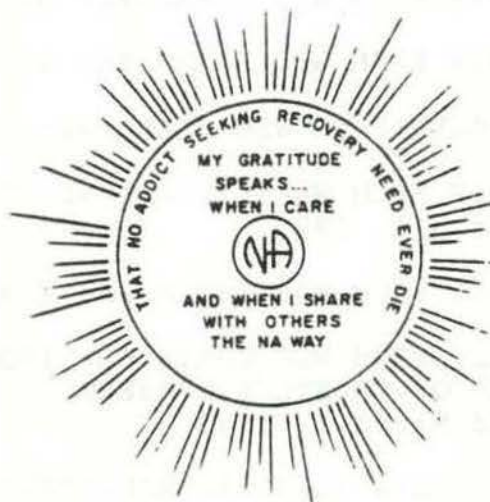


*A greater desire
to serve and to unify
thru communication*

WORLD SERVICE



FELLOWSHIP REPORT



Volume II Number 2
Compiled and distributed by the
WORLD SERVICE CONFERENCE
ADMINISTRATION COMMITTEE

WORLD SERVICES FELLOWSHIP REPORT

WSC 1982-83

MARCH, 1983

TABLE OF CONTENTS

1. REQUEST BY ADMINISTRATION COMMITTEE TO DUPLICATE & DISTRIBUTE FELLOWSHIP REPORT
2. ANNOUNCEMENT RE: AVAILABILITY OF COMPLETE SET OF WSC MINUTES
3. WSC 1983 AGENDA MAY 4-8
4. ANNOUNCEMENT RE: N.A. SERVICE MANUAL
5. WSC INPUT FORM
6. HOTEL LIST
7. SHORT FORM - ROBERT'S RULES OF ORDER
8. REQUEST FOR FUNDS FROM WSC 82-83 Dated February 3, 1983
9. WSC-82 SPECIAL REVIEW COMMITTEE REPORT Dated May 8, 1982
10. WSC POLICY SUB-COMMITTEE INPUT Dated February 27, 1983
11. WSC POLICY SUB-COMMITTEE INPUT Dated November 28, 1982
12. WSC FINANCE SUB-COMMITTEE INPUT Dated January 2, 1983
13. WSC FINANCE SUB-COMMITTEE INPUT Dated October 27, 1982
14. OPEN LETTER TO FELLOWSHIP FROM WSO BOARD RE: N.A. TEXT Dated 1/22/83
15. OPEN LETTER TO FELLOWSHIP FROM WSO BOARD RE: N.A. TEXT Dated 2/20/83
16. QUESTIONNAIRE FROM FELLOWSHIP TO WSO BOARD RE: N.A. TEXT Dated 2/23/83
17. OPEN LETTER TO FELLOWSHIP FROM WSC LITERATURE COMMITTEE CHAIR
RE: N.A. TEXT Dated March 1, 1983
18. OPEN LETTER TO FELLOWSHIP FROM WSB CHAIR RE: N.A. TEXT Dated 3/1/83
19. OPEN LETTER TO FELLOWSHIP FROM WSC CHAIR RE: INQUIRIES REGARDING
DIRECT ELECTION OF BOARD OF TRUSTEES MEMBERS & LENGTH OF SERVICE
FOR BOARD MEMBERS Dated March 1, 1983
20. REQUEST FOR UPDATE OF STATE & REGIONAL REPRESENTATIVES Dated 12/27/82
21. LIST OF FELLOWSHIP NEWSLETTER COMPILED 1/83
22. WSC MASTER MAILING LIST UPDATED February 24, 1983
23. WSC '83 FLYER (TO BE DUPLICATED & DISTRIBUTED THROUGHOUT FELLOWSHIP)



February 26, 1983

WSC Administration Committee

Bob Rehmar, Chairman
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World Service Board of Trustees

Chairman
8114 Fallon Avenue
Whittier, CA 90605

WSO Board of Directors

President
6222 Vineland Avenue
No. Hollywood, CA 91606

TO: FELLOWSHIP AT LARGE, NARCOTICS ANONYMOUS

FROM: WSC 82-83 ADMINISTRATION COMMITTEE

DUE TO THE EXORBITANT COSTS OF MAILING THESE ITEMS TO EACH AND EVERY MEMBER OF NARCOTICS ANONYMOUS, THE ONLY WAY THIS INFORMATION CAN BE DISSEMINATED TO THE FELLOWSHIP IS TO DUPLICATE THIS MATERIAL AND DISTRIBUTE IT THROUGH ALL THE MEMBERS INVOLVED IN WORLD SERVICE, INCLUDING WORLD SERVICE OFFICERS, COMMITTEE AND SUB-COMMITTEE CHAIRS, REGIONS, THROUGH THEIR RSRS, AREAS, THROUGH THEIR ASRS, AND STATE CONTACT PERSONS.

PLEASE DUPLICATE AND PASS THIS INFORMATION OUT FREELY TO YOUR FELLOWSHIP SO THAT THEY MAY BE INFORMED.

Yours in service,

Bob Rehmar
Bob Rehmar, Chairman
WSC 82-83 Administration Chairman

George Hollahan
George Hollahan, Vice-Chairman
WSC 82-83 Administration Committee

BR/ck
Enclosures



A N N O U N C E M E N T

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A complete set of MINUTES OF THE WORLD SERVICE CONFERENCES OF NARCOTICS ANONYMOUS, is currently available. These minutes go back to the beginnings of the WSC and include the various forms of the Service Manual except for the current forms being used today. This material will be useful for RSCs and attending RSRs to study as a working guide and gain a clearer perspective of the Conference.

At this time, the package stands at 410 pages but will probably be expanded to include the WSC '82 Supplement when it becomes available. This compilation grew out of an effort within the '83 WSC Policy Subcommittee to allow the members of Narcotics Anonymous to be able to better inform themselves.

The cost of the complete set of copies of the Minutes in notebook form is \$30.00, including postage. To order, send a check or money order payable to:

WSC MINUTES
890 Atlanta Road
Marietta, GA 30060

A separate checking account has been set up, with Bo Sewell and Greg Pierce as co-signers, and a statement of activity, receipts, and list of respondents will be turned over to the 1983 World Service Conference. Any overages in funds will also be turned over to the WSC General Fund, and post cards will be sent out announcing the availability of the Supplement as soon as it is ready.



WSC '83 AGENDA

WEDNESDAY, MAY 4:

WSC Administration Committee

Bob Rehmar, Chairman
9710 Cashio Street
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George Hollahan, Vice Chairman
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1855 Maplewood St.
La Verne, CA 91750

1:00 p.m. - 3:00 p.m. REGISTRATION & WELCOME
3:00 p.m. - 7:00 p.m. ROLL CALL
RSR REPORTS
WSC OFFICERS REPORTS
6 MINUTES PER REPORT, SUBMIT
WRITTEN REPORT

THURSDAY, MAY 5:

8:00 a.m. - 12 Noon APPROVAL OF '82 MINUTES
1:00 p.m. - 6:00 p.m. WSO)
WSB TRUSTEES) INPUT PRESENT TO BE
WSC POLICY) VOTED UPON

WSC Public Information Committee

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WSC Finance Committee

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FRIDAY, MAY 6:
8:00 a.m. - 12 Noon WSC LITERATURE)
WSC FINANCE) INPUT PRESENT
WSC PUBLIC INFORMATION) TO BE VOTED
WSC INSTITUTIONAL) UPON
1:00 p.m. - 6:00 p.m. WSC N.A. WAY (REPORT TO CONFERENCE)
WSC AD-HOC COMMITTEES (REPORT TO
CONFERENCE)
WSC ELECTIONS

SATURDAY, MAY 7:

8:00 a.m. - 12 NOON COMMITTEE DELIBERATIONS
(Break up into Committees, Review
new input, direction and planning
for coming year)
1:00 p.m. - 5:00 p.m. COMMITTEE REPORTS
8:00 p.m. MEETING & DANCE

SUNDAY, MAY 8:

9:00 a.m. - 2:00 p.m. CLOSING - COMMITTEE REPORTS
PROPOSALS AND DIRECTIVES FOR THE
COMING YEAR

World Service Board of Trustees

Chairman
8114 Flallon Avenue
Whittier, CA 90605

WSO Board of Directors

President
6222 Vineland Avenue
No. Hollywood, CA 91606



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A comprehensive, working N.A. Service Manual will be available to all participants prior to the opening session of W.S.C. '83. The compilation of this working manual is the result of the directives of W.S.C. '82.

It consists of pages 1-14 of the proposed revised, Third Edition N.A. Service Manual (also known as "The Green Manual"), the W.S.C. '79 Literature Subcommittee input as approved, and subsequent World Service Conference amendments through W.S.C. '82.

This manual will not be distributed throughout the Fellowship due to the expected changes at W.S.C. '83. All RSRs should familiarized themselves thoroughly with the Service Structure, to better serve their regions.

In service,

George Hollahan, Vice-Chairman
W.S.C. 82-83 Administration Committee

Phone()

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Phone()

[illegible]



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Whittier, CA 90605

WSO Board of Directors

President
6222 Vineland Avenue
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(213) 762-8091

HOTEL LIST

(All places listed below are in Santa Monica area)

THE INN

530 PICO BLVD.
(213) 399-9344

SIN. \$65.00
DBL. \$75.00

BAY SIDE HOTEL

2001 OCEAN AVE.
(213) 399-8011

SIN. \$25.00
DBL. \$25.00

BEACH AUTO INN

1670 OCEAN AVE.
(213) 393-0363

SIN. \$28.00
DBL. \$32.00

EMBASSY HOTEL

1001 3rd ST.
(213) 394-1279

NO PRICE AVAILABLE

HOLIDAY INN

120 COLORADO AVE.
(213) 451-0676

SIN. \$55.00
DBL. \$63.00

SANTA MONICA BAY CLUB

1700 OCEAN AVE.
(213) 393-0331

SIN. \$25.00
DBL. \$30.00

PACIFIC SANDS

1515 OCEAN AVE.
(213) 395-6133

SIN. \$25.00
DBL. \$30.00

MIRAMAR SHERITON

101 WILSHIRE BLVD.
1-800-325-3535

SIN. \$89.00 to \$95.00
DBL. \$99.00 to \$105.00

HUNTLEY HOUSE

1111 2nd ST.
(213) 451-5971

SIN. \$68.00
DBL. \$78.00

A PARLIAMENTARY SHORT FORM
ROBERT'S RULES OF ORDER

MOTION	2nd REQUIRED	DEBATABLE	INTERRUPT SPEAKER	AMENDABLE	VOTE REQUIRED
Adjourn	Yes	No	No	No	Majority
Recess - 2	Yes	No - 3	No	Yes	Majority
Point of Personal Privilege	No	No	Yes	No	Chair
Point of Order	No	No	Yes	No	Chair
Appeal the Chair -4	Yes	1 pro/1 con	Yes	No	Majority
Division of Question	Yes	1 pro/1 con	No	Yes	Majority
Point of Information	No	No	Yes	No	Chair
Division of Assembly	No	No	Yes	No	Chair
Withdraw of Motion - 5	Yes - 6	No	No	No	Majority
Suspension of the Rules	Yes	No	No	No	2/3
Change order of the day	Yes	1 pro/1 con	No	No	2/3
Important Question - 7	Yes	1 pro/1 con	No	No	Majority
Lay on the Table - 8	Yes	1 pro/1 con	No	No	Majority
Previous Question	Yes	2 con	No	No	2/3
Limit or Extend Debate	Yes	1 pro/1 con	No	Yes	2/3
Postpone to a definite time - 8	Yes	1 pro/1 con	No	Yes	Majority
Friendly Amendment	Yes - 9	No	No	No	None
Amendment	Yes	Yes	No	Yes	Majority-10

Motion	2nd REQUIRED	DEBATABLE	INTERRUPT SPEAKER	AMENDABLE	VOTE REQUIRED
Postpone indefinite - 8	Yes	1 pro/1 con	No	No	Majority
Take from the Table	Yes	No	No	No	Majority
Reconsider - 11	Yes	2 con	No	No	2/3

KEY

- * Incidental Motions, equal rank among themselves.
- + Miscellaneous Motions, must be moved from an open floor.
- 1. Vote required is one of those members present and voting.
- 2. Time must be stated with the motion.
- 3. Motion is debatable, if amended.
- 4. Must be made immediately following decision.
- 5. Must be made by the mover of the question.
- 6. Must be seconded by the seconder of the original motion.
- 7. Not allowed in Committee.
- 8. Applies to the entire motion pending.
- 9. Must be seconded by both the mover and the seconder of the amended proposal.
- 10. A Two-Thirds vote is required for proposals declared important questions.
- 11. Must be introduced by a member who voted on the prevailing side of the original vote.



WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

February 3, 1983

To: Worldwide Fellowship of Narcotics Anonymous

From: Bob Rehmar, WSC Chairman Administration Committee
Kevin Fahy, WSC Treasurer Administration Committee

Subject: Funds

It has been suggested through input that this year for the WSC Conference to be held May 4,5,6,7,8 1983 at the Retail Clerks Union Hall, 1410 Second Street, Santa Monica, CA 90401, that the minutes be produced and made available to the voting representatives and alternates of that conference on a daily basis to be taken back to their regions.

We agree as a committee that this suggestion be implemented. In order to do so, it will require additional funds. We urge you in all sincerity to please donate any and all available funds to:

WSC 82-83
c/o Kevin Fahy, Treasurer
1807 Speyer Lane
Redondo Beach, CA 90278

This needs to be done ASAP, as the months are closing in fast. To make this a very needed reality and to alleviate the past problems in the communication of these minutes and the accuracy of information, we are going to need to rent a photocopier, typewriters, dictaphones, etc. as well as buy a quantity of office supplies. We also need help in terms of people, members who have expertise in the areas of typing and dictation. This is your conference. We are here to serve you, but we need your help.

People with such skills as the above mentioned please contact:

Bob Rehmar, Chairman
WSC Administration Committee 82-83
9710 Cashio Street
Los Angeles, CA 90035
(213) 553-7499

Thank you for your continued response and cooperation in this matter.

In loving service,
Your trusted servants,

Bob Rehmar, Chairman
Kevin Fahy, Treasurer
WSC Administration Committee 82-83

WSC Administration Committee

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BR/ck



WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

MARCH REPORT

SEPTEMBER TO DATE FROM THE TREASURER

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INCOME

10/5/82 3rd E.C.C.N.A.(Pitts,Pa.)	1000.00
10/19/82 Georgia R.S.C.	250.00
11/20/82 Ohio R.S.C.	100.00
1/24/83 No.Calif.(415 W.A.S.C.)	30.00
1/26/83 W.C.N.A. 12	3634.63
2/10/83 Pac.Northwest R.S.C.	50.00
2/22/83 No.Calif. R.S.C.	500.00
2/25/83 Member (Nashville,Tn.)	10.00
2/25/83 Southside Survivors Group (Nashville,Tn.)	6.00

TOTAL INCOME=\$5580.63

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EXPENSES

9/25/82 W.S.C. Supplies	60.00
9/25/82 W.S.C. Supplies	40.00
10/29/82 W.S.C. Stationary	50.00
11/16/82 Board of Trustees (Postage)	20.00
12/3/82 Policy Comm.	100.00
12/3/82 W.S.C. Adm.Communication Mat. & Postage	100.00
12/3/82 W.S.C. Adm.Phone calls	58.84
1/26/83 Convention Guidelines Distribution	30.00
1/26/83 Convention Guidelines Distribution	20.00
1/26/83 Lit.Sub.Comm.(Allowance=10/82,11/82 & 12/82)	450.00
1/26/83 W.S.C.Adm. Mailing	50.00
2/1/83 W.S.C.Adm. Mailing	100.00
2/8/83 Policy Comm.	154.00
2/8/83 W.S.C.Adm. Mailing-Postage	50.00
2/15/83 W.S.C.Return Address Stamp	4.10
2/22/83 Info.Letter Re:W.S.C.History Minutes	30.00
2/22/82 History Minutes for W.S.C.83'Adm.Comm.	30.00
2/22/83 W.S.C.Printing Reproduction costs to date	87.61
2/22/83 Printing & mailing of W.S.C. material	54.09

TOTAL EXPENSES=\$1488.64

3/1/83 Ending Balance..... \$6114.47
submitted by: Kevin S. Fahy

World Service Board of Trustees

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8114 Flallon Avenue
Whittier, CA 90605

WSO Board of Directors

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

May 8, 1982

WSC-82
SPECIAL REVIEW COMMITTEE
REPORT

Bob Rehmar - WSC-82 Administrative Committee Chairman
Sally Evans - Trustee
James Drinkwater - Trustee
Phil Perez - WSO Chairman
Doug Forsythe - WSO Board Member
George H. - WSC 82 Administrative Committee Vice-Chairman
Nickie Chagaris - WSC-82 Administrative Committee Secretary

The committee spent many hours discussing the contents of both the report and the study that have been presented for the Committee's study. We found both to be complex and contain allegations, suggestions and recommendations in greater number than we can find time or space to respond to.

We discussed in great detail the circumstances that caused the Trustee Sub-Committee Study and response by the WSO. Our analysis is that, founded and unfounded complaints, personality differences and differing interpretations of the Twelve Traditions are the contributing factors to the problems behind both the study.

The Committee feels that a detailed analysis and response to each allegation would be lengthy and unnecessary.

Rather, the Committee feels, the errors and omissions should best be treated in the tradition of love and forgiveness. The Committee feels our hours together have been beneficial in promoting unity within the fellowship. Within this context the Committee has several recommendations for Conference consideration, that will lend to the gradual change and improvement in NA and our ability to serve the still suffering addict.

These recommendations go to the heart of the problems that, the fear, suspicion and pride, evidenced by many of us in creating circumstances that brought the creation of this Committee.

A spirit of compromise, for the benefit of the fellowship, brought us to these recommendations.

TO BRING THE WSO TO CLOSER UNITY WITH THE GROUP CONSCIENCE OF WSC.
THAT THE EXISTING BY-LAWS OF WSO-INC. MUST BE CHANGED BY DELETING
PORTIONS OF ARTICLE 16, Section 16.01;

However, this corporation is fully independent of corporate structure and no Director hereof is an interlocking Director of any other corporation, including the Narcotics Anonymous Society. Hence, no corporate resolution, vote or activity of that or any other corporation or organization will in any way influence the independent vote of any Director or member hereof, nor will the same influence the independent judgement of any Director or member to cast his vote on any issue before the Board or membership meeting of this corporation, despite the fact that coincident memberships exist between this corporation and Narcotics Anonymous Society, and in fact a condition for membership in this corporation is membership in good standing in Narcotics Anonymous Society...

FURTHER, THE FOLLOWING LANGUAGE SHOULD BE ADDED TO Section 16.02:

"All members, Directors and officers of this corporation shall be, and are, subject to, and will abide by, motions adopted, at each WSC meeting and implement decisions reached by the WSC as they pertain to operation of the WSO."

To bring about the change we are proposing in the structure and organization of WSO, we feel it desirable to make similar recommendation for change of the organization between WSC and Trustee members has led to much of the problem.

OUR RECOMMENDATION ARE:

1. A FIXED TERM SHOULD BE SET FOR ALL TRUSTEES (such as, 5 years) and DIRECT ELECTION OF TRUSTEES BY THE WSC.

2. DIRECT ELECTION BY EACH SUCCESSIVE WSC OF, % MEMBERS TO THE WSO CORPORATION MEMBERSHIP. EACH PERSON TO SERVE FOR 5 YEARS, (until built to 25 members).
3. A SYSTEM OF FINANCIAL ACCOUNTABILITY BE IMPLEMENTED FOR NA AS A WHOLE AND ALL OF THE SUB-COMMITTEES (in the form of reports) TO WSO, IN ORDER TO PROPERLY REPORT OURSELVES TO THE U.S. GOVERNMENT. THIS MUST BE DONE IN ORDER TO COMPLY WITH FEDERAL REGULATIONS PERTAINING TO OUR NON-PROFIT STATUS.
4. THE WSO WAS LEGALLY CREATED TO BE THE PUBLISHING ARM OF NARCOTICS ANONYMOUS AS A MEANS OF ACCURATELY REPRODUCING THE MESSAGE OF RECOVERY. IT IS APPROPRIATE AND ESSENTIAL THAT ALL PUBLICATIONS USED BY NA BE REPRODUCED UNDER THE DIRECT CONTROL OF WSO.

The adoption of these recommendations would be a first step in developing a check and balance in NA, which hopefully will continue through out our entire structure.

February 27, 1983

TO: All WSC-83 Voting Participants
FROM: WSC Policy Sub-Committee
P.O. Box 3035
Winchester, VA 22601
RE: WSC-83 Policy Sub-Committee meeting,
2/24/83 thru 2/27/83, Atlanta, GA.

Dear Fellow Member:

The WSC-83 Policy Sub-Committee met in Atlanta this past weekend as announced in our last letter. This meeting did not receive any new written "input" from the Fellowship to be published for world wide group conscience.

A wide cross section of the Fellowship participated in the two day discussion of our needs to be addressed in our upcoming conference.

The group consensus of ongoing committee meetings was that a complete Service Manual be adopted for use as an immediate solution until such time as the Service Structure Ad-Hoc Committee can review all other pertinent service structures and input to this committee. For the sake of simplicity, this committee recommends approval of pages 15-25 of the Proposed Revision of the Third Edition of the Service Manual as a vehicle to accomplish this goal.

Yours in Service,

WSC-83 Policy Sub-Committee

INPUT BY JIM MILLER, "NA WAY"

Suggestion to Larry North, January 27, 1983

That WSC 83 appoint or elect an Ad-Hoc Committee to explore the feasibility of a WSC Communication Sub-Committee linking Fellowship Newsletters and the Fellowship Report into a regular communication network for N.A.

November 28, 1962

TO: All WSC-83 Voting Participants
FROM: WSC Policy Sub-Committee
P.O. Box 3035
Winchester, VA 22601
RE: WSC-83 Policy Sub-Committee meeting, 11/24/62 thru
11/23/62, Memphis, TN

Your Policy Sub-Committee has prepared and is presenting to you through this comminque some information you may need in preparing for an informed participation in our up coming conference. Some of the items presented are new input and some are input items that were returned to committee. We have also included information on actions taken by the WSC-82 that need to be taken into consideration as you consider the enclosed input.

A very helpful vehicle for acquiring group conscience for WSC-83 is your Area and Regional Service Committees and their respective sub-committees as well as workshops, etc. throughout the Fellowship you represent.

Your Policy Sub-Committee has embarked on several projects to obtain a complete, accurate and succinct record of all WSC minutes which is in fact the only record of the formulation, adoption, and revision of policy. These projects are being carried out by the Policy Sub-Committees of several regions. The participation of your Area and Regional Policy Sub-Committee is not only welcomed, but encouraged.

The progress of all efforts will be reviewed at the next WSC Policy Sub-Committee meeting to be held on Friday February 25, 1963 at 10:00 am at the Howard Johnson Motor Lodge, 100 Tenth Street, NW, Atlanta Georgia. Please plan on attending and bring your input. If you cannot attend please mail your input to this Committee.

Yours in Service,

WSC-83 Policy Sub-Committee

I. That only RSR's and State Reps. be defined as voting participants (members) of W.S.C.

X. In an attempt to (1) reinforce our service structure, (2) be more explicit about a procedure that is proving itself effective and to inform our Fellowship of the simple, yet effective fund flow described in part by a letter prepared and distributed by the WSC Finance Committee in 1981.

I recomend that the following "Suggested Fund Flow be included in our Service Manual under the section titled "Group" sub title TREASURER. . . (B). . .

Starting with line 14

After paying its bills any remaining fund should be placed in a group bank account and a reserve adequate to run the group for one or two months. After this "prudent reserve" has been established, all excess funds should be diverted to the Area Service Committee. The A.S.C. will, after meeting it's obligations, determine a "prudent reserve" and forward the balance of it's funds to the Regional Service Committee. The Regional Service Committee will follow suit and send the remainder of it's funds on to the World Service Conference. The W.S.C. will, after meeting it's obligations, determine a "prudent reserve" and give the balance to W.S.O. Where there is no A.S.C. a group should send their funds to the R.S.C. Where there may be no A.S.C. or R.S.C. the group should send the funds on to the W.S.C.

I also recommend that the applicable portion of this process be restated in each of the following sections of our Service Manual:

A.S.C. TREASURER

R.S.C. TREASURER

W.S.C. TREASURER

WSC Policy Sub-Committee Meeting

Memphis, TN November 1982

PNT

11/82-1

Existing members of the Board of Trustees be reaffirmed and voted in each year at the W.S.C. by the voting participants.

- PRO To insure the quality and continuation of service.
CON Lack of affirmation may detract from the quality of service.

11/82-2

In the future the Board of Trustees not consist of a majority of members from any particular geographical area or region.

To encourage worldwide participation on this level and provide for a more informed and well balanced Board.
This may limit attendance at Board meetings.

11/82-3

That Board members no longer be voting participants at the Conference.

- PRO The Board does not represent any group conscience, in addition, they already have a vote at the group level.
CON Cancel the votes of those having paramount service experience.

11/82-4

Candidates eligible for the Board of Trustees be nominated and voted at the Conference each year.

It would place selection of Trustees to the Fellowship.
PRO This may open the election of Trustees to popular vote.

11/82-5

Review the issue of a time limit for the Board of Trustees.

RESPONSE Specific guidelines for any committee are established by that committee.

11/82-6

As at the minutes that have been established in former Conferences gone through - all motions carried by the group conscience fact be inserted where applicable in terms of amendments.

RESPONSE This is now in process.

11/82-7

Define guidelines of Areas and Regions, and How and Why of same.

WSC Policy sub-comm
November 1982 Minutes

Due to certain inconsistencies having to do with the Service Manual - I would like to see have the motion made to establish under eligibility - that the requirement be a years service and that this be established at time of nomination to any particular committee.

RESPONSE Specific guidelines for any committee are established by that committee.

11/82-7

No more than two trusted servants from any area/region/state receive votes at the WSC excluding Trustees.

PRO This would eliminate a distortion of representation.
CON This may open election of Trustees to popular vote.

11/82-8

That all conference approved literature be published by N.A. and all copyrights on conference approved literature be controlled by the Group Conscience of our Fellowship. Because: If WSO, Inc. is an outside issue at our WSC, then CARENA is an outside enterprise and every N.A. Group is violating our 6th Tradition by using our existing literature. Only by acting as our own publisher can N.A. insure that our proven program of recovery is not adulterated by well-meaning but unrepresentative individuals or corporation.

RESPONSE The suggested structure now exists through the ninth Tradition.

11/82-9

Define WSC Sub-committee responsibilities regarding distribution of approval material. Possibly in the future some time and effort could be spent towards correcting and glaring errors and breaks in Tradition, before the material gets to the Fellowship. Some solutions: a) Publish Policy regarding distribution of approval information, b) Distribution of rough drafts to Trustees for the opinion on the material as regards to Traditions only.

RESPONSE WSC minutes, 1980 p. 23 lines 3-9
"60-90 day distribution of material of review amongs the Fellowship, before WSC". Amendment made to read no less than 60 days prior to next WSC.

11/82-10

That "Official meetings of the WSC" be defined as

1. Quorum = 2/3 of Participants.
2. All known participants notified 90 days in advance of planned meeting.
3. "Single issue" meetings (eg. approval of new literature) may be "held" by means of registered mail.

RESPONSE Ask Fellowship for specific recommendations.

WSO Policy sub-comm
November 1952 Minutes

EL 11/32-11

World Service Office - I would like to see the wording in the service structure changed in regard to the WSO Office Manager having a vote to read "the WSO Board has a vote."

- Q This would more effectively place responsibility as stated in the ninth tradition.
- A This could lend itself to the interference of the internal affairs of that function.

EL 11/32-12

Does the WSO operate within the Traditions?

RESPONSE No. The Fellowship may create service boards or committees whose functions will not permit adherence to all traditions. (See Trad. 9)

11/32-13

SC mail minutes to all voting delegates.

RESPONSE This procedure is already in force.

11/32-14

Each regional delegate be responsible to copy and distribute minutes to their area reps. Each area rep. be responsible to copy and distribute to their GSR's. Each GSR be responsible to copy and distribute to their individual group members.

RESPONSE The WSO is responsible to the Fellowship to the Fellowship not vice-versa.

WSO Policy sub-comm
November 1952 Minutes

POL 11/32-15

INPUT: To replace the introduction of the World Service Board (Trustees) on page 22 of the 3rd Revision of our Service Manual (the blue manual) with the original introduction to the World Service Board from page 22 of the N.A. Tree which follows:

The World Service Board (WSB) of Narcotics Anonymous has the broadest scope of any branch of our service structure. The responsibility of this board is to help deal with anything that affects N.A. as a whole; both internally and externally. All things which may endanger the existence of our fellowship or limit our growth are of concern to the WSB. This board does not, however, govern. Its nature is that of a custodian; providing guidance. The members of the World Service Board are known as Trustees and consist of both addicts and non-addicts. 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.

Like the World Service Office, our World Service Board functions as a corporation apart from our program per se. 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, they also serve in many other capacities and have other responsibilities.

The WSB is responsible for the administration of our World Service Office. In this capacity they strive to increase the effectiveness of its many functions and coordinate its activities. In order to perform this function and others the WSB utilizes a subcommittee system similar to that used by our ASC and RSC; the main difference is that the Trustee committees are permanent while the General Service subcommittees are usually set up to deal with specific needs and disbanded when their job is done. The standing committees of the World Service Board indicate the major functions of the Board and include: public relations, finance, literature, institutions, policy, planning, and nominations.

These 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 the rest of our service branches. The Trustees do not represent; they serve. This service is for an indefinite term; however, each trusteeship is reaffirmed yearly to ensure the continuation and quality of service. The WSB works closely with the World Service Conference and conference committees, but functions within its own guidelines. Its day to day activities are its own province. We, as members, have given the Board the right to act on our behalf, so long as its actions are within

The WSC-82 "Special Review Committee Report" was presented in its entirety as a motion and after many amendments, seconded and passed by the 1982 WSC. The following presentation of that action was derived from; the initial report; the published minutes, and the tapes of that conference, and re assembled for clarity. "A spirit of compromise, for the benefit of the Fellowship, brought us to these recommendations."

TO BRING THE WSO TO CLOSER UNITY WITH THE GROUP CONSCIENCE OF WSC. THAT THE EXISTING BY-LAWS OF WSO-INC. MUST BE CHANGED BY DELETING PORTIONS OF ARTICLE 16, Section 16.01:

However, this corporation is fully independent of corporate structure and no Director hereof is an interlocking Director of any other corporation, including the Narcotics Anonymous Society. Hence, no corporate resolution, vote or activity of that or any other corporation or organization will in any way influence the independent vote of any Director of member hereof, nor will the same influence the independent judgement of any Director or member to cast his vote on any issue before the Board of membership meeting of this corporation, despite the fact that coincident memberships exist between this corporation and Narcotics Anonymous Society, and in fact a condition for membership in this corporation is membership in good standing in Narcotics Anonymous Society...

FURTHER, THE FOLLOWING LANGUAGE SHOULD BE ADDED TO Section 16.02:

"All members, Directors and officers of this corporation shall be, and are, subject to, and will abide by, motions adopted, at each WSC meeting and implement decisions reached by the WSC as they pertain to operation of the WSO."

To balance the change, we are proposing in the structure and organization of WSO, we feel it desirable to make similar recommendation for change of the organization between WSO and Trustee members has led to much of the problem.

OUR RECOMMENDATIONS ARE:

A FIXED TERM SHOULD BE SET FOR ALL TRUSTEED (such as, 5 years) and DIRECT ELECTION OF TRUSTEES BY THE WSC.

THE WSO WAS LEGALLY CREATED TO THE THE PUBLISHING ARM OF NARCOTICS ANONYMOUS AS A MEANS OF ACCURATELY REPRODUCING THE MESSAGE OF RECOVERY. IT IS APPROPRIATE AND ESSENTIAL THAT ALL PUBLICATIONS USED BY NA BE REPRODUCED UNDER THE DIRECT CONTROL OF WSO.

The adoption of these recommendations would be a first step in developing a check and balance in N.A., which hopefully will continue throughout our entire structure.

WSO RECOMMENDATIONS:

We are holding these changes in abeyance to henceforth, within a period not to exceed one year.

We the WSC of Narcotics Anonymous will at that time vote to re affirm same and hope with the power of God that these good things will be possible for us as a Fellowship to trust that which has been entrusted to us in the spirit of recovery.

We place a condition of the changes based on the performance of all interested parties this is to say "Let the decision come from the floor."

By deleting conflicting language in the Committee's recommendation and inserting this language.

The WSC elect five regular voting members to the WSO Board of Directors. That they take office immediately. They serve for five years. During each successive year the two WSO regular members with the longest time of service on the WSO Board leave the Board of WSO and each successive WSC elect two regular members to replace those retiring members. Further that the WSO, Inc. change their by-laws immediately to accomodate this change and the election by the 1982 WSC of five regular member Directors to the WSO Board.

W.S.C. POLICY SUB-COMMITTEE

November, 1982

Meeting was opened at 7:00 pm by Chairperson Larry H.

He reads proposed agenda on the flyer. He reads out of the Blue Service Manual page 35 item 4. "The World Service Conference Policy Committee deals with those things which are the policies of W.S.C. The general policies of Narcotics Anonymous are expressly stated in the traditions. However, the application of these traditions is the concern of this committee."

Copies were distributed of the letter sent out to members who attended the Policy sub-comm. meeting held at the W.S.C. 1982 in Santa Monica.

His input, sent in to Policy, was not reviewed at the '82 W.S.C. because it was not sent to the fellowship ninety (90) days prior to the Conference.

Discussion as to who is a member of Policy.

Chairperson read page 35 items 1-7 in the Blue Manual.

THE SUB-COMMITTEES OF THE WORLD SERVICE CONFERENCE ARE GUIDED BY THE FOLLOWING:

1. These committees are chaired by a Conference participant elected to the position during the Conference.
 2. Each committee includes at least one trustee.
 3. No committee has a preponderance of members from any one particular geographical area or region.
- Committees are composed of Conference participants who may appoint additional committee members as needed.
4. It is also added: That the new committee chairman for the next year and the old committee chairman for this year meet with each committee during the sub-committee sessions.
 5. The committee will discuss each item of input during the committee sessions. The committee will then draft a brief report on the discussion (including all important points, pro-con) the report will later be presented to the World Service Conference as a whole.
 6. The discussion of a committee need not be limited to specific input they have received, but each particular committee is expected to limit itself to its area of specialization.

Chairperson read page 31, last para.

THE BASIC PURPOSES OF THESE COMMITTEES ARE TO COLLECT, CLARIFY, DEFINE AND STATE THE DECISIONS OF THE FELLOWSHIP WITHIN SPECIFIC AREAS OF CONCERN AND TO INITIATE AND COORDINATE ACTIONS BASED ON THESE DECISIONS. JUST AS THE WORLD SERVICE CONFERENCE AS A WHOLE DOES NOT MAKE POLICY, THESE COMMITTEES DO NOT GOVERN. INSTEAD INSTEAD, THE SERVANTS OF THE FELLOWSHIP PERFORMING A NECESSARY TASK.

W.S.C. POLICY SUB-COMMITTEE MEETING

We checked to see if we had a preponderance from any one area. No we didn't.

Discussion of what we should do at this committee's meeting.

1. Consider all unaddressed input, read it, establish priority items and discuss them.
2. Prepare written procedure for input to be handled.
3. Prepare a proposed restructuring of the World Service Board of Trustees guidelines.
4. That we should review the input contained in pages 13-38 in proposed revision to the third edition (green) Service Manual and send it to the fellowship in approval form.
5. Generate guidelines, to include prescribed action to be taken by the policy sub-committee in challenging any service board or committee's violation of policy and/or tradition

So gives us a history of the W.S.C. Service Manual.

We agreed to break up into four workshops to deal with the above items.

POL 11/82-15 Cont.

the framework of our Traditions. The Trustees do not, however, have the authority to control N.A. or change the nature of our fellowship. Our second Tradition ensures that major policy decisions can only be made according to the spiritual conscience of our entire fellowship. This means that each of us, through our service structure, maintains the right to have a say in what happens in N.A.

POL 11/82-16

Re: page 11 on Regions

Area and Regional Service Committees are not autonomous. They by nature affect N.A. as a whole. Groups are autonomous.

PAGE 11 PARA 1 DELETE "Area...N.a." and then INSERT:

Service committees design their actions, procedures, administration and policy in order to be directly responsible to those they serve and are free to specialize their services according to the particular needs of those they serve.

WORLD SERVICE COMMITTEE

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

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

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

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

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

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

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

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

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

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

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

A. The Duties of These Officers are:

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

4. The Treasurer of the World Service Committee:
 - a. Keeps an accurate account of the financial transactions of the World Service Committee.
 - b. Prepares and presents a yearly financial report at the W.S.C. Conference.
 - c. Prepares and sends quarterly W.S.C. activity reports to the regions.
 - d. Disburses monies throughout the year to the World Service Committee officers and sub-committees. All disbursements require the approval of the W.S.C. officers.
 - e. Is responsible for contracting with an International auditing firm to do an accounting of W.S. Office at least annually.
 5. The World Service Committee Officers should hold an administrative meeting during or directly after each year's World Convention of Narcotics Anonymous at the site of the Convention. The purpose of this meeting would be for the Fellowship to acquaint the officers with their needs. Questions may be asked, requests can be made and knowledge is shared.
- B. These Officers are Elected by the Following Proceedings:
1. Responsibilities of the office to be read prior to nominations.
 2. Nominations for any elective World Service Committee position are accepted from the W.S.C. Conference participants, who are willing to serve and who have the time and resources necessary to serve which may include extensive travel. Nominees shall be selected from current W.S.C. Conference participants and previous years participants, including sub-committees. Requirements for nomination as a member of the World Service Committee (Chairperson, Vice-Chairperson, Secretary, and Treasurer) are:
 - a. Willingness to serve as an active member of the World Service Committee.
 - b. Commitment to service
 - c. Time and resources necessary to serve.
 - d. A suggested minimum of five (5) years continuous abstinence for the chairperson and four (4) years continuous abstinence for Vice-Chairperson, Secretary and Treasurer. The need for continuous experience living clean increases in direct proportion to the service responsibility. It is important not to place too heavy burden on the newcomer.
 - e. A good working knowledge of the Twelve Steps and Twelve Traditions.
 3. Nominations must be seconded.
 4. The nominee is entitled to decline the nominations.
 5. The names of the nominees are posted prior to the vote and each nominee will briefly qualify themselves.
 6. A standing vote is taken and repeated until a single nominee

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

7. In order to simplify the voting process in cases where no single nominee receives the support of a clear majority, the nominee who received the least support will be excluded prior to each subsequent vote.
- IV. IN ORDER TO MINIMIZE THE TIME SPENT ON DISCUSSING AND DEBATING WITHIN THE W.S.C. CONFERENCE, A SUB-COMMITTEE SYSTEM IS USED BY THE WORLD SERVICE COMMITTEE. ALL INPUT TO THE COMMITTEE INCLUDING QUESTIONS, IDEAS, MOTIONS, SUGGESTIONS, ETC., IS DIRECTED TO SPECIALIZED SUB-COMMITTEES. THESE SUB-COMMITTEES ARE THE FOLLOWING:
1. Policy sub-committee
 2. Finance sub-committee
 3. Literature sub-committee
 4. Institutional sub-committee
 5. Public Information sub-committee
 6. World Service Office sub-committee
- A. The basic purposes of these sub-committees are to collect, clarify, define and state the decisions of the Fellowship within specific areas of concern and to initiate and coordinate actions based on these decisions. These sub-committees do not govern. They are the servants of the Fellowship performing a necessary task.
1. The W.S.C. POLICY sub-committee deals with those things which are the policies of N.A. The general policies of Narcotics Anonymous are expressly stated in the Traditions, however, the application of these Traditions is the concern of this sub-committee. These applications in specific instances constitute our written service policy, as it relates to N.A. growth and avoiding violations of the Twelve Traditions. It is also responsible for maintaining our service structure and our Service Manual.
 2. The W.S.C. FINANCE sub-committee is concerned with the utilization of funds within Narcotics Anonymous to further our primary purpose. This sub-committee provides guidance to N.A. regions in regard to financing of N.A. services.
 3. The W.S.C. LITERATURE sub-committee deals with our primary purpose as it is achieved in writing. This sub-committee seeks the input of the Fellowship, compiles and prepares this material for review and presents it to the Fellowship for approval. The material is then voted on by the voting members of the W.S.C. Conference participants. The Literature sub-committee also helps encourage and coordinate the development of new N.A. literature by regions and members.
 4. The W.S.C. INSTITUTIONAL sub-committee acts as a resource to regions, areas, groups and individual members in their efforts to carry the message into institutions such as

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

5. The W.S.C. PUBLIC INFORMATION sub-committee informs the public of what we offer; recovery from the disease of addiction, how and where we are available. The sub-committee supplies areas with the information necessary to initiate public information activities so that we can provide the community with the information necessary to carry our message to addicts we could not otherwise reach. This sub-committee deals with matters of attraction through the media in accordance with our Twelve Traditions.

6. The W.S.C. WORLD SERVICE OFFICE sub-committee constitutes the Board of Directors of our World Service Office. The Board of Directors are the five members elected by the W.S.C. Conference. The Board of Directors are not paid lest problems of money, property or prestige divert us from our primary purpose. The World Service Committee, through our W.S.O. sub-committee, defines and takes action on all copyrights and monies according to the group consciousness of the Narcotics Anonymous Fellowship. This provides that all copyrights and resulting monies shall remain within the area of responsibility of the World Service Committee, therefore, W.S.O. sub-committee doing business as W.S.O., Inc. is directly responsible to the Fellowship of Narcotics Anonymous. No legal entity, non-profit or otherwise, shall have the power to affect or direct matters of concern to the Fellowship of Narcotics Anonymous. The W.S.O. sub-committee is subject to abide by the Twelve Traditions of Narcotics Anonymous.

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

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

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

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

1. Purpose:

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

2. Elections for WSO sub-committee:

- Members of the sub-committee are elected from W.S.C. conference participants, including, sub-committee members, excepting members of the Board of Trustees.
- At each year's W.S.C. Conference nominations can also include the current members of the sub-committee in addition to other nominations from conference participants.
- Nominees should qualify in terms of their N.A. service experience and duties of office.

d. Qualifications for W.S.O. sub-committee are:

- The willingness to serve as an active member of the sub-committee.
- A commitment to service as shown by experience working as a member of other N.A. service committees, and their contributions to the continuation and growth of the Fellowship.
- The time and resources necessary for active sub-committee membership.
- A suggested minimum of five (5) years continuous abstinence from all drugs.
- A good working knowledge of the Twelve Steps and Traditions of N.A.
- If it is necessary to replace a committee member, for reasons of resignation, death or other non-avoidable circumstances the election for a replacement must occur in a meeting where a quorum of voting members of W.S.C. are present; whether the meeting be formal (i.e., W.S.C. Conference) or informal (i.e., regional function, World Convention).

3. Functions:

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

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

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

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

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

5. Duties of the WSO-SC Officers

Chairperson:

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

Vice-Chairperson:

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

Secretary:

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

b. Prepares minutes of each sub-committee meeting and sends them out to each W.S.C. Conference participant and also to each additional duly registered representative.

c. Is responsible for an accurate file of all names, addresses and telephone numbers of each GSR, ASR, and RSR and the addresses of all area and regional Service Committees and their Officers.

Treasurer:

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

Office Coordinator:

- a. Is responsible for the day to day functioning of the W.S. Office and deals with situations between the W.S. Office and members, Groups, Areas or Regions. Situations which they cannot personally resolve to the satisfaction of all parties, should be brought to the WSO sub-committee meetings for resolution.
- b. Makes suggestions, relating to the service center to the sub-committee as to the possibilities of better serving our Fellowship by observing the W.S. Office in operation.
- c. Is responsible for the employment of special workers at the W.S. Office as approved by the WSO-SC.
- d. Stays in close contact with other sub-committee officers to keep them informed of W.S. Office functions.

6. Meetings

The meetings of the WSO-SC conform to the following:

- a. The sub-committee holds regular quarterly meetings.
 - b. Additional special meetings are held whenever necessary upon thirty (30) days notification by the Chairperson.
 - c. The sub-committee meetings are open to members of the Fellowship as non participant observers.
 - d. Four-fifths attendance of the sub-committee is required at a meeting for a quorum.
 - e. Members who do not attend may be asked to resign.
 - f. Minutes are kept of the meetings of the sub-committee and forwarded to the Chairperson of the W.S.C.
 - g. Two members of the Board of Trustees, sit in on the meetings as non-voting advisors to the sub-committee.
7. The Sub-committees of the World Service Committee are

guided by the following:

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

V. FORMATION OF NEW SUB-COMMITTEES

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

VI. BASIC FORMAT OF A WORLD SERVICE COMMITTEE CONFERENCE

Session One

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

Session Two

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

Session Three

Sub-committee deliberations

Session Four

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

Session Five

Sub-committee planning

Session Six

Closing

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

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

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

VIII. AMMENDMENTS TO THE GUIDELINES

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

WSC FINANCE SUB-COMMITTEE MEETING
JANUARY 2, 1983

The following are comments, suggestions and other reference points made during a conference telephone call meeting of the WSC Finance Sub-Committee on Sunday, January 2, 1983. They are to be incorporated into the proposed GUIDELINES of the Finance Sub-Committee.

Those attending were:

Martin Chess, Chairman	Eugene, OR
Gary Jenkins, Vice-Chairman	Warren, OH
Mac MacDonald	San Jose, CA
Elliot Heath	Atlanta, GA
Susan Chess	Eugene, OR

The following were contacted in advance but were unable to attend:

Gayle Aiton	West Palm Beach, FLA
Bob Rehmar	Los Angeles, CA
Kevin Fahy	Redondo Beach, CA

1. BANK ACCOUNTS - It was suggested that non-profit Bank accounts - either savings or checking are the best option since there are no service charges. However, in some states these do not appear to exist. If this is the case and the group does not have sufficient funds to justify paying bank service charges, then the group funds could be held by the Treasurer (suggest he/she be a person with considerable clean time) for safekeeping.

If a bank account is opened (which is strongly recommended) there should be 3 or more names on the account and transactions should require two signatures - the purpose is to give maximum protection for the groups funds in the event that one signing officer should leave the fellowship.

2. PRUDENT RESERVES - The Finance Sub-Committee was unanimous in its recommendation that each group, A.S.C., R.S.C. or sub-committees keep a prudent reserve equivalent to one months expenses in order to achieve the maximum flow of funds throughout the fellowship and so that we may best use such funds to achieve our primary purpose. It was also suggested that at least once a year any balances being kept in any group, A.S.C., R.S.C or sub-committee treasury be forwarded to the succeeding level of service.
3. ACCOUNTING BOOKS - The committee suggested that all N.A. groups keep some form of books as a financial record for their membership. It was also suggested that the form printed by W.S.O., Inc. was simple to use, required no special skill and would be adequate until something more sophisticated was required.
4. AUDITING - It was suggested that however this was done, anything that increased the member's awareness of the financial status of his/her group would be a benefit to the fellowship as a whole.
5. FINANCIAL REPORTING - Almost all groups report to their membership at least once a month. It should be emphasized to new groups especially that they start by doing this and thus avoid the unnecessary loss of funds thru mis-management.
6. TREASURER ACCOUNTABILITY - In the guidelines it is urgent that this be explained - that the purpose of this is to protect the fellowship funds in order that we have the maximum available to help us "carry the message". It is also important to stress the importance of the treasurer being a person with as much time on the program as possible and as responsible a person as can be found.
7. PROTECTION OF FUNDS - This should be covered by the following:
 1. Bank accounts with at least two signatures
 2. Some form of accounting books.
 3. Some form, no matter how simple, of system whereby the books are audited.
 4. A regular system of financial reporting, as suggested in 5.

8. SERVICE COMMITTEE ACCOUNTABILITY - In this area it is most important that we follow the Traditions (and the Service Manual) and remember always that we are accountable to those we serve.

Example - this means if we are appointed by our A.S.C or R.S.C. to have a dance, convention, car wash etc. and we make a profit, then that profit should be returned to that committee which appointed (or elected) us - and not dispersed to ANY other committee or organization either within the fellowship or outside.

It is vital to our fellowship and its growth, that we (and that means all of us) make certain that the flow of funds through our service structure take precedence over financial investments of less than primary nature so that the addict who still suffers will not have to wait to hear the message of Narcotics Anonymous.

W.S.C. FINANCE SUB-COMMITTEE
P.O. BOX 11228
EUGENE, OR., 97440

October 27th, 1982.

Dear

The following information is a compilation of the data returned to us as a result of the questionnaire sent to the Fellowship in our mailing of July 15th, 1982. Would you be good enough to study the data and after you have done so think in terms of our goal,

"TO ESTABLISH WRITTEN GUIDELINES FOR THE
UTILIZATION OF FUNDS THROUGHOUT THE FELLOWSHIP
IN ORDER TO FURTHER OUR PRIMARY PURPOSE."

With that in our minds, I suggest we meet in a conference call in about four (4) weeks to plan how we may start to implement our stated goal.

Thank you all for joining with me to serve our Fellowship.

In Loving Service,

Martin Chess, Chairperson,
W.S.C. Finance Sub-Committee.

MC/sc

W.S.C. Finance Sub-Committee
Questionnaire
Page 1.

Question 1.

	<u>NO.</u>	<u>PCT.</u>
Are you a Group	69	76
Area Service Committee	9	10
Regional Service Committee	3	3
Other Service Committee	10	11
TOTAL	<u>91</u>	<u>100</u>

Question 2.

Name of above.

Question 3.

	<u>YES</u>	<u>PCT.</u>	<u>NO.</u>	<u>PCT.</u>
Do you keep a Bank account?				
Group	30	43	39	57
Area Service Committee	8	89	1	11
Regional Service Committee	3	100	0	0
Other Service Committee	5	100	5	0
TOTAL.....	<u>46</u>	<u>51</u>	<u>45</u>	<u>49</u>

Type of Bank account.	<u>NO.</u>
Checking	41
Savings	5
Other	-

How many signatures on the account?	<u>NO.</u>
One Signature	6
Two Signatures	29
Three Signatures	8
Four Signatures	2
Five Signatures	-
Six Signatures	1

Question 4.

Do you keep a prudent reserve?	<u>NO.</u>	<u>PCT.</u>
Yes	56	62
No	35	38

If yes, how long?	<u>NO.</u>
One Month	25
Two Months	15
Three Months	8
More	1

Question 4. con't.

	<u>NO.</u>
\$2000.00	<u>1</u>
\$ 500.00	1
\$ 100.00	1
\$ 50.00	2
\$ 40.00	1
\$ 25.00	<u>1</u>
TOTAL	<u>56</u>

Question 5.

Do you keep a set of accounting books?

	<u>NO.</u>	<u>PCT.</u>
Yes	64	70
No.	27	30

Question 6.

Are your books audited?

	<u>NO.</u>	<u>PCT.</u>
Yes	14	15
No	77	85

If yes, by whom?

	<u>NO.</u>
Yes 14	<u>4</u>
The Group	3
Secretary/Treasurer	1
Chairman	2
Officers	1
Group Service Rep.	2
Area Service Rep.	1
Person's appointed by Policy & Admin. Committee	<u>1</u>
TOTAL	<u>14</u>

No, but 13

Treasurer	3
Any member	<u>10</u>
TOTAL	<u>13</u>

Question 7.

How often does the Treasurer make a financial report?

	<u>NO.</u>
Daily	1
Weekly	13
Monthly	63
Every two months	1
Quarterly	2
Yearly	1
As required	1
Business meetings	1
Doesn't	2
No answer	<u>6</u>
TOTAL	<u>91</u>

Question 8.


How is your Treasurer accountable to the Group?

	<u>NO.</u>
Bank, Statements, Records etc.	21
Weekly Reports	7
Monthly Reports	34
Reports as Required	1
Reports to the Chairperson	1
Group Conscience	9
Trust	9
No Answer	<u>9</u>
TOTAL	<u>91</u>

Question 9.

What precautions do you take to protect your funds?

	<u>NO.</u>
Two or more signatures	25
Bank Account	14
Personal Bank a/c Treas.	1
Locked Cabinet	1
Receipts	2
Treasurer at home	12
Officers working together	1
Honest, Faith and Trust	16
None	14
No Answer	<u>5</u>
TOTAL	<u>91</u>



WSC

'83



**WORLD SERVICE
CONFERENCE**

MAY 4-8

RETAIL CLERKS HALL

1410 2nd ST.

SANTA MONICA, CA.

FOR ADDITIONAL INFORMATION CONTACT:

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Kevin Fahy 213-374-3197
Cindy Dieker 913-273-4894