

like. The corporation has five (5)* regular members who act as the Board of Directors of WSO and are its officers: president, vice-president, treasurer, director, and secretary. WSO, Inc. operates under a standard set of corporate bylaws with this amendment: "The Board of Directors and any additional boards or committees shall be subject to and abide by the Twelve Traditions as stated in the book entitled *Narcotics Anonymous*."

Our office is administered by our World Service Board of Directors and acts upon the directives of our World Service Conference. WSO is truly a business: Its raw material is the program, its product is recovery and its function is service.

THE BOARD OF TRUSTEES

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 subcommittee system similar to that used by our World Service Conference. These subcommittees 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.

*Note: The corporation has changed its bylaws and added seven member/directors since this paragraph was adopted by the WSC.

This service is for a five (5) year term, 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.

- 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 Twelve 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 addict who still suffers.

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 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 recovering 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 by separate election for each trustee position by a 2/3 majority vote of the World Service Conference.
 - 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.
 - 6. A good working knowledge of the Twelve Traditions and Twelve 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.
 - 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: Candidates for the Board are nominated and elected at the World Service Conference.
 - 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.
 - 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.
- IV. 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 chairperson.
 - 2. The vice-chairperson.
 - 3. The secretary.
 - B. The duties of these officers are:
 - 1. The Chairperson 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-Chairperson of the Board of Trustees:

- a. Performs all the duties, and holds all the powers of the chairperson 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.

V. 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 chairperson.
- 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) regular scheduled meetings each year. A trustee who is unable to attend may be asked to resign his/her trusteeship.
- F. A record is kept of the meetings of the Board.
 - 1. Accurate minutes of all trustee meetings are taken and published within thirty (30) days of the meetings. Copies 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

VI. In order that we may better serve, we utilize a subcommittee system between the meetings of the Board.

A. The purpose of our WSB committees are:

1. To be a resource and provide continuity for World Service Conference committees.
2. To be an available source of information, experience and guidance in their areas of specialization.
3. To be a place where valuable trusted servants can contribute to our Fellowship after their term of office as a trustee has 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 days, 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 WSB 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 chairperson.
- D. Minutes of all subcommittee meetings are taken and copies of these minutes are maintained by the Secretary of the Board of Trustees and by the World Service Office.

VII. 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 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.

VIII. The Board of Trustees is an advisory Board rather than a directive Board, except that responsibility may be exercised by the Board of Trustees, when acting unanimously, to correct a violation of Traditions if such is found in our printed literature. When taking this action, the Board of Trustees will immediately notify the Fellowship as a whole and will have the matter placed on the agenda of the next World Service Conference. 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.

- IX. These guidelines may be amended at any time by two-thirds (2/3) majority vote of the World Service Conference.

THE WORLD SERVICE CONFERENCE

The final part of our service structure is the World Service Conference (WSC). It is the nerve center of our Fellowship. Our Conference is the one time each year when all our service branches come together. Unlike all other branches of N.A. service, the Conference is not an entity, it is an event--the coming together. In the spring of each year the regional service representatives, the trustees of the World Service Board, and the managers and directors of the World Service Office meet to discuss questions of significance to the Fellowship of Narcotics Anonymous as a whole.

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

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

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

These committees include: Administrative, Policy, Literature, Institutional, and Public Information. Each representative serves on one committee; each committee contains at least one trustee; and those committees