEE

The primary purpose of the Regional Service Committee is to help facilitate carrying the message of recovery through the Twelve Steps of Narcotics Anonymous to the addict who still suffers. The RSC is organized to provide service to its member areas and communications with the World Service arms of N A.

## ESTABLISHING A REGION

The criteria for the establishment of a region must include two or more of the first three characteristics listed in the three numbered paragraphs below in order to be accepted by the World Service Conference as a region. A region applying for recognition need not qualify with all of these criteria at the time of application, but to qualify for final approval, two or more must be met. All prospective regions must reasonably comply with paragraph four.

1. The region must be composed of a contiguous geographical area that can be easily defined and be a cohesive administrative unit. The number of meetings in the region should exceed fifty.

2. The proposed region must apply to the World Service Conference for recognition as a region. When recognition has been given, the Regional Service Committee must for a period of not less than two years perform service to their proposed region that meets these requirements:

a) The region may form a non-profit corporation through which it can administer the routine needs of the Fellowship in that region. The corporation should meet all of the legal requirements of the states in which it operates and those of the Internal Revenue Service.

b) The Committee should operate an administrative office for the management and conduct of the business of the Fellowship in that region. The office should be centrally located and provide service to the area service committees and groups as a "corporate umbrella" which gives technical advice on banking, mailing, group rental facilities guidance, etc..

c) The region must manage and operate a regional literature sales office that meets the needs of the Fellowship and public in the geographical area of that region. The region office should oversee the operation of hotlines or other such contact points with potential members throughout the area of their region.

3. The regional committee must conduct at least one training conference each year. The region must provide financial assistance to their representative(s) being sent to the annual World Service Conference each year and to the quarterly World Service Conferences.

4. The region must provide a reasonable level of consistent financial support to the World Service Conference each year.

## FUNCTIONS OF A REGIONAL SERVICE COMMITTEE

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 and communicates with the World Service arms of the Fellowship:

1. To unify the areas within its region. Just as an ASC often decides on matters that an individual group cannot resolve on its own, an RSC responds to situations that one or more areas cannot resolve on their own. This is one way in which an RSC strives for unity; another is by providing a meeting place for areas and a center of communications with other regions of the Fellowship.

2. To carry N A's message of recovery to those inside hospitals and institutions through an RSC H&I subcommittee. This includes formal communications with administrators of institutions and supervision of and responsibility for meetings in institutions to serve the addict who cannot attend regular meetings.

3. To contribute to the growth of N A as a whole, both by initiating much of the work to be finalized at the World Service Conference and by serving as a means of communication with the World Service arms of N A. It is suggested that minutes of each RSC meeting be distributed to the WSC Administration Committee, the WSO and the Chair of the WSB. Also, information sent from World Service needs to be reproduced and distributed to each of the areas within the region.

4. To manage the administrative needs of the region. This includes having a regularly scheduled RSC meeting, maintaining a Post Office Box and bank account, compiling and publishing a reasonable current meeting directory, assisting with telephone hotlines, maintaining a literature inventory and supplying areas with same. When financially practical, office space should be rented.

5. To provide a reasonable level of consistent financial support to the World Service Conference each year. The World Service Conference is primarily dependant for its income from the Regional Service Committees. If the World Service Conference is to be able to fulfill its responsibility to the Fellowship, it needs to have adequate income from the Fellowship. This means that each Regional Service Committee needs to be willing to budget a monthly contribution to the WSC and send it to the WSC on a regular and timely basis.

## REGIONAL SERVICE COMMITTEE MEETING

It is important that the Regional Service Committee hold regularly scheduled meetings at a time and place convenient for members to attend and conducive to getting work done. Some regions hold the meeting at the same place and others move the meeting from one area to another. Most regions find it valuable to conduct their meetings according to a prearranged agenda. The RSC officers get in touch with the ASC officers through the ASR's and collect topics for discussion so that problems can be considered and resolved on a prioritized basis, and problems similar to one another can be combined to prevent duplication of efforts. RSC meetings are usually pretty well-structured. The format of an RSC meeting should be virtually identical to that of an ASC meeting, but an RSC responds primarily to situations on a broader scale. Please refer to the appendix for a "Suggested Service Committee Meeting Format".

Each RSC should develop their own guidelines to ensure that operation of the region and provision of services continue to be provided regardless of changes in officers or representatives. These guidelines should include a description of the geographical boundaries of the region, a statement of purpose, the scope of its services and should define the functions and responsibilities of its participants, officers and subcommittees. Voting procedures should be described. Please refer to the appendix for "Sample RSC Guidelines".

Experience has shown that the subcommittee system is even more important at a regional level than it is in Area Service Committees. Usually the planning and implementation of regional events, activities and projects is left up to specific regional subcommittees. By necessity, most of the work (excluding major decisions and matters of Group Conscience) must be done by subcommittees. Only the initiation and the finalization of a project normally takes place in a regular RSC meeting. Like an ASC, an RSC elects officers each year from among its participants. Please refer to the appendix for a discussion of "Participants and Officers of a Service Committee Meeting". A discussion of the Regional Service Representative will be found towards the end of this section on Regional Service. Please refer to the appendix for qualifications of RSC officers in "The Trusted Servant".

The Regional Service Committee is also an important participant in the development and formation of the Group Conscience of the Fellowship of Narcotics Anonymous as a whole. This concept (along with the concept of anonymity) is one of the basic principles of N A. We believe it is an expression of the will of our Higher Power. Please refer to the appendix for discussion of "The Development and Formation of The Group Conscience".

## REGIONAL H&amp;I SUBCOMMITTEE

Because N A meetings and activities that take place within an institution are required to follow the policies of the sponsoring authorities, N A has set up specific guidelines for H&I activity. The WSC H&I Subcommittee has printed an H&I Handbook which is available from the WSO. Please refer to this for specifics. The region however, can support and encourage H&I activity by maintaining a strong and active H&I Subcommittee. The region can actively encourage H&I participation by members. Some regions involve themselves with H&I literature, others leave this strictly to the H&I Subcommittee.

"It is permissible to either pass or display H&I can at any N A meeting or function" : WSC-1980.

## REGIONAL LITERATURE SUBCOMMITTEE

Because the written word is sometimes the only way and always a very effective way to carry the message to the addict who still suffers and to the clean N A member in recovery, the Literature Subcommittee is an extremely important aspect of service. The subcommittee is responsible to participate with other literature subcommittees in the creation and revision of N A literature. The WSC Literature Subcommittee has compiled a (Proposed) Handbook which includes a discussion of the creation, revision and approval process for N A literature.

Although other parts of the Regional Service Committee may handle buying and distribution of approved N A literature for the various areas, H&I meetings and public information inquires, the Literature Subcommittee may help out with these activities also. Some regions designate the regional vice-chair to be in charge of literature distribution and meeting directories. This regional meeting directory may be part of the literature subcommittee activity.

The regional meeting directory usually is major project, involving collection of data on meetings from each of the areas, arranging all this information by day of the week and time, proofing, typesetting, proofing again, printing and distribution. It requires a lot of time, effort, dedication and communication by the members of the Regional Service Committee. It is also a source of pride, joy and excitement for those involved to see the number of groups in a region grow and multiply. Groups start in new towns and the directory gets larger and larger. The following are some suggestions concerning meeting directories that may be helpful:

1) Some regions require a six month waiting period before a particular meeting is listed. This helps to maintain an accurate directory by listing only meetings which have demonstrated an ability to survive. An area meeting directory, being a smaller project, might list all groups, including the new ones, because it is easier to change information at an area level.

2) It is helpful to include information about the time and place

of the Regional Service Committee meeting, phone number and Post Office Box. This information about each of the Area Service Committees can also be included.

3) Some regions include information about H&I meetings with specific requirements and perhaps the phone number of the N A member responsible for the H&I meeting.

4) Regions keep other parts of the Fellowship informed by sending copies of the directory to various parts of the service structure. Meeting information, changes, new meetings and deletions should be sent to the WSO on a regular basis.

A region may decide to publish a newsletter. There is a (Proposed) Newsletter Handbook available from the WSO. Information and recovery articles need to be sent to the N A Way and the WSO Newslines need to be kept informed of activities in the region.

Various WSC's have passed motions concerning N A literature. Some of them are:

"Any meeting using outside literature that is not WSC-approved be dropped from any N A directories" : WSC-1980.

"The name NARCOTICS ANONYMOUS cannot be used on flyers for dances, conventions, etc. The symbol NA can be used on flyers" : WSC-1981.

"No outside enterprise can be listed in the meeting directories" : WSC-1981.

## REGIONAL SERVICE CONFERENCE

Conferences of the RSC might be defined as working or training activities planned, implemented and organized by the RSC to further the growth of the service structure within a particular region. There seem to be three basic types: one that occurs before the WSC, one that occurs after the WSC and a Training Conference that would occur at some other time.

## 1) Regional Conference before the World Service Conference:

According to the Guidelines of the World Service Conference, input for the WSC must be collected and reported in a specific way and on a particular time schedule; (please refer to the appendix for a discussion of Input Procedure to the World Service Conference). In order to accomplish this, the region may want to hold a Regional Conference before the WSC to collect, discuss and formalize regional input for the WSC.

## 2) Regional Conference after the World Service Conference:

This would be a report and discussion by those who attended the WSC for members in the region.

## 3) Regional Training Conference:

It is an important responsibility of the RSC to help the member who shows an interest in service work; for this reason, a day-long training conference needs to be held each year. This is intended to provide instruction to current and prospective group leaders, group representatives, members of committees, (especially chairs and treasurers), Area Service Representatives and area committee members. It ought to include participants from other regions and from the World Service level in order to provide additional breadth of learning. Conferences should concentrate on providing training in techniques effective in promoting growth in the Fellowship and accuracy in management and recordkeeping.



## REGIONAL CONVENTIONS

A Regional Convention can be an important experience in recovery for the member and some regions hold a convention every year. Because a convention generates a larger than normal flow of funds, extreme care needs to be taken in the planning and organizing process. This is a potentially damaging situation for Narcotics Anonymous as a whole and certainly the Fourth, Seventh, Tenth and Eleventh Traditions must be followed with close attention. N A members with long-term recovery need to involve themselves and their collective experience needs to be carefully listened to by those members responsible for the convention. Please refer to the appendix for "Regional Convention Guidelines".

On the other hand, everyone knows that with all the hard work and terrific responsibility that goes into putting on a convention, the end result can be a staggering emotional and spiritual experience for each one of us--many addicts remember the first time they went to a convention and heard the roll call when the chair announced that there was several thousand years of recovery time gathered together.

## REGIONAL SOCIAL ACTIVITIES

An RSC organizes and conducts other major activities such as dinners, dances, campouts and roundups. These social activities can stimulate N A unity within 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. Along with Service Conferences, each region is encouraged to hold at least one major event or activity each year. It can be as simple as a camping trip or as involved as a convention. An Activities Subcommittee is usually responsible for the planning and implementation of these events.

## REGIONAL SERVICE REPRESENTATIVE

An RSC elects a Regional Service Representative (RSR) and a Regional Service Representative Alternate (RSR-Alt) and may elect additional RSR's and RSR-Alt's (based on the number of groups in a particular region), each of whom are members of the World Service Conference representing the region.

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 RSR's is to work for the good of N A, providing two-way communication between their region and the rest of the Fellowship. An RSR is the region's representative to the World Service Conference and the World Service Board of Trustees. They attend all RSC meetings and as many ASC meetings as possible.

If a region has more than one hundred (100) meetings (as shown in the records of registrations of the WSO) the region shall have two votes at the World Service Conference. The region should therefore elect two RSR's and two RSR-Alt's. Each RSR and their RSR-Alt should be assigned a specific geographic area of the region to which to provide service.

The office of Regional Service Representative is a year-round job. An RSR participates in the WSC Conferences, thereby taking part in decisions affecting the Fellowship of Narcotics Anonymous as a whole. An RSR serves on one or more WSC Subcommittees, communicates regularly with the WSC, the Board of Trustees and the WSO, works closely with the regional officers and subcommittees and is a source of information and guidance. For these reasons, the 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 as a whole. Please refer to the appendix for a discussion of qualifications in "The Trusted Servant".

Each year an RSC elects Regional Service Representatives and Alternates from among the qualified members in their region. An RSR normally serves for a period of two years: The first as an Alternate and the second as the voting representative. The RSR-Alt also fills in, if the RSR is absent for any reason or is unable to complete the term of office.

While representing their region in WSC affairs, an RSR is the voice of the region and votes the collective Group Conscience of the region at WSC conferences. Whenever a voting matter occurs where the collective Group Conscience of the regions has not been given to RSR's, 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 WSC actions, RSR's should, before leaving their region to participate at WSC meetings, obtain a vote of confidence that they are authorized to use their own best judgement when voting on matters that the region did not have opportunity to obtain a Group Conscience.

## FINANCIAL CONSIDERATIONS

An RSC need money to operate so the ability to raise and manage funds is important in the formation of a region. Money is needed to print large quantities of meeting directories. Additional funds are needed for postage, stationery supplies and other expenses of the business functions of a regional office. Consideration of the expense of a rented office needs to be carefully reviewed in terms of the amount of this monthly expense in comparison to the total monthly RSC income. Funds are needed for major activities also. These activities are ideally self-sustaining with money left over from one activity to secure the next.

Past experience with the flow of funds in Narcotics Anonymous suggests to us that the flow best goes in the direction from Group to Area to Region to World rather than in the opposite direction. There may be exceptions to this; e.g.: an Area Service Committee helping out a struggling group with rent money or a Regional Service Committee loaning money carefully to an area for a special situation. Certainly, groups and areas are allowed and even encouraged to send donations to regions and world service committees earmarked for special projects. But, generally, excess funds ought to be passed on to the next level of service. No group or service committee ought to hold increasingly larger amounts of funds with no special purpose or reason.

## LEGAL CONSIDERATIONS

This is a difficult area of concern for Narcotics Anonymous as a whole and what is written here is not based on specifically requested or offered legal opinion. As Narcotics Anonymous grows, we will experience some perhaps difficult legal questions. As this pertains to the Regional Service Committee, basically, the question is: "should an RSC incorporate?" Each region need to answer this question for itself in light of its own situation and the laws of the areas in which they are located. For a more complete discussion of these issues, please refer to the January 1984 "Fellowship Letter on Financial Structure" from the World Service Office.

Other legal considerations include: researching the need for a resale permit to sell literature, bank account considerations, bulk mail permit regulations, convention accounts that may contain large amounts of money and responsibility for those funds.

## WORLD SERVICE CONFERENCE

The World Service Conference forms the general deliberative assembly of the Fellowship of Narcotics Anonymous. The annual Conference is the one time each year when all our service branches come together to discuss and decide questions of significance to the Fellowship of Narcotics Anonymous as a whole.

The Conference is composed of Regional Service Representatives, officers and committee chairpersons of the World Service Conference, the

President of the Board of Directors of the World Service Office and Trustees of Narcotics Anonymous. The Conference holds four meetings each year. The Annual Meeting is usually held in the last week of April although the exact date may vary from year to year. The Annual Meeting may last up to a week; however, the planning and implementation associated with the Conference is a year-round proposition. The WSO is responsible for the administrative planning of the Conference itself. The WSC chairperson with advice of committee chairpersons and the Trustees shall set the agenda. The Trustees RSR's and RSR Alternatives who attend the WSC must spend time in preparation, studying problems to be discussed and gathering information upon which decisions can be based. Each representative must be knowledgeable concerning the needs and feelings of their region, (or other area of responsibility), and be prepared to contribute at the conference.

The annual Meeting is always held within the Los Angeles area to allow staff members of the World Service Office to attend as resources to the conference. The World Service Conference holds one quarterly conference during each of the remaining quarters of the year. The location and dates for these two day conferences are determined at the annual meeting of the WSC.

Whenever possible, the WSC quarterly conferences will be held at the same location and immediately following or before regional training conferences in different parts of the country on a rotating basis. The quarterly conferences conducted by WSC shall have as primary purposes three objectives. The first shall be to serve as an opportunity for the trusted servants of the WSC to learn first hand what is happening in the Fellowship at the host region and to learn about the problems of that section of the Fellowship. The second purpose shall be to provide an opportunity to give guidance and training to the fellowship of that area in new management techniques for operation of groups, areas and regions. The third reason is to conduct meetings of the WSC committees. These conferences will promote an exchange, an appreciation of the respective roles of the WSC and the regional service committees.

Selected staff members of the WSO shall attend each of these WSC quarterly conferences as resources and as participants in the learning programs.

Trustees, and the President of the Board of Directors of the WSO, Inc., WSC officers, committee chairpersons and vice chairpersons are expected to attend as participants at two WSC quarterly conferences each year.

## THE ANNUAL WORLD SERVICE CONFERENCE MEETING

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

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

These committees include: Policy, Literature, Group Services, Hospitals and Institutions, and Public Information. Each RSR should serve on one committee and each committee should be assisted by at least one Trustee. The purposes of the committees are to discuss all input submitted to that committee, to resolve items by action of the committee, if the items is determined by the committee to be resolvable by the committee, and to determine which items should be sent on to the floor of the Annual Conference for a decision. Each item forwarded by a committee to the floor of the annual conference should occupy as little time as possible therefore the committee should prepare a synopsis and short arguments for or against each item or some clarification.

After all committees have concluded their work, the conference is reconvened and each committee report is given, at which time every item is either noted as having been resolved by the committee or offered on the floor of the conference for a decision.

At the Annual Meeting of the World Service Conference elections shall be conducted to select a Chairman and a Vice Chairman of the World Service Conference and Chairman of each of these standing committees: Policy, Literature, Public Information, Hospitals and Institution and Group Services. In addition, at the Annual Meeting of WSC, elections shall be conducted for members of the Fellowship to serve on the Board of Directors of the World Service Office and to be members of a reserve pool of potential members from which additional members of the Board of Directors of the WSO may be selected (by the WSO Board). The WSC shall also elect members of the Fellowship to be members of the Board of Trustees.

The election procedure for members of the Board of Trustees are included in that section and the election procedure for members of the Board of Directors of WSO are in this Chapter.

The election procedure for Officers of WSC and for Chairperson or Vice Chairperson of WSC Committees provides that the election shall be conducted from a list of nominees for each respective position, made at the Annual Meeting the previous year. No new nominations may be made at the conference at which the election takes place unless two or more of the individuals nominated for any one position are no longer eligible for service (deceased, using, etc.). New nominations may be made only to those posts where two or more of the previously nominated persons are not still eligible to serve or chose not to serve. For a new nominee to win an election, a 2/3 majority must be obtained. In other cases a simple majority shall suffice.

For election of Chairperson and Vice-Chairperson of WSC, each shall be for a period of two years. Elections for Chairperson and Vice Chairperson of WSC shall normally, only be conducted during even numbered years. If the post of Chairperson shall become vacant for any reason prior to the end of the scheduled term of office, the Vice Chairperson shall assume the duties and title of Chairperson until the next Annual Meeting of the World Service Conference. At this subsequent conference, the Vice Chairperson shall be confirmed by a majority vote as Chairperson for the unexpired term or a new Chairperson shall be elected for the remaining year of the unexpired term and the Vice-Chairperson shall resume the duties of Vice Chairperson.

For the post of chairperson of any of the committees, the term shall be for two years in the following manner: the first year, the individual shall be the Vice-Chairperson and a new Vice Chairperson is elected. The previous Chairperson automatically retires. No individuals may succeed themselves in any of these positions. If for any reason the post of Chairperson of a standing committee becomes vacant, the Vice Chairperson shall automatically assume the position of Chairperson for the remainder of the unexpired term and may continue to serve their own full term as Chairperson. In the case of this succession of office, the position then vacant Vice Chairperson may remain vacant, or the Chairperson of the WSC may appoint a temporary Vice-Chairperson.

Since Chairpersons and Vice Chairpersons are selected from WSC participants, it is assumed that the time of their nomination they have five years' continuous abstinence from drugs and have belonged to N.A. for that time.

The participants of the World Service Conference for voting purposes shall be the Regional Service Representatives (or in their absence, the Alternate Regional Service Representatives), each existing chairperson of a standing committee listed above, the Chairperson and Vice Chairperson of WSC, the President of the Board of Directors of WSO and each Trustee.

## WORLD SERVICE CONFERENCE PROCEDURE

The World Service Conference, while in session is the legislative embodiment of the Fellowship of Narcotics Anonymous. The Conference participants carry the desires, hopes and prayers of the full Fellowship with them in their deliberations. The Conference, as the representative will of the Fellowship, is always mindful that the actions and decisions of the Conference set the course for the Fellowship. The impact of each vote affects the nature of the Fellowship as a whole and to each member of the Fellowship to the Fellowship as a whole and to each other member. Every participant of the Conference must remember always that Narcotics Anonymous is a spiritual program and that participants must reflect the will and prayers of the tens of thousands in the Fellowship around the world.

The experience of past conferences has shown that, although prayer and meditation must motivate participants, there is also a need for some simple but precise procedures for decision making. The procedures contained in this chapter are the general policies that govern participation and procedure of the World Service Conference.

As the Conference has matured in experience and wisdom there has been a growing movement to abide by the standard procedures of legislative assemblies detailed in Roberts Rules of Order, Revised. While these procedures have been used and will continue to be used, the policies detailed here shall take precedence over those standard policies when they may conflict.

The cornerstone of the deliberations and decisions of the World Service Conference is the advance consideration and instructions given to Regional Service Representatives by their respective Fellowships by group, area and region fellowship group. While every effort will be made to allow the collective will of the Fellowship to be followed, there are occasions at World Service Conferences where some of the portions of the Fellowship had not completely instructed their representative or had not given the representative latitude in making decisions in some matters. In such cases the interests of the full fellowship are at stake. Consideration must be given in such instances to delaying some decisions in order to obtain the fullest possible understanding and participation in the decision.

Groups, areas and regions, when deliberating and preparing the instructions for their representative should carefully frame their instructions so as to not deny themselves full representation on those matters that cannot be delayed for additional consultation at the local level.

Agreement of the Conference is determined by a majority vote in all matters, except those which would amend the Traditions, the Steps or the structure of N.A. or the approval of literature, and in certain cases specified in this chapter. To permit a fair representation of the Fellowship, no individual may carry or cast more than one vote. Because the Conference utilizes a system of Alternative Representatives, one or the other is expected to attend and be present for all deliberations. For

this reason no proxy vote may be cast or counted. A voting deligate must be present to cast a vote in order for it to be counted.

It is the nature of our spiritual fellowship that decisions should not be made in haste and that the fullest possible discussion throughout the Fellowship precede action. This is followed by having committee reports made at the Conference and submitting their reports for consideration at the Conference the following year. Most items for action at a conference should have had that type of lengthy review by the fellowship.

To facilitate clear understanding of issues being considered by the Conference, motions, other than procedural, must be displayed in writing so that voting delegates can read them before a vote is taken. As a preface to this part of the decision making process, motions to be considered at the Conference that affect the structure of the Fellowship, change the major procedures of the Conference or affect the approved (or to be approved) literature or other publications property of the Fellowship, must be submitted in writing to the Regional Service Representatives not less than 60 days prior to the first day of the Conference.

Such motions are to be submitted to the Chairman of the World Service Conference not less than 90 days in advance of the Conference so that all motions can be prepared and distributed prior to the 60 day requirement. This requirement shall also govern the actions of the Committees of the conference so that their reports upon which they intend some decision to be based, must also be submitted 90 days in advance, to the Chairman of the Conference.

In the manner which votes are taken at the Conference, effort will be exerted to permit informality so that new representatives will not feel intimidated by "old timers." Voice votes will be permitted to determine if a consensus is to be immediately found on any item. If there is doubt concerning the voice vote, then a standing vote will be taken. A roll call vote may be asked for and approved, as a procedure of the deliberation of any item of policy, upon an approval by a majority of the conference participants. When conducting a standing vote, three separate vote counters will be used.

Conference participants -- those who may make motions, participate in debate, address the conference and vote on motions -- shall only be the Regional Service Representative, or in his or her absence, the Alternate, the Chairperson of each of the standing committees of the Conference, the Vice Chairperson and Chairperson of the Conference, the President of the Board of Directors of the WSO, and each member of the Board of Trustees. No other individual may be permitted to address the conference without a 2/3 vote of approval by the conference. The officer presiding at the time of the vote, (the Chairperson, Vice Chairperson or a temporary Chairperson) may not vote in any matter except to break a tie vote.

The presiding officer will announce the result of every vote, in order that no misunderstanding result and so that the minutes may be accurately maintained.

As a spiritual fellowship, Narcotics Anonymous has chosen to maintain a standard that certain major decisions be made by a greater



number of participants than a simple majority. Motions to affect the following must receive a 2/3 vote in order to be approved: Change in the structure of the Fellowship, approval of new or provisional regions, approval of literature, modifications of the procedure of the conference, to permit consideration of any item of business that has not been submitted to the Fellowship as specified above and to remove from office any officer of the Conference.

The officers of the conference shall be the Conference Chairperson, Conference Vice Chairperson, and the chairperson and vice chairperson of each of the five standing committees. Other voting participants and Regional Service Representatives (and their Alternates) cannot be removed from office by the Conference.

Committee meetings shall be held at each of the quarterly meetings of the World Service Conference. The Chairperson and Vice Chairperson of each committee must arrange for one of the two to be present at each meeting to preside. The system used in years previous of having special conferences has been abandoned in favor of the new quarterly meeting system so that a broader participation can result.

The basic purpose of these committees are to collect, clarify, define, and articulate the decisions that the Fellowship must make within their specific areas of concern. They shall, through their meetings, collect data from the Fellowship, and prepare recommendations for the Fellowship that can receive final deliberation at the World Service Conference. The Committees are advisory rather than decision making in their nature as trusted servants of the Fellowship.

The following are general guidelines for the standing committees of the World Service Conference.

1. The WSC Administrative Committee shall be the WSC Chairperson, Vice Chairperson and each of the WSC standing WSC Committee Chairmen. The committee shall coordinate work of the committees and schedule meetings and reports of the Conference. The Committee shall prepare a quarterly report to the Fellowship that will contain reports from each of the standing committee chairmen and ad-hoc committees. The Fellowship report may contain additional reports from the other service arms and from regions and the Trustees.

2. The Policy Committee shall be responsible for the development of proposed changes or modification to the structure of the Fellowship and major programs or activities that are not specifically within the pervue of other standing committees. The Policy Committee will work with the Trustees in the development of an updated publication of decisions of the World Service Conference and the Trustees that provide details of policy.

3. The Literature Committee shall be responsible for the development of literature of every nature that the Fellowship may use. The Committee shall concentrate on the production and, when necessary, revision of literature that will help carry the message of recovery to the still suffering addict. The review process of proposed literature shall be that a proposed item of literature must be reviewed by the Trustees prior to its distribution to the committee. At such time as the

Trustees have determined that the draft copy does not in itself contain any violations of Tradition, then the material may be distributed to the committee for its review. The Committee will review the literature and propose it, if the committee feels that the material warrants consideration by the World Service Conference, to the Conference at the next World Service Conference. The Conference will accept the proposed literature for review within the Fellowship or reject the item. If the item is accepted for review, it may then be distributed within the Fellowship for year. During that year the literature committee will receive and consider all input from the fellowship on changes that are suggested. At the World Service Conference the following year, the Committee may present a revised version or the original version at which time it may be finally adopted.

4. The Hospitals and Institutions Committee acts as a resource to the Fellowship in efforts to carry the message of recovery to hospitals, institutions, jails, detoxification centers and recovery facilities. The purpose of this committee is to provide guidance to local, area and regional committees that work with individuals in these institutions. The Committee may from time to time propose policy that, while consistent with the Traditions may be necessary or desirable to assist those working with members of the Fellowship in such institutions.

5. The Public Information Committee shall serve as the resource and be responsible for the development of information and material that is primarily directed to the media relationship of the Fellowship. The committee will recommend to the World Service Conference policies that may be adopted that establish the guidelines and principles upon which the Fellowship will communicate with the media and the public at large. The committee will make suggestions concerning development of appropriate media communications programs that explain how the N.A. program works but that will not conflict with the Traditions. Such programs may include contact with newspapers, magazines, radio and television.

6. The Group Services Committee shall develop programs and policies that can be adopted by the World Service Conference that will assist the effectiveness of each group. The programs or policies will include methods to improve the training and skills of trusted servants at the group level.

7. Foreign Language and Special Services Committee shall be resource for physically impaired and non-English language addicts. The Committee shall assist in development of ways to carry the message of recovery to these otherwise neglected elements of the Fellowship. This assistance may take the form of translating N.A. literature into languages other than English or of making recommendations to groups, areas and regions about how these addicts may be best served.

The World Service Conference may from time to time establish other standing committees and special committees. Any standing committee established by the Conference must operate in the same manner as described above for the review of their work by the Fellowship, making reports and approval of their recommendations by the Conference.

Committees shall abide by the policies established in this publication and utilize Roberts Rules of Order, Revised, in the conduct of their meetings. Reports of all meetings will be made with the next report made by the Committee Chairperson with the Fellowship Report.

When committees conduct work-shops or meetings that are not concurrently scheduled with quarterly meetings of the World Service Conference or the World Convention, such meeting must be scheduled not less than 90 days in advance and notice of the meeting given wide publication. This shall not preclude committees from conducting special meetings of their committee if the circumstances so require.

Special meetings of WSC committees may be conducted upon notification of the meeting being given to the full administrative committee of WSC, the WSO and the Board of Trustees. Notice of the meeting must include the agenda, time, date, place of the meeting and principal participants expected. The effect of the meeting shall not be such that new work is developed for submission to the WSC during the 90 days immediately prior to the annual meeting.

## ELECTION - WSO BOARD OF DIRECTORS

The WSC at the Annual Meeting shall elect four individuals who shall then sit in the four designated Directors' positions for a one (1) year term. The WSO Board does not have the authority or ability to remove these Directors from the Board. If any of these four Directors positions shall become vacant, they shall be filled by appointment for the unexpired term by the Chairperson of the WSC from a panel of additional nominees made at the Annual meeting of WSC for this purpose.

Although there is a need to have the Directors of WSO representative of the full Fellowship, consideration must be given when selecting WSO Directors to the need of attending four or more meetings of the Board. The financial impact of this attendance should not be minimized.

A nominee for the position of member of the Board of Directors of WSO must have, at the time of nomination not less than five years abstinence from drug use and have been in the N.A. program for that time. The nominee must have served or be serving as an RSR or a chairperson of a WSC committee.

During the Election schedule of the WSC Annual Meeting qualified nominees will be placed in nomination. Separate ballots shall be cast for each of the four positions in sequence. The individual with the highest number of votes cast in each separate balloting shall be elected. This same procedure shall be used to select two individuals to be members of a panel of substitutes that may be appointed by the WSC chairman if for any reason the four elected to serve are unable to complete their term of office.

The four elected members terms of office begin at the opening of the Annual Meeting of the WSO Board of Directors in June.

At the WSC annual meeting eight or more members may be nominated to be part of a panel of potential members of the Board of Directors of the World Service Office in addition to those discussed above. From this panel of members the Board of Directors of WSO shall select eight (8) of the required 12 Directors of the Corporation. The term of office for Directors is for three years, except for the four (4) directors elected directly by WSC to serve for one year. The Directors to serve for three years shall be selected from this panel.

The WSC shall at its Annual Meeting maintain a sufficient number of members in the panel so that the WSO Board of Directors may fill any vacancy that may occur.

The qualifications for these eight (8) panel members shall be the same as for those Directors discussed above and the procedure for election shall be the same. No individual may be selected to serve on both panels.

## THE WORLD SERVICE BOARD

The WSB does not govern. Its nature is that of a custodian, providing guidance. The World Service Board consists of both addicts and non-addicts, and its members are known as Trustees. Their only purpose is to serve the best interests of our Fellowship, and through the World Service Conference 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 ensure the maintenance of the Twelve Traditions, the Trustees also serve in many other capacities and have other responsibilities.

The World Service Board utilizes a sub-committee system similar to that used by our World Service Conference. These sub-committees meet throughout the year and are composed of Trustees, members, and an occasional non-addict. Committee members are selected on a "What they have to offer" basis and each brings special skills or experience relevant to the committee function.

The internal structure of the World Service Board is different from those of the rest of our service branches. The Trustees do not represent; they serve. This service is for a five (5) year term; however, each trusteeship is reaffirmed yearly to ensure the continuation of the quality of service. The WSB works closely with the World Service Conference and Conference committees but functions within its own guidelines.

## GUIDELINES OF THE BOARD OF TRUSTEES OF NARCOTICS ANONYMOUS

- I. The purpose of the Board of Trustees (hereinafter referred to as the "Board") is to contribute to the continuation and growth of Narcotics Anonymous and to serve as a primary resource for the fellowship of N.A.
- II. The functions of the Board of Trustees and its members are:
  - A. To deal with those things, both within and outside the fellowship, which affect the continuation and growth of N.A.
  - B. To promote Fellowship-wide understanding of and adherence to the 12 Traditions of N.A.
  - C. To provide and encourage the exchange and availability of Service related information and experience.
  - D. To actively seek and encourage ways of carrying the message of recovery to the addicts who still suffer.

The Board and its members are responsible to the fellowship as a whole through our service structure, and they must remain responsive to the needs of the fellowship.

### III. The Twelve Traditions of Narcotics Anonymous.

- IV. The membership of the Board of Trustees of Narcotics Anonymous conforms with 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 Trustees will be determined by need.
  - B. Trusteeship is one of two basic types: Addict or non-addict. Of the Trustees, at least two-thirds (2/3) are recovered drug addicts.
  - C. The qualifications required of Addict Trustees include:
    1. The willingness to serve as a member of the Board.
    2. Nomination and election at the World Service Conference (WSC).
    3. A commitment to service as shown by experience working as a member of other N.A. service committees, and his or her contributions to the continuation and growth of the fellowship.
    4. The time and resources necessary for active Trusteeship.
    5. A minimum of eight (8) years' continuous abstinence from drugs, including alcohol.
    6. A good working knowledge of the Twelve Traditions and Steps of N.A.

- D. The qualifications required of our Non-Addict Trustees are:
    - 1. The willingness to serve as a member of the Board.
    - 2. Nomination and election at the World Service Conference (WSC).
    - 3. The time and resources necessary for active Trusteeship.
    - 4. A good working knowledge of the Twelve Traditions of N.A.
    - 5. A good understanding of the nature of the addict and of our program of recovery.
  - E. A Trustee is selected by the following procedure:
    - 1. Candidates for the Board are nominated and elected at the World Service Conference (WSC).
    - 2. Each year each Trustee is reaffirmed at the WSC.
  - F. The term of Trusteeship for a member of the Board of Trustees of Narcotics Anonymous is five (5) years.
  - G. A Trustee may be removed from office for due cause: By lack of affirmation by the WSC.
  - H. The resignation, retirement or removal of a Trustee does not exclude him or her from future nomination and election at the World Service Conference.
- 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. Holds 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, and holds all the powers, of the Chairman in his or her absence.
      - b. Holds 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 members 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 Trustees meetings are taken and published within thirty (30) days of the meeting. A copy of these minutes are sent to:
    - a. Each Trustee
    - b. The World Service Office
    - c. Each duly registered Regional Service Committee
  - 2. These are the only copies normally distributed; however, any member of the fellowship may, upon request, receive a copy of the minutes of Trustee meetings from the Chairperson of our Board by sending a self-addressed, stamped envelope.
- G. The regular meetings of the Board of Trustees follow this 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. The purpose of our W.S.B. committees are:
    - 1. To be a resource and provide continuity for W.S.C. committees.
    - 2. To be an available source of information, experience & guidance in their areas of specializations.
    - 3. To be a place where valuable trusted servants can contribute to our Fellowship office have passed.
  - B. The Standing Committees include:
    - 1. Internal affairs (concerned with what occurs within our fellowship and service structure; with emphasis on WSO - WSC, finance, activities, etc.)
    - 2. External Affairs (concerned with how our fellowship and structure interface with society; with emphasis on Hospitals and Institutions, Public Information, Public Relations, Relations with the Medical Profession, Criminal Justice System, and the Media, etc.)
    - 3. Policy and Structure (concerned with the growth and development of our Fellowship and its services, our Service Structure, Formal Service, Planning, etc.)
    - 4. Training and Education (concerned with providing service related information and experience for all levels of our service structure, including monthly articles on service topics, service learning conferences, training sessions, distributions of service information, etc.)
    - 5. Literature Review (concerned with literature review and varification, newsletters, periodicals, etc.)
  - C. Trustee Committees are chaired by a Trustee who has been selected by the WSO Chairperson 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.
  - D. Minutes of all sub-committee meeting are taken and copies of these minutes are maintained by the Secretary of the Board of Trustees and by the World Service Office (WSO).
- VIII. A. The WSB and its members participate in, contribute to, and respond to N.A. and our Service Structure.
- 1. An Addict Trustee can participate in and contribute to our Fellowship just as any other N.A. member can except:
    - a. A Trustee should make it clear when he or she is acting as a Trustee and when he or she is acting as an N.A. member.

- b. A Trustee should keep in mind that Trusteeship places us in the role of examples, and avoid politics, personalities, and controversy.
      - c. A Trustee should minimize other elective service positions.
    - 2. An individual Trustee may present a formal recommendation or opinion as a Trustee but should avoid speaking for the Board as a whole. These actions should be documented and a copy sent to the WSB Chairperson for inclusion in our records.
    - 3. Any Service Unit (Group, Area, Region, WSC, or committee thereof) may initiate an "Opinion of the WSB" by submitting a written question to the Board for consideration.
- IX. The Board of Trustees is an advisory Board rather than a directive Board. It is our responsibility to offer guidance to our members, our groups, and our service committees in matters concerning the Traditions or which affect N.A. as a whole.
  - A. The actions of the Board or of any individual Trustee are documented so that we can learn from our experiences. The following basic format is used in documenting trustee action:
    - 1. Date, location, Trustee(s) involved.
    - 2. Description of problem.
    - 3. Action taken.
    - 4. Effect of action.
  - B. In keeping with our role as an advisory Board, the WSB offers opinions and recommendations rather than directives or mandates. The implementation of WSB recommendations lies with those requesting information or guidance.
- X. These guidelines may be amended at any time by two-thirds (2/3) majority vote of the W.S.C.

## WORLD SERVICE OFFICE

This section authorizes that a Corporation known as the World Service Office of Narcotics Anonymous shall be created, operated and managed according to the requirements listed below. Although an effort has been made to establish general policies and assign broad fields of responsibilities to the Corporation, the Corporation Board of directors, its employees, and the corporation as an entity is not authorized to conduct activities or comport itself in such manner as to be in violation of the Traditions of the Fellowship of Narcotics Anonymous, to violate directives of the World Service Conference or to ignore the advice of the Board of Trustees of the Fellowship of Narcotics Anonymous.

There shall be a Board of Directors selected according to the provisions of the By-laws of the Corporation and they shall be the members and the directors of the Corporation. All members of the Board of Directors and employees of the World Service Office are and shall be subject to and will abide by the principles of the "Twelve Traditions" of the Narcotics Anonymous Fellowship as set forth in the book identified and entitled as 2nd Ed. Narcotics Anonymous and shall further abide by, motions adopted at each meeting of the World Service Office. It is specifically acknowledged that WSO, Inc. acts as a fiduciary in its dealings and relationship with the World Service Conference and the Board of Trustees of the Fellowship of Narcotics Anonymous and that the net proceeds resulting from the sale and distribution of any literature and/or other materials by actions of WSO, Inc. shall be for the benefit of the Fellowship of Narcotics Anonymous.

The WSO, Inc. shall take such actions as may from time to time be deemed necessary by the World Service Conference and the Board of Trustees of the Fellowship of Narcotics Anonymous. The WSO, Inc. shall act as the business agent and publishing agency of the Fellowship and have control as a fiduciary of the copyrights, patents, registrations of logo and symbols and all manner of physical property, real and personal, including financial assets.

The Corporation shall protect and manage these assets in the best interests of the Fellowship with the greatest degree of care and professionalism. The corporation shall adopt by-laws, be subject to the by-laws and such state and federal laws and regulations as may be required while in the course of business for the Fellowship.

The Corporation will establish and maintain a principal office in the County of Los Angeles, State of California, and may establish and operate offices for the conduct of business in other states and nations as may from time to time be desirable. The Corporation may from time to time franchise or license in other countries, the production, manufacture, distribution and sale of literature, books and other items adopted by the Fellowship for use by the Fellowship.

The Corporation shall, under no circumstances transfer, sell, give or bequeath any of the copyrights, patents, registrations of logo or symbols or allow infringements on such, unless specifically directed by the World Service Conference of the Fellowship of Narcotics Anonymous.

The Corporation shall perform the duties and serve as the general counsel for the Fellowship of Narcotics Anonymous and may franchise or license the formation of corporations in other states and countries to perform services, activities and generally conduct business in the best interests of the Fellowship of Narcotics Anonymous under the specific condition that such group of individuals, corporation, association or other legally described body shall first be approved for such authority by the World Service Conference of Narcotics Anonymous.

Any such license or franchise shall provide that the licensee or franchisee shall not under any circumstance alter, change, modify, delete or add to any of the publications in any form that are adopted by the World Service Conference and first published by the World Service Office. That any franchisee or licensee shall not use or allow the use of any copyright, patents, registrations of logo or symbol in any manner that is contrary to policy adopted by the Corporation as the agent and fiduciary of the Fellowship of Narcotics Anonymous.

The Corporation shall provide a detailed report of the financial activities of the Corporations operation each year and of any and all licensees and/or franchisees. The Corporation shall quarterly prepare a report of significant activities and operations of the Corporation to the World Service Conference. The Corporation shall publish such periodical, newsletters and magazines as the World Service Conference may from time to time decide. The publishing of a monthly magazine known as the N.A. Way Magazine is authorized and directed in other portions of this document.

The Corporation shall maintain the official records of the Fellowship of Narcotics Anonymous and act as the general secretary to the Fellowship and record, publish and distribute information on the Fellowship, its meetings and activities consistent with the instructions of the World Service Conference and the Board of Trustees.

The records, files, financial records, offices and all manner of property and assets of the Corporation shall be open to inspection at any time upon demand of the Board of Trustees, or any member of the Board of Trustees and the Chairperson and Vice Chairperson of the World Service Conference and/or any committee created by the Board of Trustees or the World Service Conference to review operation or records of the Corporation.

The Corporation shall perform services for the World Service Conference in the following manner: The Corporation shall serve as the Treasurer for the funds of the World Service Conference and the Office manager for the corporation shall be named as the official treasurer of the World Service Conference. In this capacity the office manager of WSO shall receive and manage all funds of the World Service Conference and shall make disbursements of such funds as directed by the Chairman of the World Service Conference. An annual report of all income and expenses shall be prepared and presented to the World Service Conference Annual Meeting.

The Office Manager shall also perform service to the World Service Conference as the general secretary to provide that all communications, reports, correspondence, minutes of meetings, etc., shall be properly prepared and distributed as may from time to time be desired by the World

### Service Conference.

The Corporation shall perform services for the Board of Trustees in the following manner: The Corporation shall serve as the Treasurer for the funds of the Board of Trustees and the Office Manager of the Corporation shall be named as the official treasurer of the Board of Trustees. In this capacity the Office manager of the World Service Office shall receive and manage all funds of the Board of Trustees and shall make disbursements from the funds of the Board as directed by the Chairman of the Board of Trustees. A report shall be made quarterly to the Board of all income and expenditures from the funds of the Board of Trustees.

The Office Manager of the Corporation shall also perform service to the Board of Trustees as the general secretary to provide that all communications, reports, correspondence, minutes of meetings, etc., shall be properly prepared and distributed as may from time to time be desired by the Board of Trustees.

The Corporation is authorized to employ such individuals as may be necessary from time to time to perform the services directed above to serve the Fellowship of Narcotics Anonymous.

The Board of Directors shall meet at least quarterly, but may meet more often. The annual meeting of the Corporation, as defined in the By-Laws of the Corporation, shall be held during the month of June. The accounting period of the Corporation shall be from January 1 to December 31 inclusively.

The Board of Directors shall adopt and modify as may from time to time necessary, By-Laws that shall meet the requirements of the State of California. The By-Laws shall be included as part of the Structure of the Fellowship of Narcotics Anonymous, as an attachment for reference to the Fellowship.

WSO, Inc. shall, in all agreements between WSO, Inc. and regional offices, or other offices of the Fellowship, require the regional office or other office not to print, or cause to be printed any N.A. literature, books, pamphlets or other merchandise of any type, without written authority of the World Service Office.

## WORLD SERVICE CONVENTION

There shall be held every year a convention of the Fellowship of Narcotics Anonymous. The convention shall be held in a different city each year. The convention will normally be held during the Labor Day weekend, although the date may vary. The convention shall be hosted, organized and conducted by a host region.

At the annual World Service Conference held in the spring of each year, the conference will decide by vote the location of the world convention to be held during the next year. This schedule will give the host region 16 months before the convention takes place.

Regions that desire to host the convention will submit bid applications to the World Service Conference that will contain pertinent information upon which the decision can be based.

The region that is awarded the convention site may establish a regional sub-committee to organize and conduct the convention, but the regional service committee shall retain control and authority over the convention, its activities and be responsible for the accounting of all funds.

Conventions have normally been managed in such fashion that there is usually a surplus when all expenses have been paid, following the completion of the convention. The distribution of this surplus shall be made by the region within 90 days after the completion of the convention. (The World Conference shall receive 25% of the surplus and 25% shall be forwarded to the region that has been selected to host the following convention.)

Although the Board of Trustees and the World Service Conference have periodically held business meetings at these conventions because of the opportunity of having key members of their respective service arms present at the convention, there shall be no set requirement for such business meetings. Scheduling such meetings at the convention, however has been beneficial to the convention and to the Fellowship.

Some effort should be made to select sites for the convention that keep the cost to the individual for rooms and other expenses in a moderate range, in order to encourage the attendance of the greatest number of members.

Advance fund raising for a convention shall be strictly controlled by the host region and minimized outside of the host region and adjoining regions.

## APPENDIX ONE

## THE TRUSTED SERVANT (SUGGESTED QUALIFICATIONS)

The concept of the Trusted Servant as it applies to Narcotics Anonymous needs to be considered by members of the Fellowship. It would be helpful for members who are interested in service work to have some written discussion of how it is that "our leaders are but trusted servants, they do not govern". What follows here are the qualifications for each of the offices taken from previous Service Manuals.

## 1. Suggested Qualifications for all offices:

- a) The willingness and desire to serve. The willingness to give the office the necessary time, resources and commitment.
- b) Knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- c) Active participation in the group or service committee they are to serve.
- d) An understanding of our Service Structure as it relates to the particular office.
- e) Understanding of the responsibilities of that office.

## 2. Suggested Continuous Abstinence Requirements:

- a) Six months for Group Secretary, Treasurer and Alternate General Service Representative (GSR-Alt).
- b) One year for General Service Representative (GSR), Area Service Secretary and Area Service Vice-Chair.
- c) Two years for Area Service Chairperson, Area Service Treasurer and Alternate Area Service Representative (ASC-Alt).
- d) Three years for Regional Service Officers and Area Service Representative (ASR).
- e) Four years for Alternate Regional Service Representative (RSR-Alt).
- f) Five years for Regional Service Representative.

(Interrupted abstinence while holding any office constitutes an automatic resignation of that office.)

## APPENDIX TWO

## PARTICIPANTS AND OFFICERS OF A SERVICE COMMITTEE MEETING

1. A Chairperson arranges an agenda for, and presides over the monthly meetings. They are also responsible for correspondence, maintaining files and archives. The Chairperson should be one of the cosigners of the service committee'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.

2. A Vice-Chairperson coordinates all subcommittee functions. In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. The Vice-Chairperson should be one of the cosigners of the service committee's bank account.

3. A secretary keeps accurate minutes of each service committee meeting, types and distributes copies of the minutes to each participant no later than one week following each service committee meeting. These minutes should be verified by the Chairperson before copies are made.

4. A Treasurer shall make a report of contributions and expenditures at every regular service committee meeting, as well as an annual report at the end of a calendar year. The Treasurer shall be the other cosigner of the service committee's bank account. The Treasurer can also be made responsible for bulk purchases of literature for the committee to distribute.

5. Area and Regional Service Representative are discussed in sections under those headings.

6. Subcommittee Chairpersons and/or Representatives are considered by some service committees to be active participants of the service committee and have specific duties and responsibilities as decided by the service committee.

7. Every interested member should be encouraged to attend and participate in work performed by a service committee.



APPENDIX THREE

SUGGESTED SERVICE COMMITTEE FORMAT

1. Opening Prayer
2. Reading of the Twelve Traditions
3. Minutes of the last Service Committee Meeting
4. Treasurer's Report
5. Representative Reports
6. Subcommittee Reports
7. Group Reports
8. Old Business
9. New Business
10. Announcements
11. Closing Prayer

SUGGESTED APPENDICES

On Saturday, January 13th, 1984, the WSC Policy Subcommittee voted to include the following suggested appendices in its Service Structure Report. The Policy Subcommittee sees these as areas which should be included in any N A Service Structure but which require further study.

1. SAMPLE REGIONAL SERVICE COMMITTEE GUIDELINES
2. THE DEVELOPEMENT AND FORMATION OF THE GROUP CONSCIENCE
3. INPUT PROCEDURES FOR THE WORLD SERVICE CONFERENCE
4. REGIONAL CONVENTION GUIDELINES
5. VOTING PROCEDURES AT A SERVICE COMMITTEE MEETING

PART TWO

LITERATURE SUBCOMMITTEE



# WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

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George Hollanan, Vice-Chairman  
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Susan Chess, Treasurer  
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Carol Kindt, Secretary  
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K. Bea Chadbourne, Vice-Secretary  
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Larry North, Vice-Chairman  
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Bud Kronberg, Vice-Chairman  
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#### N. A. Way Magazine

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Cynthia Porter Dieker, Co-chairperson  
P.O. Box 622  
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Bob Stone, Office Manager  
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February 8, 1984

Dear fellow members of N.A.,

Attached is a list of all the motions which will be brought to WSC'84 by the WSC-Literature Subcommittee. Also, I want to make a couple of points which I hope will clear up, some confusion.

First off, regarding the review literature: many people are under the mistaken assumption that the WSC-Literature Subcommittee is asking for votes on this material, and that it will be "up for approval" at WSC'84. This is not the case. The World Lit. Committee is requesting input only. We are giving you, the fellowship, the opportunity to review this literature until October, 1984, and provide us with your ideas, and suggestions.

I believe there are two reasons for the misunderstanding. First, in the past the Lit. Committee has distributed literature a short time before the WSC, and requested approval (as well as input). Even though members complained that they didn't have sufficient time to thoroughly review the literature, they went ahead and voted on it anyway. We are trying to correct that problem this year by giving you more time to review it. Also, there was a misunderstanding between the WSO and the Lit. Committee. I understood the review material would be distributed in a package separate from the fellowship report, and I prepared a letter to explain the process. It was, however, included in the fellowship report, and the letter disappeared. I am sorry for this mix-up, and I hope this will clear it up.

The WSC-Literature Subcommittee requests your input on these works in progress regarding the following questions:

Letter to fellowship  
February 8, 1984  
Page Two

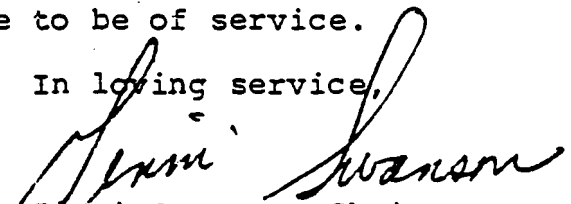
1. Is the material acceptable as it is?
2. What should be added (please attach).
3. What should be changed?
4. What should be left out?

All input must be received by the WSC-Literature Subcommittee by October 30, 1984. The input will then be discussed and implemented at the November meeting of the World Lit. Committee, and "approval" drafts will be compiled based on the input received. These approval forms will then be distributed and you will have a period of one year to evaluate them and vote to approve or disapprove. We hope that by extending the process, we will enjoy a higher quality of literature in the future. Your understanding, patience and cooperation is much appreciated. We know it is hard to adjust to changes, but please bear with us. We are open to your suggestions as to how we can more effectively be of service to you and the addict who still suffers.

The other point I wanted to make, was in regard to an I.P. entitled Participation. Many members throughout the country have contacted me regarding this piece which was distributed by a member in Santa Ana, California. I wish to point out that this piece was not distributed by the WSC-Literature Subcommittee, and will not be brought up for approval at WSC'84. The Procedural Guidelines for the Creation and Development of New Literature (attached) clearly detail the process by which members can contribute new material. Specifically, it should be mailed to the World Literature Committee which then has the responsibility and means of evaluating, revising if necessary, and distributing the material for review and eventual approval or disapproval.

I hope this letter has helped eliminate any confusion, and I look forward to meeting many of you at the World Service Conference. Thank you for allowing me to be of service.

In loving service,

  
Ginni Swanson, Chair  
WSC-Literature Subcommittee

Attachments:

- (1) WSC'84 Motions
- (2) Procedural Guidelines

1. Does the Fellowship want a publication documenting the history of Narcotics Anonymous.

Yes  No

2. That The Use of Medication in Recovery I.P. be withdrawn from the market and a revised draft prepared by the WSC-LC.

Yes  No

3. That the Procedural Guidelines for the Creation and Development of New Literature be approved.

Yes  No

4. That quotations from the "Little White Booklet" be printed accurately in future editions of the Basic Text.

Yes  No

5. That future editions of our Basic Text reflect quotations from the "Little White Booklet" set apart from the text and italicized, but in the same size type as the rest of the text. (This is how they appear in the second edition of the Basic Text).

Yes  No

6. That the stories "I Can't Do Any More Time"; "Fat Addict"; "Early Service"; "I Felt Hopeless"; "I Kept Coming Back"; "It Won't Get Any Worse"; "My Gratitude Speaks"; "No Excuse for Loneliness"; "Relapse and Return"; "Sick and Tired at 18"; "The War Is Over"; and "Up From Down Under" all be included in future printings of the Basic Text. (These were already

approved at WSC-82 and we have just secured release forms from the authors).

Yes  No

7. That Chapter 8 of the Basic Text entitles "We Do Recover" be footnoted to indicate an up-to-date figure. (In the sentence "When my addictions brought me to the point of complete powerlessness, uselessness and surrender some twenty-six years ago, there was no N.A.", the figure of 26 is no longer accurate.

Yes  No

8. Take from the table the WSC-83 motion that all literature submitted to this conference for approval require a 2/3 majority vote of participants.

Yes  No

Revised

PROCEDURAL GUIDELINES FOR THE CREATION  
AND DEVELOPMENT OF NEW LITERATURE

I. PREPARATION

1. New raw material is obtained from any source. Release of copyright accompanies personal stories. Release forms should be secured from any member contributing material which may be construed as a personal story or experience. We suggest all material be accompanied by copyright release forms to KFFP IT SIMPLIF! The is one standard release form used by the fellowship for all purposes. Copies can be obtained from the Chairperson or Secretary of WSC-Literature Subcommittee.
- 2a. Service committees and groups choose projects or volunteer to work on projects assigned by the World Lit. Committee. In turn, source material from the WSC-Lit. Committee files is sent to the service committee upon request.
- 2b. These committees compile the input and draw up a draft. The service committees may include but are not limited to local, area or regional literature committee or any committee dedicated to carrying the message in written form.
3. The completed rough draft is then sent on to the World Lit. Committee.

II. EVALUATION

- 4a. All drafts received by the WSC-Lit. Committee by November are distributed to registered active members at cost for evaluation. Evaluation includes:
  - A) Distribute to the fellowship for review and input;
  - B) Needs more work prior to review by the fellowship (input attached);
  - C) Discontinue work on this draft and channel material to WSC-IC resource file
- 4b. Mailed responses are tallied by the Chairperson and Secretary of the World Lit. Committee. A simple majority in "A" initiates action. A 2/3 majority causes action "C" to be taken. Otherwise, the draft is placed into Category "B," which is then workshopped at the World Lit. Conference.

III. REVIEW PROCESS

5. All Category A drafts are printed in review form and distributed to the fellowship for input. This input includes:
  - Is the material acceptable as is?
  - What should be added?
  - What should be left out?
  - What should be changed?
  - Should work on this material be discontinued?

There is a minimum period of nine months for receipt of review input by the WSC-Literature Committee Chairperson.

6. All Category B (needs more work) drafts are placed on the agenda for the next World Lit. Conference. Priority is given to those drafts which received a large number of A responses, but not a majority.
7. Category C (discontinue work) drafts that did not receive a 2/3 majority are placed in the B category (needs more work) with low priority at the World Lit. Conference.



#### IV. APPROVAL PROCESS

8. Review input received on Category A drafts is implemented into a revised draft at the next World Literature Conference. The draft is carefully edited and proofread before it is printed in approval form (see Step 11).
9. Any additional input subsequently received is kept in a file for consideration in revision. Each piece of literature is evaluated at least every five years for consideration of revision at the World Literature Conference.
10. Prior to final distribution, the draft is forwarded to the World Service Board of Trustees to ensure that it accurately represents the principles of Narcotics Anonymous as outlined in the Twelve Traditions. In response, the Board of Trustees points out section(s) contrary to the Twelve Traditions, or states in writing that the material is within the Twelve Traditions.
11. The printing and distribution of the approval form is accomplished by the World Service Office. The approval form is distributed to the fellowship for approval or disapproval. Group conscience votes are taken through Regional Service Representatives at the World Service Conference.
12. If the work is not approved, the material returns to the World Lit. Committee for further evaluation and revision.

#### \*MEMBERSHIP (Registered Active Member)

In conjunction with the procedures outlined in the N.A. approved Service Manual, the WSC-Literature Subcommittee trusted servants, at the World Service Conference meeting, appoint additional members based on the following requirements:

- Working knowledge of the Twelve Steps and Twelve Traditions
- A suggested minimum of one year clean
- Indication of willingness and desire to serve
- Active participation
- Service experience in carrying the message in written form

**PART THREE**

**FINANCE SUBCOMMITTEE**



# WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

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**WSC Finance Sub-committee**

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To the Fellowship of N.A.:

The following is a final draft of the Financial Guidelines, which we, the 1983-84 WSC FINANCE Sub-committee ask you to approve at WSC '84. It has been out to the Fellowship since the close of WSC '83 and I have tried to the best of my ability to adhere to the "traditional" approval process.

We thank you for your help, co-operation, and patience, but most importantly, our gratitude for allowing us to serve you.

We have begun work on what we hope will be, a detailed, step-by-step pamphlet, or handbook on how to keep books at all levels of service. It is designed to be used by people who have NEVER kept books before, and hopefully, by WSC '84 we will have at least a rough draft. We will be working on it at the G.R.C.N.A. III, so if you would like to help, please feel free to do so.

WSC FINANCE COMMITTEE EXPENDITURES

Opening Balance.....	\$33.95
Received from WSC (2nd & 3rd Quarter).....	100.00
Expenditures (Through Dec. 31, 1983.).....	<u>\$ 00.00</u>

Balance on hand.....\$133.95

Note; All long-distance phone charges made by chairman have been donated in accordance with our 7th tradition.

G.J.Jenkins  
Chairman,  
WSC FINANCE SUB\_COMMITTEE

## FINAL DRAFT

In today's world, it is impossible to carry the message of Narcotics Anonymous without the availability of sufficient funds. It costs money to print literature and distribute it, to have "hotlines" and other services which connect the newcomer to us, and to man our service centers. In order to best utilize the contributions which we receive through our Seventh Tradition, we suggest the following guidelines which we, your Finance sub-committee, think will help you to cover your group's expenses, and then help the Fellowship by passing on the balance regularly to the next level of service.

The moment the member drops his/her hard-earned money in the basket at a meeting, our responsibility as a trusted servant begins. It is incumbent upon us to do everything possible to see that the money is used wisely, cared for judiciously, and that a "prudent" reserve is kept for the following month's expenses. When that has been accomplished we suggest that the group forward the balance to the next level of service. In the case of a group, this would mean transferring funds to the Area Service Committee. In the case of an Area Service Committee, this would mean transferring funds to the Regional Service Committee, and in the case of a Regional Service Committee, it would mean transferring funds to the World Service Conference. If you are not part of a Area Service Committee or a Regional Service Committee at this time, it is suggested that you apply the same principle and forward your funds directly to the next level of service, whatever that may be. The following diagram, known as the N.A. Tree, will serve as a guide for the flow of funds throughout our Fellowship.

Insert N.A. Tree

Guidelines -- for the Member

As a member of Narcotics Anonymous your responsibility is to request that a written financial statement be available from your Group's Treasurer at every business meeting of the Group, and that these meetings be held regularly (suggested that a business meeting be held at least once per month).

Guidelines - for the Group (and it's Treasurer)

1. In your Group we suggest that the Treasurer have a minimum of six (6) months continuous abstinence from all drugs.

If this is not possible, then we would suggest that your group try to pick a person, who is the best qualified through his/her experience to be responsible for the funds of your Group. When this is done, try not to abandon the Treasurer, REMEMBER HE/SHE CANNOT DO IT ALONE.

2. In your Group, it is a good idea for the Treasurer, or whoever empties the basket, to have another member, count the collection and initial and date a receipt, so that there is a check against error.

3. Do not borrow funds from the Group. Our experience tells us that those Treasurers who make this a practice tend not to return the funds, and many of them leave the Fellowship.

4. It is not a good idea to spend the Group's funds for anything, without first consulting the Group through the regular business meeting.

5. We suggest that you open a Bank Account. It is strongly suggested that you have more than one signature on your Bank Account. This is to protect your funds and to help your Treasurer be accountable to the Fellowship they serve. If it is not feasible to have a Bank Account, we suggest that the Treasurer account regularly to another officer (GSR preferably) in order to be accountable to the Group members. It is further suggested that your funds may be incorporated with your ASC's funds, thus protecting them, while still making them available for your use.

6. Your group should keep a "prudent reserve." This is an amount approximately equal to one months' Group expenses, for such things as rent, literature and coffee. REMEMBER OUR FIFTH TRADITION. "Each Group has but one primary purpose, to carry the message to the Addict who still suffers." Let your funds flow to the next level of service. Do not divert us from our Primary Purpose by hoarding funds.

7. There should be only ONE person handling the funds in your group. Preferably the Treasurer.

Guidelines - for the Area Service Committee (and its Treasurer)

1. In an Area Service Committee we suggest that the Treasurer have a minimum of two (2) years continuous abstinence from all drugs.
2. It is suggested that an ASC Treasurer issue a receipt to all groups for donations made to the ASC. This will serve to create a written history of financial activity facilitate both Group and ASC bookkeeping.
3. Do not borrow funds from the ASC Treasury. Our experience tells us that those treasurers and others who make this a practice, tend not to return to the Fellowship nor do they return the funds.
4. It is strongly suggested that no ASC funds be spent without the approval of the GSR's and/or the ASC as a whole.
5. Common sense dictates that ASC funds be placed in a bank account. It is strongly suggested that you have more than one signature on your bank account. It is recommended that the treasurer, ASC chairperson or vice-chairperson or the secretary be the co-signers on the bank account checks. This is to protect ASC funds and to help the treasurer by providing financial records from an outside source. ( The Bank )
6. The ASC treasurer shall make a written financial report of contributions and expenditure at each regularly scheduled meeting of the ASC, as well as an annual report at the end of each calendar year. The treasurer can also be made responsible for bulk purchases of literature for the Groups.

7. It is strongly recommended that an ASC keep a "prudent reserve" equivalent to one months' operating expenses. All funds in excess of the "prudent reserve" should be forwarded to the next level of service. It is our experience that "prudent reserves" established for sub-committees have a tendency to stagnate, thus hampering the Fellowship in our primary purpose. Therefore we recommend that it be necessary for sub-committees to turn to their ASC's (or RSC's where applicable) for funds.
8. At the ASC level of service, there should be only ONE person Handling the funds, the treasurer.
9. An audit of the ASC's financial records should take place at least once a year, or when there is a change in treasurers. All the financial records of the ASC should be audited.

SUGGESTED PROCEDURES FOR AUDITING. (ASC OR RSC LEVEL OF SERVICE)

- A. The ASC Administrative Committee (Chairperson, Vice-Chairperson Secretary) should determine when an audit is to take place.
- B. It is recommended that no more than 24 hours notice be given prior to the audit.
- C. Those conducting the audit MUST take physical possession of all records, statements, inventories and petty cash.
- D. The treasurer should be available to the audit committee in order to assist and answer questions, if necessary.
- E. An audit should be seen as a tool that may prevent a minor error from becoming a major one. IT IS NOT INTENDED TO BE AN INQUISITION.
- F. Audits should not be predictable, but should be varied as to time and place.

GUIDELINES FOR THE REGIONAL SERVICE COMMITTEE (and its treasurer).

The suggested guidelines for the Regional Service Committee are the same as those for the Area Service Committee, and its treasurer, with the following exception:

"It is recommended that the RSC treasurer have a minimum of three (3) years of continuous abstinence from all drugs."

PART FOUR

N.A. WAY SUBCOMMITTEE



GUIDELINES FOR THE WORLD SERVICE CONFERENCE (and its treasurer).

1. In the World Service Conference it is suggested that the treasurer have a minimum of (4) years of continuous abstinence from all drugs.
2. When possible, the treasurer should be bonded for a minimum of \$500,000.
3. It is strongly recommended that the WSC treasurer issue a receipt for all donations and document all monies disbursed.
4. It is suggested that each WSC sub-committee submit to the WSC, an annual budget of projected expenses for approval by the close of the current WSC. Any expenses which are not conference approved will not be reimbursed. Should an emergency need for funds arise, approval of a majority of the members of the WSC Administrative Committee will be necessary prior to the disbursement of funds.
5. The WSC treasurer shall make a written, audited, financial report at each regularly scheduled meeting of the WSC, As well as interim reports to be circulated quarterly to the Fellowship to the RSCs.
6. At the WSC level of service, there should be only ONE person handling money, the treasurer. All donations should go to the WSC treasurer "ear-marked" for specific committees. These donations should be done via check or money order ONLY.
7. The auditing procedure at the WSC level of service should follow the same guidelines as at the ASC and RSC levels of service except, that it should be done by an outside auditing firm.

IT IS VITAL THAT EVERY TREASURER HAND OVER HIS/HER RECORDS TO THEIR SUCCESSOR, IN ORDER TO PRESERVE MUCH NEEDED CONTINUITY AND HISTORY.

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

REPORT OF THE N.A. WAY SUB-COMMITTEE  
IN WORKSHOP JANUARY 20-23, 1984

In an attempt to give you, our subscribers and concerned supporters, a clear overview of our current status and activities over the last 20 months, we offer the following:

In 1982, as directed by WSC, we undertook the publication of a monthly magazine on recovery from addiction. Throughout our first year, we had several distribution and management problems. Still the magazine continued, and WSC '83 voted to continue the N.A. Way as a Fellowship project to be distributed and accounted for through the WSO.

Following WSC '83, the problems continued, but of a different nature. Now, it seemed we had a system for distribution, but the compiling and editing, along with how all of this was to work out together took time. Through a system of trial and error, the sub-committee finally have proposed some simple recommendations which appear to be a solution to this dilemma.

In an effort to improve the quality of the N.A. Way and help insure its' timely distribution, we, the N.A. Way sub-committee make the following recommendations:

A. That we continue to function in accordance with existing WSC "motions in force" which are: 1. "That the WSC form a sub-committee to administer the publishing of a monthly magazine on recovery from addiction the N.A. Way"(WSC '82) 2. "That the N.A. Way magazine continue as a Fellowship project."(WSC '83) 3. "That the N.A. Way magazine be printed, distributed, and accounted for under the direction of WSO, Inc." (WSC '83).

reason: Our Fellowship has clearly expressed their desire for a Fellowship-wide recovery magazine. Although procedural trial and error has limited our success to date we still feel that a monthly recovery magazine is realistic and appropriate for our Fellowship.

B. That major sub-committee workshops be held twice yearly for the purpose of compiling and editing as many issues as input allow.

reason: We have found that the demands placed on a small sub-committee for a sustained year long month by month effort are overwhelming and unrealistic whereas a more intense effort by a larger group for a short period of time is both practical and successful. At our recent workshop, material for four issues was processed in four days where the same material would have taken approximately forty working days to process by our old procedures.

C. That at each major workdhop an editorial team be elected to compile "interim issues" if needed.

reason: In the event that a major workshop fails to produce six (6) issues of our magazine a backup production system would be necessary to complete the task. The elected committee would be respons\_ble to assemble input by solicitation or from existing resources such as WLC files or Newsletter archives and coordinate the editorial process to supply the additional issues needed.

D. That our committee be composed of a Chairperson and Vice-Chairperson elected at WSC; a member designated by each Region in our Service Structure, and additional members who show interest and abilities relevant to our magazine.

reason: We have found the Co-Chairperson situation which has existed for the past two years to be unworkable and feel that a Chairperson/Vice-Chairperson system which has proven successful for other sub-committees would improve our ability to serve. We feel that by broadening the base of our committee we will be better able to solicit input and improve the quality and variety of material published in the N.A. Way.

E. That issues of the N.A. Way magazine compiled by this committee be presented to W.S.O., Inc. in "camera ready form" for printing and distribution at least two months prior to proposed publication date.

reason: Our World Service Office is proficient at printing and distribution; and the timeliness and condition of the material which we supply can help to insure regular publication and availability of the magazine.

F. That the N.A. Way Sub-Committee editorial guidelines be modified in reponse to Fellowship recommendations as follows:

- 1) The magazine will publish articles on recovery experiences in N.A.
- 2) The full name Narcotics Anonymous may appear within the context of the magazine, but cannot appear on the cover.
- 3) The magazine will not accept input slanderous to our Fellowship or its' services. However, articles containing constructive criticism of this type may be appropriate.
- 4) Articles included in our magazine shall express the experiences of N.A. members exclusively. However, letters from non-members may appear in the editorial or letter section of the magazine.
- 5) Articles will be requested from throughout the Worldwide Fellowship and printed without regard to geographical origin. Our goal is to minimize a preponderance of input from any one geographic location.
- 6) We will obtain signed releases for articles.

- 7) Bylines (author's initials, city and state (country)of origin shall be printed upon request of the author.
- 8) The magazine will maintain a file documenting the source of all published material.
- 9) "Permission to reprint form this publication is granted to all other service boards and committees of the Fellowship of Narcotics Anonymous." will appear under the copyright symbol in the magazine.
- 10) We will limit editing to the correction of grammatical and syntactical errors in an effort to promote continuity without altering the content, flavor, and/or style of the article. Editorial changes will not include major .e-organization or rewrites.
- 11) We maintain that many articles are unique personal experiences or basically one person's ideas or opinions. We usually use the word 'I' in these articles. Some articles express ideas common to many of us. In these articles, the word 'we' is appropriate.
- 12) The magazine will personalize the concept of a power greater than ourselves in the articles.
- 13) The articles selected for publication will share the principles and terminology of recovery from addiction as introduced and defined in our Basic Text. Changes in diction may be made in the editorial process to more closely reflect this.
- 14) Upon request the magazine will print the monthly communique from the WSB regarding the Traditons.
- 15) The magazine shall adhere to the Principles expressed in the Twelve Traditions of Narcotics Anonymouś.

G. That each active Fellowship Newsletter be requested to submit at least one previously unpublished, appropriate article to our bi-annual workshops.

reason: Lack of input and participation has been one of the major stumbling blocks of our effort, by seeking the participation of the many experienced Newsletter staffs within our Fellowship we hope to stimulate interest, input variety, and unity on a Fellowship-wide basis.

H. That a simpler, more direct release procedure and form be actively sought.

reason: Complexity, tone and "legalease" of our current release form have actively inhibited input to the magazine.

I. The responses to these recommendations be formalized into sub-committee guidelines

reason: It would be inappropriate to write guidelines until these basic recommendations are addressed and the direction for this effort stabilizes.



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FEBRUARY 1984

TO; THE FELLOWSHIP OF NARCOTICS ANONYMOUS

FROM: THE WORLD SERVICE BOARD OF TRUSTEES

In this report are several items that the Board of Trustees feels the Fellowship should have opportunity to review and have the World Service Conference vote to adopt, at their April 1984 meeting.

The first item is a set of "Board of Trustee Suggested Guidelines". These guidelines were adopted by the Board at our December 1983 meeting and forwarded to the WSC Policy Subcommittee for possible inclusion in their proposed revision to the Service Structure.

The Policy Subcommittee did include them in their proposed Service Structure and they are pages 42 through 47 inclusive. It is the hope of the Board of Trustees that these guidelines will be approved by the World Service Conference regardless of what happens to the rest of the proposed revision to the Service Structure. Accordingly, we have had the proposed guidelines enclosed in this section of the report also.

The second item is a letter that explains some of the reasoning behind the decisions of the Board of Trustees in their adoption of the Suggested Guidelines.

The third item is a suggestion that was adopted by the Board of Trustees as a recommended change in the procedure for the selection of Trustees. The section of the existing structure that this applies to, is not included in the section that details duties, etc., of the Trustees, but is in the section relating to the operation of the World Service Conference. It was therefore felt that it should be separated from the proposed guidelines.

The fourth item is a letter from one of our trustees with a suggestion for modification of the literature review process. This proposal is consistent with the experience of the Board of Trustees in our working with the literature review activities this year.

Please have as many of the Fellowship review these proposals and provide your input to the RSR and RSR Alternate for their action at the World Service Conference in April.

In loving service to the Fellowship

Sally E.  
WSB Chairperson

## THE WORLD SERVICE BOARD

The WSB does not govern. Its nature is that of a custodian, providing guidance. The World Service Board consists of both addicts and non-addicts, and its members are known as Trustees. Their only purpose is to serve the best interests of our Fellowship, and through the World Service Conference 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 ensure the maintenance of the Twelve Traditions, the Trustees also serve in many other capacities and have other responsibilities.

The World Service Board utilizes a sub-committee system similar to that used by our World Service Conference. These sub-committees meet throughout the year and are composed of Trustees, members, and an occasional non-addict. Committee members are selected on a "What they have to offer" basis and each brings special skills or experience relevant to the committee function.

The internal structure of the World Service Board is different from those of the rest of our service branches. The Trustees do not represent; they serve. This service is for a five (5) year term; however, each trusteeship is reaffirmed yearly to ensure the continuation of the quality of service. The WSB works closely with the World Service Conference and Conference committees but functions within its own guidelines.

GUIDELINES OF THE BOARD OF TRUSTEES OF NARCOTICS  
ANONYMOUS

- I. The purpose of the Board of Trustees (hereinafter referred to as the "Board") is to contribute to the continuation and growth of Narcotics Anonymous and to serve as a primary resource for the fellowship of N.A.
- II. The functions of the Board of Trustees and its members are:
  - A. To deal with those things, both within and outside the fellowship, which affect the continuation and growth of N.A.
  - B. To promote Fellowship-wide understanding of and adherence to the 12 Traditions of N.A.
  - C. To provide and encourage the exchange and availability of Service related information and experience.
  - D. To actively seek and encourage ways of carrying the message of recovery to the addicts who still suffer.

The Board and its members are responsible to the fellowship as a whole through our service structure, and they must remain responsive to the needs of the fellowship.

III. The Twelve Traditions of Narcotics Anonymous.

- IV. The membership of the Board of Trustees of Narcotics Anonymous conforms with 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 Trustees will be determined by need.
  - B. Trusteeship is one of two basic types: Addict or non-addict. Of the Trustees, at least two-thirds (2/3) are recovered drug addicts.
  - C. The qualifications required of Addict Trustees include:
    - 1. The willingness to serve as a member of the Board.
    - 2. Nomination and election at the World Service Conference (WSC).
    - 3. A commitment to service as shown by experience working as a member of other N.A. service committees, and his or her contributions to the continuation and growth of the fellowship.
    - 4. The time and resources necessary for active Trusteeship.
    - 5. A minimum of eight (8) years' continuous abstinence from drugs, including alcohol.
    - 6. A good working knowledge of the Twelve Traditions and Steps of N.A.



- D. The qualifications required of our Non-Addict Trustees are:
    - 1. The willingness to serve as a member of the Board.
    - 2. Nomination and election at the World Service Conference (WSC).
    - 3. The time and resources necessary for active Trusteeship.
    - 4. A good working knowledge of the Twelve Traditions of N.A.
    - 5. A good understanding of the nature of the addict and of our program of recovery.
  - E. A Trustee is selected by the following procedure:
    - 1. Candidates for the Board are nominated and elected at the World Service Conference (WSC).
    - 2. Each year each Trustee is reaffirmed at the WSC.
  - F. The term of Trusteeship for a member of the Board of Trustees of Narcotics Anonymous is five (5) years.
  - G. A Trustee may be removed from office for due cause: By lack of affirmation by the WSC.
  - H. The resignation, retirement or removal of a Trustee does not exclude him or her from future nomination and election at the World Service Conference.
- 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. Holds 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, and holds all the powers, of the Chairman in his or her absence.
      - b. Holds 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 members 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 Trustees meetings are taken and published within thirty (30) days of the meeting. A copy of these minutes are sent to:
      - a. Each Trustee
      - b. The World Service Office
      - c. Each duly registered Regional Service Committee
    - 2. These are the only copies normally distributed; however, any member of the fellowship may, upon request, receive a copy of the minutes of Trustee meetings from the Chairperson of our Board by sending a self-addressed, stamped envelope.
  - G. The regular meetings of the Board of Trustees follow this 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. The purpose of our W.S.B. committees are:

1. To be a resource and provide continuity for W.S.C. committees.
2. To be an available source of information, experience & guidance in their areas of specializations.
3. To be a place where valuable trusted servants can contribute to our Fellowship after their term of office as a Trustee have passed.

B. The Standing Committees include:

1. Internal affairs (concerned with what occurs within our fellowship and service structure; with emphasis on WSO - WSC, finance, activities, etc.)
2. External Affairs (concerned with how our fellowship and structure interface with society; with emphasis on Hospitals and Institutions, Public Information, Public Relations, Relations with the Medical Profession, Criminal Justice System, and the Media, etc.)
3. Policy and Structure (concerned with the growth and development of our Fellowship and its services, our Service Structure, Formal Service, Planning, etc.)
4. Training and Education (concerned with providing service related information and experience for all levels of our service structure, including monthly articles on service topics, service learning conferences, training sessions, distribution of service information, etc.)
5. Literature Review (concerned with literature review and verification, newsletters, periodicals, etc.)

C. Trustee Committees are chaired by a Trustee who has been selected by the WSO Chairperson 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.

D. Minutes of all sub-committee meeting are taken and copies of these minutes are maintained by the Secretary of the Board of Trustees and by the World Service Office (WSO).

VIII. A. The WSB and its members participate in, contribute to, and respond to N.A. and our Service Structure.

1. An Addict Trustee can participate in and contribute to our Fellowship just as any other N.A. member can except:

- a. A Trustee should make it clear when he or she is acting as a Trustee and when he or she is acting as an N.A. member.

- b. A Trustee should keep in mind that Trusteeship places us in the role of examples, and avoid politics, personalities, and controversy.
    - c. A Trustee should minimize other elective service positions.
  - 2. An individual Trustee may present a formal recommendation or opinion as a Trustee but should avoid speaking for the Board as a whole. These actions should be documented and a copy sent to the WSB Chairperson for inclusion in our records.
  - 3. Any Service Unit (Group, Area, Region, WSC, or committee thereof) may initiate an "Opinion of the WSB" by submitting a written question to the Board for consideration.
- IX. The Board of Trustees is an advisory Board rather than a directive Board. It is our responsibility to offer guidance to our members, our groups, and our service committees in matters concerning the Traditions or which affect N.A. as a whole.
  - A. The actions of the Board or of any individual Trustee are documented so that we can learn from our experiences. The following basic format is used in documenting trustee action:
    - 1. Date, location, Trustee(s) involved.
    - 2. Description of problem.
    - 3. Action taken.
    - 4. Effect of action.
  - B. In keeping with our role as an advisory Board, the WSB offers opinions and recommendations rather than directives or mandates. The implementation of WSB recommendations lies with those requesting information or guidance.
- X. These guidelines may be amended at any time by two-thirds (2/3) majority vote of the W.S.C.

PART FIVE

BOARD OF TRUSTEES



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The WSB guidelines were prepared from Trustee input compiled and adopted with changes by the WSB as a whole. The following is an explanation of some of the changes from the Temporary Working Guide to the Service Structure and some of the discussion that went into the process of obtaining Trustee adoption of these recommended guidelines.

Under Section IV-A, there was much discussion of increasing the size of the Board to 20 or to 25. While we could see excellent reasons for doing so we felt at this time it was impractical due to the fact that at present there are four vacancies and terms are five years. We believe that the needs of the Fellowship can best be met by having the Board members each carry their full share of the work load before adding any new positions to the Board. Next year it may be appropriate to add 5 positions and the following year, if needed or desired, again an addition of 5 may be indicated. A phased sequence of adding WSB members is more desirable. This way a substantial number of Board members will not have terms expiring at the same time.

There was much discussion of the suggested time requirement for WSB members. Previously the time requirement was 5 years because when the original structure was developed there were few members in the Fellowship who had more than 5 years continuous abstinence. As N.A. began to grow, there were few outside of California with over 5 years abstinence but that has changed now. Many felt that the suggested abstinence should be increased to 10 years. Eight (8) years was a compromise as the majority felt that time brought service experience and with that experience maturity and that World Service Board positions need the increase in abstinence time.

We debated the Trustee removal procedure in the guidelines. We believe that no formal removal clause should exist in the Trustee guidelines as Trustees are elected and affirmed by the World Service Conference and that WSC alone, by non-affirmation has the right to remove a Trustee.

The sub-committee system suggested in the Trustee recommended guidelines is in no way intended to act in conflict with or in competition with the WSC subcommittee

system. It is intended to improve the functioning of WSB and to more evenly spread the responsibility for the work among the WSB members and not overburden the chairperson.

For example, a Literature subcommittee within WSB could have assumed responsibility for the NEWSLINE articles and for the up coming Living Clean Workshop by the Trustees, and not have left that to the chairperson. An Internal Affairs subcommittee could have prepared the guidelines and relieved this chairperson of that duty. It is the intention of these guidelines that no individual Trustee or WSB subcommittee work on any project without presenting it first, to the entire Board, and then, receiving authorization by that Board. The WSB subcommittees would be available to assist WSC subcommittees, but should do so only after after requested by the WSC Administrative Subcommittee.

Section IX was altered to allow greater flexibility in answering fellowship correspondence. Most of what WSB receives are requests for information and advice "can we do thus and so and still remain within the traditions?" and to require a standard format of answering does not necessarily fit this request.

We have worked on these proposed guidelines with the interests of the Fellowship foremost in our minds and hearts and it is our hope the fellowship will approve them.

Yours in Service,

Sally E.  
BOT Chairperson

Sydney R.  
Re:Correspondence  
BOT

Bob B.  
BOT

sb



# WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

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Cynthia Porter Dieker, Co-chairperson  
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#### WSO, Inc.

Bnb Stone, Office Manager  
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P O Box 622  
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(213) 768-6203

TO: Fellowship of N.A.  
SUBJECT: Change in WSC policy on election of Trustees  
DATE: JANUARY 1984

The December 3, 1983 meeting of the Board of Trustees authorized the following input to the World Service Conference

Last year when elections were held for new WSB members, a single list of nominations were made and the top five people were selected from that list with only one ballot. We propose that the procedure be altered. We recommend that separate elections take place, one for each trustee position.

We feel that WSB positions warrant election by consensus of the Conference rather than a few votes.

Yours in Service

Sally E.  
WSB Chairperson





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#### REPORT

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TO: Sally Evans, Chairperson, World Service Board of Trustees

Ginni Swanson, Chairperson,  
World Service Conference Literature Subcommittee

FROM: Sydney Rosen, Member,  
World Service Board of Trustees

RE: World Service Conference Literature Subcommittee

DATE: January 6, 1984

For approximately the past three and one half years, I have been involved in the compilation and composition of various literature for this Fellowship, beginning with my activities as the Chairperson for the Bay Cities Area Literature Committee, working on the "Gray Book"; with workshops in Santa Monica, California and Warren, Ohio, working on the "Basic Text", up to the present time, serving as a WSB Trustee/liason to the World Service Literature Committee.

During my experience in this period of time, I have seen a real need for change within the literature review process. Our Fellowship has grown so rapidly that I feel we have outgrown the procedures which were in effect in the past in the development and approval of N.A. literature.

While working closely with Ginni S., Chairperson of the WLC this year, I became aware of the value of having the WSB work closely with a WSC Sub-committee. Together we have been able to create a close working relationship between the WSB and the WLC Committee.

In my perception and evaluation of the World Literature Committee between the time I first became involved, to the present, I have become aware of the fact that what worked for us before is no longer feasible, due to the tremendous growth within the Fellowship. We are receiving vast amounts of literature, and the need and demand for it continues to increase. With this need comes the responsibility to ensure that our literature reflects the Steps and

Traditions upon which it is based.

I also find that the literature already approved may need further review and editing, and because of these needs I would like to suggest the necessity of creating an additional Literature Review Committee within the WLC.

With these suggestions, I don't want to write policy, supercede authority, or undermine the value or purpose of the existing WLC. I just wish to give an example of what possibly could be created to further complement the important tasks of this committee.

I would like to further emphasize that the particular committee which I am suggesting shall work closely with the WLC Chairperson at all times. The Literature Review Committee would be implemented for the express purpose of reviewing literature which has been compiled by the WLC. If the WLC feels that a particular piece of literature is appropriate and needed by the Fellowship, it should then be put together into a comprehensive form by the committee. The committee would make the decision at this point in the procedure that the work will help the addict who still suffers, the addict in recovery; that it would supply valuable information to the medical profession, business community or clergy in clarifying the nature of addiction and in aiding in the addict's recovery; and it would further carry the message of this Fellowship.

At this point, after the literature has been compiled and edited by the WLC, the next stage would be for that committee to send the work to its Literature Review Committee. My idea for this particular committee is that it be composed of five (5) members, with a minimum of five (5) years clean time, a solid experience in the working of the Steps and Traditions of this program, and an extensive experience in working with the literature of this Fellowship, on an area, regional and world service level. (The past Chairperson of the WLC would possibly qualify for a service position on this committee.) My suggestion is that three members of this Literature Review Committee be members chosen by the Fellowship at large at the World Service Conference, and two (2) members be chosen by the Chairperson of the World Literature Committee.

At least one or two Trustees should be included in this committee, to help filter out Tradition and legal problems that may be present upon initial review. This would also lessen the WLC's workload in their final revision of material to be submitted for Fellowship approval.

To ensure unity within the committee, I would recommend that no more than one person from any region serve on this committee. This Literature Review Committee, if established, would be required as mandated by the World Service Conference to review and make decisions on every item of literature sent to them from the WLC, within ninety (90) days upon receipt of the item. The committee would then send its decision back to the WLC, and the

procedure of compilation and editing would continue. At the point at which the specified literature has been reviewed and approved by the Literature Review Committee, it would then be distributed by the WLC to the Fellowship at large for review, before final approval at the World Service Conference.

This review and edit procedure would also encompass existing literature, which would undergo a re-examination and re-evaluation every three years to ascertain that it was still pertinent to the Fellowship, met the standards of the WLC, and followed the Steps and Traditions of this program. Again, after review by the Literature Review Committee and the WLC, the literature would be reaffirmed by the Fellowship as a whole at the World Service Conference.

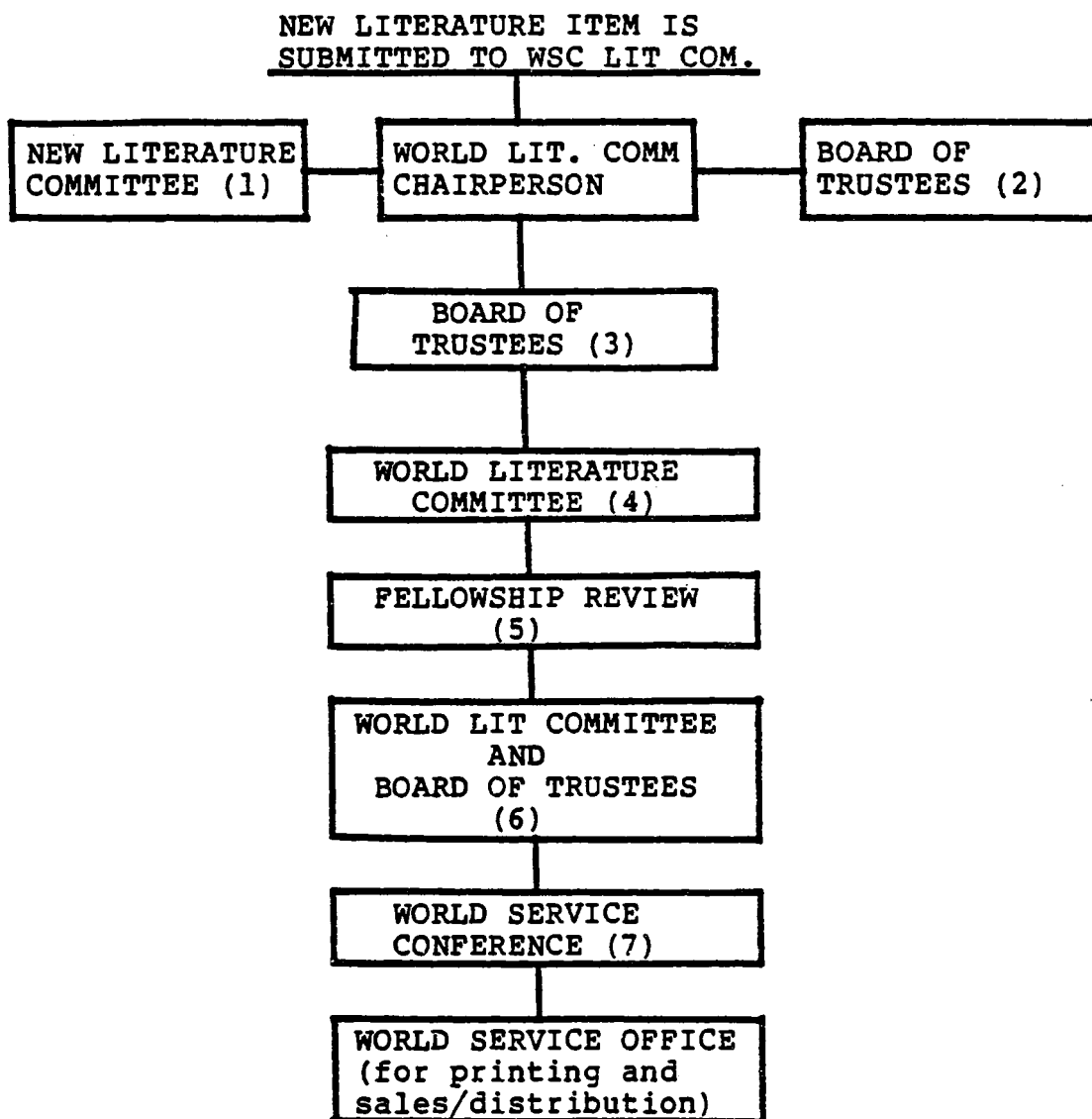
As I stated before, none of this is an absolute, non-negotiable decree but rather a suggestion or suggestions that might be incorporated into the World Literature Committee as it now exists. This is an idea of what can be done, what might be done, to strengthen this World Service Conference Subcommittee, and in turn our Fellowship. With this in mind and with gratitude for the opportunity to serve, I submit this report as input to you for submission to the Chairperson of the 1983/84 World Service Conference to be included on the agenda of the 1984 World Service Conference.

In service to the Fellowship

Sydney Rosen, Trustee  
World Service Board of Trustees

Attachment: Diagram of how system might be arranged.

DIAGRAM OF LITERATURE REVIEW PROCESS



- (1) To screen for Tradition and legal problems or portions not pertaining to N.A.
- (2) For review and suggestions as many times as may be necessary.
- (3) For review after final draft is completed by World Lit. Com.
- (4) For final review and distribution prior to sending to Fellowship.
- (5) Review by Fellowship: a yes or no recommendation only to the World Lit. Com.
- (6) Final copy for approval.
- (7) Approval at World Service Conference.

**PART SIX**

**WSO BOARD OF DIRECTORS**



**WORLD SERVICE OFFICE, Inc.  
NARCOTICS ANONYMOUS**

16155 Wyandotte Street  
Van Nuys, CA 91406 (818) 780-3951

FEBRUARY 1984

TO: THE FELLOWSHIP OF NARCOTICS ANONYMOUS

SUBJECT: POLICY FOR FELLOWSHIP MAGAZINE

Dear Fellowship:

Attached is a proposed policy for the Fellowship magazine that was considered at the recent World Service Conference Policy Subcommittee meeting in Florida. Although the Policy Subcommittee proposed revision of the Structure of N.A. does not include this item, the WSO Board feels so strongly that a new and more comprehensive policy be adopted, that we requested it be included in this material for Fellowship review.

A comprehensive report on the World Service Office experience with the N.A. Way magazine was presented in the Fellowship Report and was circulated recently. That report details most of the significant problems that have become apparent in the exercise of the WSO responsibilities in the publishing of the magazine. The proposed magazine policy would permit the publication of a magazine without the major problems that were detailed in the report sent to Fellowship.

The attached proposed policy provides a clear, positive direction for the production of a successful Fellowship magazine. We believe that if the policy is adopted at this World Service Conference in April 1984, a regular on-time publication of the magazine will result within 90 days of the close of the WSC meeting.

The publication of the NEWSLINE has been well received and carries a vast amount of information, that the Fellowship needs on a regular basis, and can easily be integrated into a publication that is described in the proposal.

The tremendous strides that WSO has made during these past months toward becoming an effective publisher for the Fellowship has been obvious. The responsibility that the enclosed proposal would assign to the WSO can be discharged with the same competence WSO has recently demonstrated.

The magazine proposal is comprehensive and well thought out. It provides a balance in the review process for stories submitted for consideration to be included in the magazine and in the editing responsibilities. The proposal provides for the regular publication of letters and reports from the Trustees, WSC

officers, and subcommittee chairpersons that will not be edited and for guest editorial features.

Additionally, there is provision for letters to the editor that would permit open discussion within the fellowship of an unlimited field of issues and matters that there may be confusion or disagreement on.

Adoption of this magazine proposal would create the important and greatly needed forum for the Fellowship to discuss, in writing, important matters and have everyone be party to the discussion at once. The dialog that could be presented in such a magazine, as has been demonstrated in the NEWSLINE, is almost limitless.

Adoption of the proposed magazine policy would be an important step forward in the unification of a Fellowship that becomes fragmented because of miscommunication or no communication at all.

The WSO Board of Directors therefore recommends that the attached magazine policy be reviewed by the Fellowship and adopted at the World Service Conference in April 1984.

In service to the Fellowship

Charles B. Gates  
WSO Board President

## PROPOSED MAGAZINE POLICY

### MAGAZINE CONTENT AND PURPOSE

The current magazine has presented a much too narrow approach to the needs of the Fellowship. There is no point in criticizing the current magazine for the individual stories or their editorial presentation or treatment even though the magazine presents only stories related to a certain perspective of recovery. These stories should indeed be in a Fellowship magazine, but these stories should be only a part of a Fellowship magazine publication effort, not the whole magazine.

The WSO has been publishing a monthly newsletter to inform the Fellowship of things related to their responsibilities and duties and the problems they have experienced. This has recently been expanded to include announcements of events in regions, notices from WSC Committees and letters from the Board of Trustees.

If these two publications were essentially combined into a single effort there would only be one major area of need within the Fellowship that would not then be provided in the magazine.

There needs to be a convenient method by which the Fellowship can have a dialogue within the Fellowship. For instance in the discussion of a revision of the Structure, there is not currently the opportunity for the Fellowship at large to know what the most recently proposed structural changes are and to have ability to comment on them. If, on the other hand the proposals were presented in the magazine and opportunity over a several month period for letters to the magazine that could be printed from the Fellowship at large, this would be the opportunity for the Fellowship to be really involved and be part of the discussion of change. This principal applies to every aspect of the changes and growth in the Fellowship; literature approval, H. & I. policies, new approaches for Public Information, etc.

### POLICY CONCEPTS

1. The Fellowship magazine is hereby revised in its policy so that all of the concepts for benefit of the Fellowship mentioned herein, are included into a single publication. The purpose of the magazine is to provide the Fellowship in one publication, opportunity to learn what is happening in the Fellowship and to have stories and messages of encouragement for recovery and abstinence.
2. The magazine shall print articles by WSC officers and chairmen on proposals in their individual areas of work and invite reply by the Fellowship. The magazine will print representative responses as "letters to the Editor" and as guest editorials as space is available. WSO shall have regular



articles advising the Fellowship of the same information that they are currently printing in their NEWSLINE.

3. The Trustees shall have a regular segment to convey messages about their work and matters that require interpretation by the Trustees. Written dialogue on these articles should be encouraged and shall be printed in the magazine as mentioned above as letters to the editor, with the same constraints.

4. Essays, poems, stories and experiences that provide insight to recovery and encourage recovery will be presented. These original works should subsequently be considered for "approved literature" for the Fellowship, if they warrant such consideration.

### ORGANIZATION AND RESPONSIBILITY

The recent track record of the WSO has shown that WSO can operate efficiently and at the direction of the Fellowship. Although no institution is perfect, WSO has come a long way toward proper performance of the publication duties assigned to them by the Fellowship. WSO appears to be capable of accepting and performing the tasks of publishing a magazine of the type described.

All that is needed is to organize the functions that WSO should not be expected to create on their own or have the option to control.

1. The WSO should have overall management responsibility for the Fellowship magazine. WSO shall receive all input, prepare layouts, print and distribute the magazine. WSO shall have responsibility to edit, (that is to have ability to arbitrarily change words, meanings, sentences, paragraphs, etc.) only the portions of the magazine in which they report on activities of WSO. They shall employ one or more individuals to discharge duties outlined herein and be responsible for the communications required. The principal employee selected to discharge responsibilities of the WSO for the production of the magazine shall be known as the Managing Editor. The person selected to be the Managing Editor must have had either two years previous experience in the writing and publication of professional quality print publications (newspaper or magazine, or four years college education in journalism).

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

### EDITORIAL BOARD

1. There shall be an Editorial Board that shall have the responsibility to edit (have arbitrary power to change words, meanings, sentences, paragraphs, etc.) all parts of the magazine

except as noted in the following paragraph, have authority to decide what is put in each issue and to decide which articles are included or not included.

2. The Editorial Board shall not have authority or ability to change in any manner the following: reports submitted for publication from WSC officers, or sub-committee chairmen, letters to the editor (although they will decide which letters will be included and which shall not), guest editorials and articles submitted by the Trustees that represent decisions or announcements of the Trustees in their capacity of custodians of the Traditions.

3. The Editorial Board shall be composed of and include the Managing Editor, a Trustee (referred to as Associate Editor) , and a person selected by WSC (referred to as Associate Editor). Each member of this Editorial Board must have not less than 5 years abstinence at the time of initial participation.

4. At the annual meeting of WSC held in even numbered years, one person shall be elected by a majority vote, to serve on the Editorial Board who must reside close enough so as to have daily {if needed} direct supervision and participation. The person so elected shall serve for a period of two years. In the event the person elected does not complete their period of service, the Chairman of WSC will appoint a qualified replacement within 30 days of notification that said person has resigned or failed to perform assigned duties for a period of 30 days. The appointed replacement shall serve for the unexpired term of service until the next regular scheduled election.

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

#### REVIEW PANNEL

1. Articles submitted as stories, poems, etc., shall be reviewed by an additional review pannel prior to their consideration by the Editorial Board for inclusion in the magazine. The review pannel shall be composed of the following and their appointment shall be for a period of not less than two years. All members of the review pannel must have not less than 5 years abstinence at the time of initial participation. The members: Three Trustees, three former N.A. newsletter editors and three individuals selected by WSC.

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

3. Every newsletter or monthly or quarterly publication within the Fellowship that is organized as an extension of a group, area or region service committee for the purpose of communicating to the Fellowship of that group, area or region may register with the WSO. Each newsletter that wants to have its editor participate as a member of the review pannel, must keep the current editor registered with the WSO. The WSO will publish on a yearly basis, the names of each editor, the publication they edit, its area of service and the length of service each editor has given. Those editors that desire to participate in the selection of members for the review pannel or serve on the review pannel must advise the WSO. During the month of March of every even numbered year, those editors currently registered who had requested to participate, will be sent by WSO, a ballot which must be returned by the last day of April. The ballot shall contain space for the placement of three names to be rated in order of preference. WSO will report to the WSC at its annual meeting the results of this selection process. In the case of two or more nominees receiving the same number of votes, all such persons shall serve on the review pannel, but shall have a divided vote (each individual receiving the votes shall have a fraction of one vote, equal to the other members for which the tie was created). Replacement if vacancies are created shall be automatically made by selecting in sequence the person who had received the next highest number of votes. Replacement may be made by the editorial board if a member does not respond to magazine deadlines for more than a 30 day period.

4. The Board of Trustees may select in any manner they choose, the three members of their Board to serve on the review pannel. The three so selected shall not include the Trustee selected to be a member of the Editorial Board. In the event that the Trustees fail to select any of the required number of members (or select fewer than three) to serve in this capacity or if the Trustees selected individually fail to perform assigned duties during any 30 day period, the review pannel may continue to operate normally without input or participation of the missing Trustees. The Trustees selected for this service should be appointed and serve for a period of not less than two years.

5. At the annual meeting of WSC held in odd numbered years, three individuals shall be elected by a majority vote of WSC to serve for two years as members of the review pannel. Each of the members of the review pannel selected by WSC must have served for not less than one year as an officer of WSC or as a Sub-Committee Chair person. If a member elected to the review pannel shall

fail to complete their period of service, the Chairman of WSC will appoint a qualified replacement within 30 days of notification that said person has resigned or failed to perform assigned duties for a 30 day period.]

#### CONCEPT OF SERVICE

1. The magazine for N.A. is one of the most important assets of the Fellowship. As such, it should be managed on the basis of strict application of the concept of principal and not personality. Each person who is elected to serve on the Editorial Board or review pannel should accept this duty as a primary N.A. activity and subordinate other conflicting interests.

