Narcotics Anonymous®

Temporary Working Guide to our Service Structure

Revised 4/91

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The Twelve Steps of Narcotics Anonymous®

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

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THE PURPOSE AND FUNCTION OF THE SERVICE UNITS OF NARCOTICS ANONYMOUS

1. The primary purpose of an N.A. MEMBER is to stay clean a day at a time and carry the message of recovery to the addict who still suffers by working with others.
2. The primary purpose of an N.A. GROUP is to carry the message of recovery to the addict who still suffers by providing a setting for identification and a healthy atmosphere for recovery, where addicts can come for help if they have a desire to stop using.
3. The purpose of an AREA SERVICE COMMITTEE is to be supportive of its areas and groups and their primary purpose, by associating a group with other groups locally, and by helping a group deal with its day-to-day situations and needs.
4. The purpose of a REGIONAL SERVICE COMMITTEE is to be supportive 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 be supportive of the fellowship as a whole, and to define and take action according to the group conscience 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., its services, groups, and members. The World Service Office 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 a BOARD OF TRUSTEES, who act as guardians of the Twelve Traditions, is to ensure 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 services that each of us provides are the most important in 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 all members to maintain their personal recovery. Also, it is the responsibility of each of us to share freely our experience, strength and hope with an addict who still suffers, and work to ensure that what was freely given to us remains available to the newcomer and old-timer alike.

The gathering together of two or more member addicts for the purpose of learning how to live a drug-free life by practicing the principles of N.A. constitutes an N.A. meeting. When such a meeting is held regularly, it can become a group.

GROUP

An N.A. group is any meeting which meets regularly at a specified place and time, providing that it follows the Twelve Steps and Twelve Traditions (has no outside affiliations and receives no outside financial support). To facilitate communications and unity, and to better serve N.A. as a whole, groups should register with the World Service Office of Narcotics Anonymous. The group is the second level of our N.A. service structure.

The primary purpose of an N.A. group is to carry the message to the addict who still suffers. However, it also provides to all members the chance to express themselves and to hear the experiences of other members who are learning how to live a better life.

Groups hold two basic types of meetings: those which are open to the general public and those closed to the public (for addicts only). Meetings vary widely in format from group to group. Some are participation meetings, some speaker, some question and answer, some topic discussion, and some have a combination of these formats.

Despite the type of format a group uses in its meetings, the function of a group is always the same: to provide a suitable and reliable environment for personal recovery and to promote such recovery.

A group has proven to be the most successful vehicle for Twelfth Step work. After sharing one's personal experience, strength and hope, the most valuable thing a member can do is to bring prospective new members (addicts) to a group meeting. In this way, a group meeting becomes a place where newcomers know they can come for help. Often the first thing that can open the doors of recovery for addicts is the recognition of themselves in others. A group provides a setting in which the newcomer can find this identification by hearing a number of recovering addicts, rather than just one or two.

The 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 (ASC). This will be further discussed later in this manual. This is also the first level at which fellowship funds are handled, and the correct use of this money is essential for the preservation of a group. It is at a group level that the principle of the trusted servant comes into being: "Our leaders are but trusted servants, they do not govern." The officers of a group are elected by a majority vote of the group conscience. They are: (a) the secretary, (b) the treasurer, (c) the group service representative, (d) the group service representative alternate. These trusted servants are the nucleus of the steering committee. The steering committee is made up of those people who regularly attend, support a group and attend the business meetings.

Group Secretary

A secretary is responsible for the day-to-day functions of a group. It is his or her responsibility to assure that the group meeting takes place when and where it is supposed to. The secretary selects a leader for each meeting, makes sure the coffee and refreshments are ready, arranges for group business meetings, arranges for the celebrations of "birthdays," makes sure that the meeting hall is left in proper order, and answers all correspondence. This job is important because without a good secretary, a group has little chance of surviving and providing an atmosphere of recovery.

Group Treasurer

A treasurer of an N.A. group is responsible for the funds which come into a group from the collection, and for the handling and distribution of these funds. The money collected in our meetings must be carefully budgeted. There are numerous expenses necessary for running a group. The treasurer keeps an accurate record of all the group's financial transactions, maintains meeting log books, maintains a group bank account, and distributes money to pay the rent, purchase literature, provide refreshments, buy

supplies, and cover the cost of any miscellaneous expenses a group incurs. In order to maintain our fellowship and freedom, monies which come from a group's collections and members' contributions must always be used to further our primary purpose. A group must first support itself.

After paying its bills, any remaining funds should be placed in a group bank account, accumulating a reserve adequate to run a group for one month. After this "prudent reserve" has been established, excess funds should be diverted to the area service committee. In cases where no ASC exists, send this balance to your regional service committee (RSC). If no RSC exists, send this balance 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. A treasurer has a grave responsibility, and much thought should be given to selecting a member to perform this function (also see the *Treasurer's Handbook*).

As a general guide we have found that the treasurer and secretary are most successful if they have certain assets necessary for the performance of their responsibilities. These qualifications include:

1. The willingness and desire to serve;
2. We suggest a minimum of one (1) year continuous abstinence from all drugs;
3. Knowledge of the Twelve Steps and the Twelve Traditions;
4. Active participation in the group they are to serve.

The two remaining trusted servants of an N.A. group are a group service representative (GSR) and a GSR alternate. Because the roles of the GSR and GSR alternate are so important to the success of an N.A. group, these two trusted servants will be discussed in greater detail in the next section of the manual.

A group secretary and a treasurer serve for a period of one year, after which time they are succeeded by another member who has been elected by the group. The use of any drug while serving as an officer constitutes an automatic resignation from that office.

Note: One of the responsibilities of the officers of a group is to train other group members to replace them. A group can be strengthened by new officers who are prepared to take over the responsibilities of those they replace. Continuity of service can be aided by staggering the election of trusted servants and overlapping the terms of service. For example, a secretary might be elected in November to begin serving in January, and the treasurer elected in March can begin serving in May. This would always allow a group to have representation from experienced officers. Remember: choose your trusted servants well. It is you whom they will be serving.

Group Service Representative and GSR Alternate

A 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 a group's conscience in all matters. In other words, they are, in fact, the voice of their group. Electing GSRs 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 GSRs speak for their groups at area service committee meetings. They take part in the planning and implementation of any functions which affect the members of their groups. As a result of their participation they can keep their groups informed about what is happening in N.A. Members of a group should always be able to go to their representative and find out about activities, other groups, how our N.A. service structure works, the Twelve Traditions, and how they can become more involved.

A group service representative normally serves for a period of two (2) years. The first year is spent as a GSR alternate, working closely with an existing GSR, learning the duties of the office and taking over in case the GSR is ill, or cannot for any reason continue to serve. Also, if the GSR cannot attend one of the monthly area service committee meetings, the GSR alternate has the responsibility to vote in the GSR's absence. It is also suggested that a GSR share some of the responsibilities with the GSR alternate. The

second year the alternate becomes the group's GSR, taking over the full responsibilities and functions of the office, and in turn is helped by a newly elected GSR 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 an alternate provides the training necessary for an effective GSR. As you can see, the role of a GSR is not a simple one, nor one to be taken lightly. The election of effective GSRs and GSR alternates is probably the most important thing that you, as an individual member, can do for the unity of N.A. In choosing your representatives, remember that they are your voice and your ears in N.A. If you wish to be well represented and well informed, it is your responsibility to elect the best possible nominee. For this reason we suggest that candidates for GSR should have:

1. The willingness and desire to serve;
2. We suggest a minimum of one (1) year of continuous abstinence from all drugs;
3. An active participation in the group they are to serve;
4. Knowledge of the Twelve Steps and Twelve Traditions;
5. An understanding of our N.A. service structure and the responsibilities of a GSR.

The requirements for the office of GSR alternate are the same as those for GSR, except that there is a minimum of six (6) months of continuous abstinence from all drugs. These qualifications are not, of course, hard fast rules. They are, however, some of the things you should consider in the selection of your representatives. The group service representatives, as we have described them, are your link to the rest of N.A. They are also the ties that bind the personal service you and your group perform to the next type of service which is offered by N.A.--area and regional service.

It is suggested that when holding elections for group officers, the description of each officer's job and the suggested qualifications for nominees be read, so that members of the group fully appreciate the responsibilities and ramifications of each office.

AREA AND REGIONAL SERVICE

The next level of service in N.A. is area and regional service. These services provide the support necessary for groups of N.A. members to work together for their common welfare.

In 1969, N.A.'s first committee specifically designed to fill our general service needs at the group level was established. This committee and others like it have contributed greatly to the growth of N.A. However, today it is no longer enough to have a few members getting together to keep their groups going. N.A. is growing.

Area and regional services are both geographic and functional designations. When an area or region grows to a point where it cannot efficiently serve its members' needs, that area or region should divide. An area is designed to provide services to individual groups with specific needs, and a region to provide services to areas with common needs. This difference in function is important to keep in mind as we discuss in the following section these very similar services. Our experience has shown that our groups have situations which they cannot handle on their own. In the spirit of our fellowship, we as individuals seek help from one another to deal with our living situations; just so, groups can find help from other groups. However, most of the situations a group faces are of such nature that another group located many miles away can be of little assistance; and for this reason this part of our service structure contains both area and regional committees.

A DESIGNATED AREA within N.A. is any local area, community or town with a significant number of N.A. groups. Any set of groups within definable geographic boundaries that need to function together as an area can be a designated area.

A DESIGNATED REGION is a broader geographic unit made up of a significant number of areas. Normally we consider a region to be any state in the United States, or any other country. Again, the definition of a region is ultimately one of need. Areas with this need can be considered a designated region. We feel it is 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 any region will result in dividing into additional regional committees. This is beneficial since it allows these service committees to more effectively serve the needs of their member groups.

Suggested Service Committee Meeting Format:

1. Opening prayer
2. Reading of the Twelve Traditions
3. Minutes of the last service meeting
4. Treasurer's report
5. Representative reports
6. Subcommittee reports
7. Group reports
8. Old business
9. New business
10. Announcements
11. Closing prayer

Note: Although individual area and regional guidelines differ regarding which participants may vote, these service committee meetings are open to the fellowship.

AREA SERVICE COMMITTEE

An area service committee (ASC) is a committee made up of representatives (GSRs) from groups within a designated area, which meets monthly for the express purpose of serving the specific needs of its member groups.

There are certain facilities which are necessary to the service provided by an ASC. In the beginning these may be simply 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 increase, or when an area decides that it needs a broader spectrum of services, more facilities may be needed. These might include a telephone answering referral service, a ditto machine, a typewriter, an adding machine, and a place to store literature, among other things. As an area grows still more, the members may decide to consolidate and improve these facilities by opening and staffing a local office.

Most ASCs 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 and institutions, or entertainment, and may meet to do the work as needed during the month between regular ASC meetings.

The most important service which an ASC provides is that of group 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.

In order to provide these services, an ASC needs the active participation of its GSRs. A group supports its area service committee both financially and emotionally. It takes money to provide the services we have described. It is a group's responsibility to offer this support. When an ASC is first formed, this need for funds may be minimal, just enough to pay for a post office box and a meeting place. However, as an area grows, the financial needs of the committee also grow. In order to provide a full line of services it requires a steady, reliable flow of money. Some areas provide these funds through activities. These alternate sources of financial support are helpful, but the bulk of the responsibility still falls on the members of a group.

The active participation of each group representative is essential for a successful ASC. Each GSR must keep his or her own group informed, and must represent that group's conscience in all committee decisions. An agenda for an ASC should be sent to the groups ten (10) days before the committee meets. Representatives should evaluate each vote in terms of the needs of those they serve or take it back to the group. In addition to this, a GSR participates in helping to carry out the ASC's other specific functions. The attracting of new members, the planning and implementation of activities, and the aid given to groups with special situations are services which require much more effort than a monthly meeting.

In order to coordinate its services, each ASC elects officers yearly. These officers include a chairperson, a vice chairperson, a secretary, a treasurer, an area service representative (ASR), and an area service representative alternate (ASR alternate). Leadership and the ability to organize and give the committee direction and incentive must come from its officers. Upon election, the officers shall resign as GSRs. Their groups then elect new representatives, thus ensuring all groups equality of representation.

Officers

1. A **chairperson** arranges an agenda for and presides over the monthly meetings. They are also responsible for correspondence, maintaining area files and archives. The chairperson should be one of the co-signers of the ASC's bank account. At committee meetings they can vote only in case of a tie. A chairperson must be capable of conducting a business meeting with a firm, yet understanding

hand. For this reason, it is suggested that they have a minimum of two (2) years' continuous abstinence from all drugs.

2. A **vice chairperson** coordinates all 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 co-signers of an ASC's bank account. It is suggested that a vice chairperson have a minimum of one (1) year's continuous abstinence from all drugs.

3. A **secretary** keeps accurate minutes of each ASC business meeting, types and distributes copies of the minutes to each GSR no later than one (1) week following each ASC meeting. These minutes should be verified by the chairperson before copies are made. It is suggested that a secretary have a minimum of one (1) year's continuous abstinence from all drugs.

4. A **treasurer** shall make a report of contributions and expenditures at every regular ASC meeting, as well as an annual report at the end of a calendar year. The treasurer shall be the other co-signer of an ASC's bank account. The treasurer can also be made responsible for bulk purchases of literature for the groups. It is suggested that a treasurer have a minimum of two (2) years' continuous abstinence from all drugs.

5. An **area service representative (ASR)** is to an ASC what a GSR is to a group. As the representative of the area, the ASRs 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 the area and the rest of N.A., particularly with neighboring ASCs. They represent the group conscience of an ASC at a regional level and provide the area with the agenda for the RSC at least ten (10) days before the RSC meets. An ASR attends all regional service committee meetings and takes part in any decisions which affect the region, speaking as the voice of the 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 expressing the will of a loving God. An ASR must be able to work for the common good, placing principles before personalities at all times. Therefore, in addition to the regular qualifications for GSRs, it is recommended that nominees to the post of ASR also have:

   A. Service experience;

   B. The willingness to give the time and resources necessary for the job;

   C. A suggested minimum of three (3) years of continuous abstinence from all drugs.

The office of ASR also parallels that of GSR in that it is a two (2) year commitment. The first year of service is spent as an ASR alternate becoming familiar with the job, attending all ASC and RSC meetings, and filling in for the ASR if he or she is absent or for any reason unable to complete the term in office. Naturally, the recommended qualifications for election as ASR alternate are the same as for ASR, with one exception: a suggestion of two (2) years' continuous abstinence.

Election of ASC Officers

Committee officers should be elected from members of Narcotics Anonymous who have prior service experience such as GSR, group secretary, group treasurer and/or subcommittee member. Any ASC member or officer may be removed during their term in office by a majority vote of the ASC. Also, all ASC members and officers may succeed themselves in office, but in keeping with the Ninth Tradition and the principle of rotating leadership, it is recommended that no officer serve more than two (2) consecutive terms.

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

REGIONAL SERVICE COMMITTEE

A regional service committee (RSC) is a committee made up of the ASRs from all the areas within a designated region. This service committee is designed to provide service to its member areas. An ASC and an RSC are similar in nature and purpose, but their respective functions are slightly different. While an ASC serves the specific needs of its individual member groups, an RSC serves the common needs of its member areas.

The primary function of an RSC is to unify the areas within its region. Another function is to carry the N.A. message of recovery through RSC public information subcommittees. Another basic function of this committee is to contribute to the growth of N.A., both by initiating much of the work to be finalized at the World Service Conference and by helping to support our world services.

Just as an ASC often deals with situations that the groups cannot deal with on their own, an RSC responds to situations that the areas cannot resolve on 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 communication with other regions and the N.A. fellowship.

Area and regional service committees are autonomous, just as the groups they serve, "except in matters affecting other groups or N.A. as a whole." The first thing an RSC must have in order to establish its identity is a permanent mailing address (post office box). After the post office box, the next thing an RSC should do is register with the WSO, Inc. Groups and committees must be registered if they are to be listed in the *World Directory* and to receive information and support.

The final thing that must be done when forming a region is to set down some kind of framework or guidelines within which to function. Generally, ASC meetings are fairly flexible in their format in order to deal with a wide variety of situations that might come up.

RSC meetings, on the other hand, are usually pretty well structured. The format of an RSC meeting is virtually identical to that of an ASC meeting, but an RSC deals primarily with common situations, working on a broader scale.

Some regions have found it valuable to conduct their meetings according to a pre-arranged agenda. The RSC officers get in touch with the ASC officers through their ASR and collect topics for discussion so situations can be dealt with on a priority basis, and similar situations can be combined to prevent duplication of effort.

Each service committee should have some kind of guidelines to ensure that its services continue to be provided regardless of changes in officers or representatives. These guidelines should include a description of the committee, its purpose, and the scope of its services, and should define the functions and responsibilities of its participants, officers and subcommittees.

A regional service committee sponsors major activities such as service conferences, conventions, camp-outs and roundups. These functions can stimulate N.A. unity in a region. Most of us have, at some time, attended an activity of this type and we are aware of the unity and fellowship they can inspire. Each region is encouraged to hold at least one major function or activity each year. These can be as simple as a camping trip or as involved as a service conference. Usually the planning and implementation of such an event is left to a regional activities subcommittee specifically established for this purpose. We have found that a subcommittee system is even more important at a regional level than it is in our areas. This is because an RSC covers a greater number of meetings. By necessity, most of the work (excluding major decisions and matters of group conscience) must be done by subcommittees. Only the initiation and the finalization of a project takes place in a regular RSC meeting. Our primary purpose is to carry the message to the addict who still suffers. This is just as true for an RSC as it is for any group. All RSC functions have this purpose as a goal; some functions, however, relate directly to carrying the message. As we have noted, the areas basically work to bring the addict to the fellowship, through public relations and public service announcements. Hospital and institutional work on the regional level is the responsibility of the RSC H&I subcommittee with assistance from the RSC P.I. subcommittee, as needed.

An RSC needs money to operate. Most RSCs normally publish quarterly meeting directories. Additional funds are needed for postage, stationery supplies, and the like.

Another important part of an RSC's function is to contribute to our world services. Regional support in the nature of funds, ideas, and confidence is essential to the work of our world services. Any

excess funds which accumulate at a regional level should be contributed directly to the treasurer of the World Service Conference. Monies are needed for major activities. These activities are ideally self-sustaining, with enough money left over from one activity to secure the next. Many regions sponsor their representatives to the World Service Conference. Most of the suggestions, ideas, and new literature presented at a World Service Conference are initiated at a regional level. These are submitted in writing to the proper committee of the World Service Conference *ninety (90) days* prior to a World Service Conference itself in order to be considered for placement on the agenda. *Sixty (60) days* before a World Service Conference meets, copies of the agenda are mailed out to the regions by the WSC secretary for group conscience discussion. [Editorial note: Although this paragraph was not modified specifically, these time sequences have been superseded by action of the 1984 WSC. See Paragraph 1.H., page 19. See also WSC Literature Guidelines, page 22-23 for details pertaining to new literature.]

Elections of RSC Officers

Like an ASC, an RSC elects officers each year from among its participants. They include: a) a chairperson, b) a vice chairperson, c) a secretary, and d) a treasurer. Their functions and responsibilities are similar to those of ASC officers. An RSC also elects a regional service representative (RSR) and a regional service representative alternate (RSR alternate) who speaks for the region at the World Service Conference.

Regional Service Representative

A regional service representative (RSR) is to a region what a GSR is to a group and an ASR is to an area. An RSR represents and speaks for the members and groups that comprise the regional service committee. The primary responsibility of an RSR is to work for the good of N.A., providing two-way communication between the region and the rest of N.A. An RSR is the fellowship's link with the World Service Conference and the World Service Board of Trustees. An RSR provides two-way communication between these service levels and the various areas within their region and other regions. They present minutes of the WSC and WSB to the RSC. They attend all RSC meetings and as many ASC meetings as possible.

The office of regional service representative is a year-round job. An RSR participates in the World Service Conference, and takes part in any decisions which affect N.A. An RSR may serve on one or more WSC committees, communicates regularly with the World Service Board of Trustees, works closely with regional officers and subcommittees, and is a source of information and guidance in matters concerning the Twelve Traditions of Narcotics Anonymous.

Each year an RSC elects a regional service representative alternate from among the qualified members in the region. An RSR normally serves for a period of two (2) years: the first as an alternate representative and the second as a voting representative. The RSR alternate also fills in if the RSR is absent for any reason or is unable to complete the term in office.

In order for an RSR to do a good job, it is recommended that each nominee should have the following qualifications:

1. A commitment to service
2. Service experience
3. The willingness to give the time and resources necessary to do the job
4. A suggested minimum of five (5) years of continuous abstinence from all drugs, for an RSR-alternate
5. A good working knowledge of the Twelve Steps and the Twelve Traditions of the Narcotics Anonymous Fellowship.

An RSR is the voice of the region, and votes the group conscience of the region at the World Service Conference. Whenever a voting matter occurs where the group conscience of the region has not been given to them, they should evaluate each vote in terms of the needs of the members they serve.

In order to prevent the necessity of tabling important clarifications and motions for a year, RSRs should have, before leaving their region, a vote of confidence that they are authorized to vote their members' group conscience on motions not on the World Service Conference agenda. When appropriate, a motion can be tabled to allow representatives to check with their group conscience, and the motion can be brought to the floor later in the same World Service Conference.

A regional service representative should be selected from the best informed, most trusted, and most active members in order that they may serve their region's needs and the needs of Narcotics Anonymous.

WORLD SERVICE

The final type of service which N.A. offers is world service. These are the services which deal with the problems and needs of N.A. as a whole, and which N.A. offers to its members, its groups, and to society. The basic purposes of our world services are communication, coordination, information, and guidance. We provide these services so that our groups and members can more successfully carry the message of recovery, and so that our program of recovery can be made more available to addicts everywhere.

Our world services include three specific bodies: 1) the World Service Office, 2) the World Service Board of Trustees, and 3) the World Service Conference. These three branches of service are interrelated and work together to benefit all of N.A. However, each branch of world service functions within its own framework and guidelines.

Within our world services we again find new service concepts developing. First, our world services work for the good of all N.A. Although all parts of our service structure affect and are affected by N.A. as a whole, only at this level do we find service bodies designed to deal with problems which involve our entire fellowship. A second new concept found at this level is that of the non-addict servant. These individuals have valuable skills from which our fellowship can benefit.

THE WORLD SERVICE OFFICE

Probably the single busiest part of our service structure is the World Service Office (WSO). WSO is the main contact and distribution point.

One of the most important functions of the WSO is to link our widespread groups and members into a single, cohesive fellowship. The WSO stays in close contact with our groups, areas, and regions. This contact is maintained through correspondence, our quarterly newsletter, and through the representatives within our service structure. WSO offers considerable aid to new groups, existing groups with special problems, institutional groups, groups outside the United States, members who travel extensively, and loners. This aid is in the nature of sharing the experience which other groups and members have reported to the WSO, and by putting those who seek aid in touch with other groups or members within our fellowship. The WSO is also available to aid conventions and conference committees, etc.

Another major function of WSO is the publication and distribution of literature. This office publishes yearly a *World Directory*(1), quarterly newsletters, all World Service Conference material, and new literature in English and other languages. In order to provide these publications, WSO needs financial support. WSO is also responsible for the printing, warehousing, and distribution of all existing literature. Additionally, a number of kits such as the *Group Starter Kit* are available. As a sideline to literature, the WSO offers reel-to-reel and cassette tape recordings of important N.A. functions, personal "pitches," typical meetings, and discussions on various topics.

In order to provide communications, coordination, information and guidance services, the WSO must keep extensive files of correspondence and other records. These files include: letters to and from those who have contacted WSO; 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 all GSRs, ASRs, and RSRs; and the addresses of all general service committees and their officers. Along with these files and records, WSO keeps the archives of N.A.'s history. These archives contain relevant documents, newspaper articles, photos of original meeting places, etc. Records such as these are necessary so that we may learn from our past mistakes, stay in contact with all of N.A., and serve our fellowship.

One of the most difficult jobs of the World Service Office is dealing with public anonymity breaks. Due to the nature of our fellowship, no part of our service structure should ever serve as a disciplinarian. This would not be in keeping with our basic principles. When public anonymity breaks do occur, the WSO does function in an educational role. We try to explain to the individual or group and the media involved that actions of this type are in violation of our traditions, and that this type of publicity can potentially cause

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(1) See page 31 for motion concerning publication of N.A. World Phone Directory.

grave problems which could threaten the survival of our fellowship. It is never our place to attempt to punish--we can only try to prevent the recurrence of this type of problem.

The final WSO function we shall discuss is that of public relations. Much of our mail consists of requests for information from individuals, agencies, and other drug programs. It is our policy to answer each inquiry; however, we stress that our function is not informational or referral. Our program is principles and people. Our relationship with those outside our fellowship is cooperative, and our traditions make it clear that we must stay unattached if we are to survive.

The World Service Office is our fellowship's main service center. To meet our needs as a growing fellowship, our services need to operate as efficiently and effectively as possible within the spiritual principles of the N.A. program.

The WSO is a registered, non-profit corporation in accordance with the laws of the State of California and the United States Federal Government. Within the by-laws there are specific sections which state the purpose and relationship of the WSO to the World Service Conference of N.A. and our Twelve Traditions. These by-laws further acknowledge the right of the conference to make specific recommendations to the WSO regarding its general operations.

The WSO Board of Directors is made up of twelve members who are directly (three) and indirectly (WSC-elected pool members) elected at the annual meeting of the WSC by the participants gathered from throughout the fellowship. The three directors elected annually serve one-year terms, while those members drawn from the pool serve alternating three-year terms. The terms of those members from the pool are rotated so there are always members serving with previous experience.

The directors of the WSO are responsible for the direct management of the office: selection of principal workers, establishment and implementation of operational policies and procedures, and supervision of the overall operations. The office provides a detailed annual report to the conference, in addition to providing periodic reports and studies requested by the conference. The WSO also serves as the general secretary of the conference and its committees and boards.

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 committee system similar to that used by our World Service Conference. 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 that of the rest of our service branches. The trustees do not represent; they serve. 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.

1. The purpose of the Board of Trustees is to contribute to the continuation and growth of Narcotics Anonymous and to serve as a primary resource for the fellowship of N.A.

2. 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.

3. 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.

4. 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.

5. 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) regularly 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
6. In order that we may better serve, we utilize a committee system between the meetings of the board.
   A. The purpose of our WSB committees is:
      (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, the 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 committee meetings are taken and copies of these minutes are maintained by the secretary of the Board of Trustees and by the World Service Office.

7. The WSB and its members participate in, contribute to, and respond to N.A. and our service structure.

A. An addict trustee can participate in and contribute to our fellowship just as any other N.A. member can, except:

(1) A trustee should make it clear when he or she is acting as an N.A. member.

(2) A trustee should keep in mind that trusteeship places us in the role of examples, and avoid politics, personalities, and controversy.

(3) A trustee should minimize other elective service positions.

B. 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.

C. 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.

8. 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.

9. 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 effect 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, Hospitals and Institutions, and Public Information. Each representative serves on one committee; each committee contains at least one trustee; and those committees which have equivalents in the WSO or WSB meet in conjunction with them. The purposes of the committees are to discuss all input within their scope, resolve items which do not require major policy decisions, and prepare resolutions for policy items. These resolutions are designed to occupy as little general meeting time as possible and include a simple statement of the resolution, arguments for and against, and the facts which support these arguments.

After the agenda for the general meeting has been prepared from resolutions gathered from the committees, all conference members get together as a body once again. At this general meeting each resolution is presented and considered. Some resolutions can be acted upon by the conference, and some must be taken back to each region, area, and group for conscience decisions. But the conference can, because of our service structure, initiate action which will benefit all members.

Once the conference has considered all resolutions and decided which require fellowshipwide group conscience votes, and which are within the realm of conference action, the committees meet once again to plan for the implementation of the conference resolutions. The committees decide which branch--the WSO, the WSB, or one of the conference committees--can take the most effective action. Based on these decisions, directives are drafted and submitted for final approval.

Then, all conference members meet together once again for the closing meeting. At this time the directives are approved and the closing ceremonies take place.

It sounds like the World Service Conference has a lot of power. This isn't true. All conference matters are conducted in strict accordance with our traditions, each conference member is a trusted servant and has shown an understanding of our traditions, and all items discussed in the conference originate within the fellowship. Due to its very nature, the conference is the servant of the fellowship.

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 this work was begun. We must always remember that as individual members, groups, and service committees we are not, and should never be, in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our fellowship; it prevents us from providing the services necessary for growth.

The intent of this service manual is to help clarify what needs to be done so that we can provide better service. The service structure of Narcotics Anonymous as described here does not exist everywhere 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.

Note: The above description of the WSC was contained in the original input of the WSC '79 Literature Committee. There is no record of its deletion according to the minutes of WSC '79, or subsequent conferences.

WORLD SERVICE CONFERENCE

The World Service Conference is established by and is responsible to the Fellowship of Narcotics Anonymous. Its purpose is to be supportive to the fellowship as a whole, and to define and implement the policies of Narcotics Anonymous. The World Service Conference does this by joining the members, groups, areas, and regions into a unified fellowship, by dealing with the problems and the needs of the fellowship, and by actively encouraging the primary purpose and growth of Narcotics Anonymous.

The World Service Conference does not make policy; it cannot because it is not a governing body.

1. The guidelines of the World Service Conference are as follows:

   A. The World Service Conference meets in the spring of each year. The last weekend in April has been arbitrarily selected as a target date; however, the actual dates of the conference may vary slightly from year to year.

   B. Beginning in 1992, the annual meeting of the World Service Conference will rotate geographically according to the following tentative schedule (see Addendum 7 for zone map):

      1992 - Zone A

      1993 - Southern California

      1994 - Zone B

      1995 - Southern California

      The actual site within each zone will be selected by the WSC Administrative Committee, in consultation with the Chairperson of the Board of Trustees and Chairperson of the WSO Board of Directors. The site rotation plan will be reevaluated at the WSC meeting in 1994, to allow for planning beyond 1995.

   C. The participants of the World Service Conference consist of:

      (1) Duly elected World Service Conference officers

      (2) Duly elected regional service delegates

      (3) Members of the Board of Trustees

      (4) Chairperson of the Board of Directors of the World Service Office

      (5) Standing committee chairpersons

      (6) In the absence of a duly elected regional delegate, the conference will recognize a qualified replacement from that region

      (7) In the absence of a duly elected committee chair, the conference will recognize the duly elected vice chair of the respective committee.

Note: An individual can only participate as one of the aforementioned, e.g., world service officer who is coincidentally a trustee can only participate as one or the other, not both. Also, all committee chairpersons decline any delegate positions to avoid confusion over voting, since they already have a vote at the World Service Conference.

   D. Only conference participants are allowed to vote, make motions, or address the conference. When RSRs/WSC committee chairs are not on the floor of the conference, duly elected alternates/vice chairs may vote, make motions, or address the conference. [No member may speak on a motion more than once unless others desiring to speak on the motion have exercised their opportunity. Committee vice chairs and RSR alternates are considered to be

the same "member" as their respective chair/RSR when acting as a participant.] The World Service Office Manager will be allowed to address the conference, to make reports, answer questions, and discuss matters of his responsibility when requested by the conference.

E. A person chairing the conference, conducting a vote, or officially counting a vote does not have a vote while serving in this capacity.

F. All presentations, motions, statements, etc., will be made from the podium and then clearly restated by the chairperson. This is to facilitate the taping of the conference and to assure an accurate record of the proceedings.

G. Items for consideration at the conference must be submitted in writing to the conference.

H. Input for consideration at the conference must be submitted to the WSC Chairperson 120 days prior to the conference, and distributed to the fellowship for review ninety (90) days prior to the conference.

Note: Under the Rules of Order of the WSC, no member may speak on a motion more than once unless others desiring to speak on the motion have done so. WSC committee vice chairs and RSR alternates are considered to be the same "member" as their respective WSC committee chairs/RSRs when acting as a participant (WSC Rules of Order may be obtained from the WSO).

2. The consensus of the World Service Conference is determined by a majority vote.

A. Each conference participant shall have one and only one vote.

B. Any item to be voted on shall be displayed in writing before the vote.

C. Prior to the actual vote, a voice vote (yea-nay) will be taken to determine if the item is conference business or if it should be returned to each group for a "group conscience" vote.

D. Actual votes will be taken as follows:

(1) The chairperson will call for a vote.

(2) If the outcome is unclear, if any participant challenges the judgment of the chair, or if any participant challenges the validity of the vote in any way, then a standing vote is called.

(3) For a standing vote the chairperson will ask all in favor of the item to stand and remain standing.

(4) The number of participants standing will then be counted by three (3) independent counters (the tallies of these three counters must agree prior to continuing the voting process).

(5) Those in favor will then be asked to sit, and the procedure will be repeated for those opposed to the item in question.

(6) The tally of those in favor and the tally of those opposed will be compared and the position will be declared.

Note: In case of a close vote, the chairperson will accept a motion for one recount, or for disregarding the vote in favor of sending the item to the group level.

3. Officers of the World Service Conference are elected each year and begin serving upon completion of the World Service Conference and continue to serve until the close of the next year's conference.

A. Chairperson

B. Vice chairperson

C. Second vice chairperson

D. Treasurer

It is the responsibility of these officers to plan and arrange the next World Service Conference; to maintain lines of communication between conference participants, committees, and service units throughout the year.

A. The chairperson of the World Service Conference:
   (1) Presides over all of the activities of the World Service Conference;
   (2) Has such powers and performs such duties as may be required from time to time by the World Service Conference;
   (3) May appoint and define the duties of special committees as authorized by the World Service Conference.
   (4) Has at least eight (8) years of continuous clean time.

B. The vice chairperson of the World Service Conference:
   (1) Performs all duties of and has all the powers of the chairperson in his/her absence;
   (2) Has such powers and performs such duties as may be required from time to time by the World Service Conference.
   (3) Has at least eight (8) years of continuous clean time.

C. The second vice chairperson of the World Service Conference:
   (1) Performs such duties as may be required of a member of the administrative committee and/or the WSC as an active member of this committee. The actual responsibilities of this officer shall be determined by the WSC Chairperson.
   (2) Performs all duties and assumes all powers of the chairperson, in the absence of the WSC chairperson and the WSC vice chairperson.
   (3) Has at least eight (8) years of continuous clean time.

D. The WSO performs the duties of the WSC secretary. These include keeping a record of the proceedings and publishing accurate minutes of the WSC within three (3) months of the close of the conference.

E. The treasurer of the World Service Conference:
   (1) Keeps an accurate record of the financial transactions of the World Service Conference;
   (2) Prepares and presents a yearly financial report at the conference;
   (3) Is responsible for any and all World Service Conference bank accounts;
   (4) Dispenses monies throughout the year to the World Service Conference officers or subcommittees; however, all cash disbursements require the approval of the administrative committee.
   (5) Has at least eight (8) years continuous clean time.

These officers are elected by the following procedures:

A. Nominations for any elective World Service Conference position are accepted from conference participants. All committee chairpersons must submit a list of all committee members one month prior to the next WSC.

B. Nominations must be seconded.

C. The nominee is entitled to decline the nomination.

D. The names of the nominees are posted prior to the vote and each nominee briefly qualifies.

E. A standing vote is taken and repeated until a single nominee receives the majority support of the conference participants.

F. In order to expedite the voting process in a case where no single nominee receives the support of a clear majority, the nominee who received the least support is excluded prior to each subsequent vote.

4. In order to minimize the time spent discussing and debating within the conference as a whole, a committee system is used by the World Service Conference. All input to the conference, including questions, ideas, motions, suggestions, etc., is directed to a specialized committee. These committees are the following:

   A. Administrative Committee
   B. Joint Administrative Committee
   C. Policy Committee
   D. Literature Committee
   E. Hospitals and Institutions Committee
   F. Public Information Committee

The basic purposes of these committees are to collect, clarify, define, and state the decisions of the World Service Conference 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. They are, instead, the servants of the fellowship performing a necessary task.

The Administrative Committee: The WSC Administrative Committee is composed of the WSC chairperson, WSC vice chairperson, the WSC second vice chairperson, and the WSC treasurer. The administrative committee administers the general operations and activities of the conference and its committees. The fellowship depends on the WSC and its committees to perform important and necessary services for its members and groups. Because the WSC assembles only once a year at its annual meeting, the fellowship needs to have confidence that the WSC committees will serve the needs of the fellowship effectively on a year-round basis. In order to assure effective functioning of our world service committees, the WSC Administrative Committee exercises considerable responsibility to provide guidance and leadership to the general operation of the WSC committees.

The WSC Administrative Committee works closely with the leadership of each committee and assists them in their efforts to complete their work. Should the administrative committee take action to intervene in the activities of a committee, such action will be reported to the full conference in writing. This committee also serves as a resource to all service committees, to provide workshops and/or information regarding the activity and functions of the WSC.

Although the developing of the budget for WSC activities is the concern of the Joint Administrative Committee (JAC), the administrative committee is actually responsible for disbursing the funds. The WSC treasurer is responsible for all WSC bank accounts and reports the financial activities on a quarterly basis in the *Conference Report*.

The planning of the annual WSC meeting and WSC workshops takes a great deal of time and effort. The WSC Administrative Committee arranges the locations, chooses the dates, approves the facility, and makes any other arrangements that are necessary. The actual agenda is then prepared and sent out to all WSC participants ninety days in advance of the meeting.

Joint Administrative Committee: The Joint Administrative Committee (JAC) is composed of the following trusted servants: chairperson, vice chairperson, second vice chairperson and treasurer of the conference; the chairperson and vice chairperson of each of the conference standing committees; the chairperson and vice chairperson of the WSB; and the chairperson and vice chairperson of the WSO Board, who are all voting members of this committee. The Joint Administrative Committee meets at least twice each year. The first meeting is held within forty-five days after the close of the annual World Service Conference meeting. This first meeting is for the purpose of familiarizing new members with the procedures used in accomplishing WSC committee responsibilities, setting dates for reports and reviewing work of each committee, etc. This meeting facilitates the smooth transition of committees and the conference from one year to the next, as well as coordination of efforts within the committees and boards of world services.

The last scheduled meeting of the Joint Administrative Committee is held in early January. The January meeting is an opportunity for the chairperson to jointly review the material being included in the *Conference Agenda Report*. The Joint Administrative Committee should exercise prudent judgment in recommending changes to clarify reports or proposals, or adding motions or additional reports.

All matters of conference budget (policies, development, review, and reporting) are the responsibility of the JAC. When the JAC meets to discuss WSC financial affairs, it will be chaired by the WSC treasurer.

Policy Committee: The purpose of the World Service Conference Policy Committee is twofold, the first of which is to evaluate suggestions in conference policy or procedure and proposed changes or modifications to the service structure. The second purpose of this committee is to compile information on requests for the addition of new regions within a state, province, or country, according to the need for improvement of services and/or communication within the local structure. This information is to be included in the *Conference Agenda Report*.

Literature Committee(2):

I. Purpose

The purpose of the World Service Conference Literature Committee (WSCLC) is:

a. To coordinate the creation, development, and revision of literature for the Fellowship of N.A.

b. To work on literature, based on fellowship input, prior to presentation for fellowship review and/or WSC approval.

c. To lend support to area and regional literature committees through:

1. The sharing of experience in written and verbal communication, and
2. The hosting of open forums and workshop meetings.

II. Composition

a. Voting members

1. Chairperson (votes only in case of a tie)
2. Vice chairperson
3. Twelve voting members serving for two-year terms and no more than two consecutive terms
4. Clean time: Seven years for chairperson, six years for vice chairperson, and five years for voting members

b. Nonvoting members

1. General members
   a. Regional literature chairpersons
   b. Unelected WSCLC nominees
   c. RSRs and RSR alternates upon their request
2. Advisory members as appointed by the chairperson

III. Review-Form Literature

a. Literature developed by the WSCLC is sent out for a review period before the development of an approval-form draft. The time and method of this review, considering translations, is determined by the WSCLC based on the needs of the fellowship and the piece in development.

b. Review-form literature is not for use or display in N.A. meetings.

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(2) See page 33 for motion concerning the WSC Literature Committee guidelines.

IV. Approval-Form Literature

a. Approval-form literature is prepared by the WSCLC and is distributed for a period of time, considering translations, determined by the WSCLC of not less than 90 days. The length of this approval period is determined by the WSCLC based on the needs of the fellowship and the piece being considered for approval.

b. Approval-form literature should not be read during N.A. meetings, although it may be sold and made available to members at N.A. meetings.

V. Budget and Funding

The WSCLC budget will include funding for voting members and advisory members to attend all meetings needed to accomplish committee duties."

Hospitals and Institutions Committee: The basic purpose of the World Service Conference Hospitals and Institutions Committee is to collect, clarify, define, and state the decisions of the World Service Conference within the scope of H&I work, and to initiate and coordinate actions based on these decisions. The WSC H&I Committee acts as a resource to regions, areas, groups, and individual members in their efforts to carry the message to addicts who do not have full access to regular N.A. meetings. Its goal is to help uphold our traditions while carrying our message to those addicts. The committee will also serve as a resource for H&I related matters and with individuals, organizations, or associations outside the fellowship.

Public Information Committee(3):

1. Purpose

The purpose of the WSC P.I. Committee (referred to as the Committee for the purpose of these guidelines) is to further the primary purpose of the fellowship of N.A. in carrying the message of recovery to addicts by informing the public about Narcotics Anonymous. This is done through work in the following three basic categories:

a. To initiate and coordinate actions within the fellowship, ensuring unity and clarity in all P.I. activities. This includes participation in and support of learning days/workshops when feasible.
b. To coordinate and implement public information efforts outside the Fellowship at the national and international level, as well as those efforts which cross regional service boundaries.
c. To support multi-regional non-N.A. events which fall within the following guidelines established by the committees.

All activities of the Committee shall be consistent with the Twelve Traditions of N.A., and based on the needs of the fellowship as determined by the members of the Committee in conjunction with the World Service Conference, the Board of Trustees, the WSO, and regional and area P.I. subcommittees.

2. The committee

The Committee is directly responsible to those it serves through the World Service Conference. The Committee reports to the WSC and follows such direction as the WSC may give. By necessity, that direction will be general in nature except in the approval or disapproval of specific materials for use by the fellowship.

3. The voting membership

The voting membership shall consist of 16 voting members plus the Vice Chairperson. The Committee Chairperson will only vote in the case of a tie. Voting members are elected for a two-year term. They may be elected to no more than two consecutive terms.

Elections will take place at the WSC annual meeting. The Committee Chairperson and Vice Chairperson shall be elected by the WSC. The voting members will be selected from nominees who have been active participants of WSC P.I. during the previous conference year.

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(3) See page 33 for motion concerning the WSC Public Information Committee guidelines.

A quorum is one-third of the total voting members including their chairperson and Vice Chairperson. Proxy votes, when necessitated by illness or emergency only, may be placed with one of the officers of the Committee.

The 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 particular geographical area or region.
4. Committees are composed of conference participants who may appoint additional committee members as needed.
5. The new committee chairperson for the next year and the old committee chairperson for the current year meet with each committee during the committee session.
6. The committee discusses each item of input during the committee sessions. The committee then drafts a brief report on the discussion (including all important points, pro and con). The report is later presented to the World Service Conference as a whole.
7. The discussion of a committee need not be limited to specific input it has received, but each particular committee is expected to limit itself to its area of specialization.
8. All committees should submit their issues of business to the administrative committee 120 days prior to the WSC.
9. All committees must submit a quarterly financial report to the WSC treasurer.
10. In the event of the resignation of a WSC committee chairperson, the WSC Administrative Committee shall make the decision regarding the most appropriate person to serve as chairperson pro-tem until the next WSC, drawing on the experience, knowledge, and level of ability of said committee's members. In the event of the resignation of a WSC committee vice chairperson, the committee members shall elect an individual to serve out the remaining term as vice chairperson pro-tem and actively serve in that position until the next WSC.
11. The administrative committee, all committees of the WSC, and the WSB submit annual budgets for approval by the conference. The budget should include line-item projected expenses. The committee chairpersons shall be allowed the flexibility to readjust line item allocations within their budget throughout the year according to actual expenses, upon written consent of the majority of the WSC Administrative Committee. The overall WSC budget shall include a reserve fund, which may be allocated by the WSC Administrative Committee to any of the committees or boards, when unforeseen expenses cause that committee or board to exceed its projected budget.

Note: It is important that we remember that these committees cannot do the day-to-day work. (The Policy Committee doesn't actually make policy.) Only the members can do these things.

Basic Format of the World Service Conference

The tentative agenda for each year's World Service Conference is established well in advance of the conference and published in the *Conference Agenda Report*. The actual format of the conference varies from year to year depending on the needs of the fellowship; however, the conference agenda always includes time for a general forum, the presentation of reports, WSC committee meetings, consideration of motions, and elections.

Amendments to the guidelines: Any section or sections of these guidelines may be amended at any time by a two-thirds (2/3) majority vote of the World Service Conference.

Conduct of Business at the Conference

The World Service Conference utilizes an adapted version of Robert's Rules of Order, entitled "WSC Rules of Order," to provide an orderly way to conduct business. An understanding of the principles

and appropriate use of parliamentary procedures serves to insure the orderly conduct of business, as well as to protect each member's rights.

Conference Work Schedule

The WSC follows a yearly work schedule which utilizes a committee system in order to facilitate an orderly and open review of ideas that may result in proposals for fellowship action. Most of the actual work is done by the conference committees during the year between the annual meetings.

The work year starts with the first meeting of the new conference committees held on one of the last days of the annual conference meeting. This is the organizational meeting of the committee and is used to establish work priorities and assignments (*Note:* The conference may also expressly direct committee priorities).

The conference holds two or more workshops during the year, where the bulk of full committee work is done. These workshops allow each committee to meet and work for several days, and also afford an opportunity for interaction between the committees when their work overlaps.

The location of the workshops is changed for each meeting in order to bring these workshops out to the fellowship. The fellowship is invited to attend the committee meetings at the workshops as observers, but direct participation is usually limited to an open forum session.

Between workshops, committee work is accomplished by assignments to individuals or to task groups. Committees may also utilize conference telephone calls to conduct parts of their work.

Special meetings of committees, apart from the joint workshops, may be necessary from time to time. Such special meetings should be scheduled with the concurrence of the administrative committee, and are subject to the availability of funds. In order to avoid unnecessary expenditures, special meetings should be kept to a minimum.

Input To The Conference

The conference committees are intended to be the work force that digests and refines ideas suggested to them and submits to the conference a finalized project or proposal. The committees are not expected to work alone or think of everything. The fellowship is encouraged to keep informed of work the committees are doing (via the *Conference Report*, the *Newsline*, or committee minutes) and to submit their ideas and suggestions. Any member of the fellowship may submit suggestions and ideas, and every member is encouraged to do so. These ideas (called *input*) may be sent by a member, a group, or a service committee or board. Written input may be sent to the committee in care of the WSO.

Regions are strongly encouraged to work through the conference committee system with their input. Experience has shown that the utilization of the broader base and experience of the conference committees allows for more adequate discussion and consideration of fellowship concerns. It should be stressed that two-way communication between the committees and the fellowship is essential.

SIGNIFICANT WSC ACTIONS AND AMENDMENTS TO THE TEMPORARY WORKING GUIDE

Editorial Note: On the following pages are amendments that have been approved by the World Service Conference. Each separate motion has been included below, or if appropriate, the specific language that was changed has been so changed in the previous pages of the text. If the amendment or amended language was subsequently amended or replaced, the obsolete language has been omitted. For example in 1983, amendments were made to the section relating to literature approval. In 1984, a completely new section on literature approval was adopted. In this case the old language was deleted.

DATE CARRIED 5/4/80

Recommendation (carried motion) that any meeting using outside literature that is not WSC approved be dropped from any N.A. directories.

DATE CARRIED 5/3/81

The name "Narcotics Anonymous" cannot be used on flyers for dances, conventions, etc. The symbol (N.A.) can be used on flyers.

DATE CARRIED 5/3/81

No outside issue be mentioned or listed in context with Narcotics Anonymous.

DATE CARRIED 5/3/81

No outside enterprises be listed in the meeting directories.

DATE CARRIED 5/5/83

That the report of the vice chairperson concerning the compilation of the N.A. service manual be accepted, and that it be titled *A Temporary Working Guide to Our Service Structure.*

DATE CARRIED 5/6/83

That the WSC, as of this year, elect a vice chairperson for the committees who will, pending affirmation at the WSC the following year, become chairperson of the committee. In the event the conference does not affirm the vice chairperson, it (the conference) will elect a chairperson and a vice chairperson.

DATE CARRIED 5/6/83

That the WSO will have 180 days to have the review material available.

DATE CARRIED 5/7/83

That WSC directs all committees, including but not limited to Policy, Administrative, Literature, Finance, H&I, N.A. Way, Public Information, and any ad hoc committee in existence, to report to the N.A. Fellowship every three (3) months, with said reports to appear in all *Fellowship Reports*.

Note: The World Service Conference has subsequently eliminated the Finance and N.A. Way committees and added a further description of the publication as Addendum 1 of the *Temporary Working Guide to Our Service Structure*.

DATE CARRIED 4/25/84

That all literature submitted to this conference for approval require a 2/3 majority vote of participants and that it take a 2/3 majority vote at WSC to withdraw current N.A. literature from the category of approved literature.

DATE CARRIED 5/2/86 (Replaces motion adopted 4/25/84)

Any nominee to the WSC Administrative Committee, WSB, WSO Board of Directors, or for any WSC standing committee chair or vice chair must be present at the nomination and election sessions of the annual meeting of the WSC.

DATE CARRIED 4/26/84

To designate the WSO, Inc. the treasurer for the World Service Board of Trustees.

DATE CARRIED 4/26/84

That material presented to the fellowship for approval be written in a form that lends itself to a yes-no vote and specifies the conceptual changes involved to affirm and support this process. Only material approved by a WSC committee is sent out to the fellowship in "approval form."

DATE CARRIED 4/27/84

That the WSO be entrusted to prepare an informational booklet that will provide sufficient information to enable those regions, areas, or committees that so choose to be able to satisfactorily manage their financial activities relative to the conduct of conventions, retreats, conferences, dances, etc., and also properly record, report, and control those funds.

DATE CARRIED 4/27/84

That each area be requested to hold a fund-raiser for the benefit of WSC in July of each year and send the proceeds of such fund-raiser to the WSC treasurer; the first to be during July, 1984.

DATE CARRIED 5/1/85

That individuals participating in any national television program be selected jointly by the World Service Board of Trustees, the WSC P.I. Chairperson, and the WSC Administrative Committee Chairperson.

DATE CARRIED 5/1/85

That approval of the pamphlet *For Those We Love and Others* be removed and its use in the fellowship be discontinued and the copyright be released to Nar-Anon unconditionally.

DATE CARRIED 5/2/85

To approve the *Treasurer's Handbook*, and that this handbook and language in the existing conference-approved literature be accepted as the complete approved language pertaining to finance, and previous language be considered void.

DATE CARRIED 5/2/85

To approve WSO proposal #2, page 151 of the 1985 WSC Agenda Report. (Proposal #2 pertained to non-English printing policies.)

DATE CARRIED 5/2/85

That the World Service Conference adopt one of the proposed medallions outlined on page 151 of the 1985 WSC Agenda Report Addendum #3. (Option #5 was adopted.)

DATE CARRIED 5/2/85

To approve #4 of WSO proposals on page 151 of the 1985 WSC Agenda Report. (Addendum #4 pertained to the procedures for electing persons to the WSO Board.)

DATE CARRIED 5/2/85

To have bound into the Basic Text an order blank offering materials available through WSO, including the Basic Text and other materials deemed appropriate by the Board of Trustees.

DATE CARRIED 5/2/85

That an archives service be established through our WSO for the purpose of making available minutes and other written material to the fellowship at nominal cost with the inventory listed on the order form.

DATE CARRIED 5/2/85

That travel expenses of WSO Board members, for board meetings, be paid by WSO.

DATE CARRIED 5/3/85

That welcome key tags available through WSO read "Just for Today," replacing "One Day at a Time."

DATE CARRIED 5/3/85 and amended 4/30/86

Our annual meeting held in the spring of each year would remain the same in accordance with our policy as stated in the *Temporary Working Guide*. During the remaining quarters of the year, a World Service Conference committee workshop would be held on a rotating basis in different regions, determined by the WSC Administrative Committee and presented to the participants at the annual meeting.

DATE CARRIED 5/3/85

To approve with amendments the *Hospitals & Institutions Guidelines.*

DATE CARRIED 5/3/85

That the WSO act as the treasurer of the World Service Conference Convention Committee.

DATE CARRIED 5/3/85

Change any and all N.A. approved literature where it has "recovered" to "recovering" in future printings.

DATE CARRIED 5/3/85

That the WSO be instructed to have the Basic Text professionally edited to ensure consistent and correct use of capitalization, verb tenses, gender, singular/plural endings and correct other grammatical errors and that the edited text be returned to the Literature Review Committee for acceptance and approval prior to printing and distribution.

DATE CARRIED 4/29/86

That matters of procedure such as "lay on the table" require the approval of 2/3 of the members voting "yes" and "no." Matters of policy, literature approval, or matters affecting the service structure require a 2/3 majority of all registered, eligible conference participants present at the most recent roll call.

DATE CARRIED 4/30/86 and amended 4/26/89

That the World Convention of Narcotics Anonymous, Inc. (WCNA-14) be acquired as a gift and become a wholly owned subsidiary of World Service Office. The subsidiary corporation of the World Service Office, Inc., known as the World Convention of Narcotics Anonymous, is the agent for the Fellowship of Narcotics Anonymous for the conduct and management of the World Convention of Narcotics Anonymous and such other activities as the World Service Conference may from time to time direct or authorize.

The by-laws of the World Convention Corporation for Narcotics Anonymous shall be adopted and utilized as the initial by-laws of the corporation. The existing officers and directors shall continue to serve in their current capacities until the next meeting of the corporation, which shall be the first annual meeting of the corporation and shall be held annually on the second Saturday of the month of June, at which time such new officers and directors as may be elected at the 1986 meeting of the World Service Conference shall take office.

The members and directors of the corporation shall be:

A. The vice chairperson of the World Service Conference.

B. The vice chairperson of the World Service Board of Trustees.

C. The chairperson of the Board of Directors of the World Service Office and three additional members as the World Service Office Board may select.

D. One member from each of the committees of the three immediately previously held world conventions as may be selected by that committee, provided that at the time appointed in the by-laws following the conclusion of each successive world convention the member from the world convention which was held first shall step down as a member. The retiring member will be replaced by a member from the most recently completed world convention host committee.

E. Two members from the host committee for the site scheduled for the next world convention.

F. That the World Service Conference elect one member to the WCC Board of Directors each year. The length of term of office for the director shall be three years. Subsequent elections will be held to fill these positions as their terms expire, or to fill remaining terms if the position becomes vacant for any reason.

DATE CARRIED 4/26/90

The World Convention Corporation is authorized to change the date of the World Convention.

DATE CARRIED 4/30/86

That the World Service Conference acknowledge and approve actions taken pursuant to the acquisition of WCNA-14 Inc., and utilization of that corporation for the management of the London World Convention in the World Service Office Report to provide for management of WCNA-16 and the World Convention of Narcotics Anonymous, Inc.

DATE CARRIED 4/30/86

That the following be adopted as a means of financing attendance at conventions, seminars, or other annual meetings of national or international organizations of professionals who come into contact with addicts.

A. The one-time expense of purchasing a transportable booth and transportation and lodging for a member of the World Service Conference P.I. Committee or a World Service Office staff member will be paid by the World Service Office.

B. Registration fees and transportation of the booth are shared equally by World Service Office and World Service Conference P.I. Committee.

C. The cost of literature for display and handouts is shared equally between the World Service Office and the World Service Conference P.I. Committee. The regional service committee in which the event takes place is also invited to share the cost of literature for these events.

DATE CARRIED 4/30/86

That the proposed policy on publishing additional copies of the H&I Newsletter *Reaching Out* be approved. The proposed policy reads: Adopt the following authorization as policy and part of the WSC budget for 1986/87: Increase the conference expenditure from the current publishing level of 2,500 copies to 3,000 copies bimonthly. Also authorize the World Service Office to publish an additional 3,000 copies of *Reaching Out* bimonthly. These additional 3,000 copies will be sold at cost by the World Service Office. This would bring the production total up to 6,000 copies bimonthly.

DATE CARRIED 4/29/87

That the current funding practices of the fellowship's H&I committees, in particular the "H&I can," be removed from all N.A. meetings and functions and that the N.A. service structure provide for the needs of all H&I service efforts.

The intent of this motion is to return the responsibility for H&I funding to the service structure of N.A. as a whole in order to allow H&I to operate within our Twelve Traditions, and to ensure funding accountability for H&I service efforts. This will allow H&I committees to operate within the existing service structure.

DATE CARRIED 4/29/87

To establish an ad hoc committee at the World Service Conference to investigate and disburse the current information on accessibility of N.A. meetings to those individuals from whom the message of recovery is limited, impaired, or inaccessible due to physical, audiological, or linguistic difficulties or handicaps.

AMENDED 4/29/88 TO INCLUDE THE FOLLOWING:

That the WSC Additional Needs Ad Hoc Committee be allowed to continue to operate with the following purpose--to function as a means of reaching those addicts who, for whatever reason, are unable to receive the message of N.A. in the conventional ways. The scope of this work shall include:

A. To investigate and gather current information on the accessibility of N.A. meetings to those individuals for whom the message of recovery is limited, impaired, or inaccessible;

B. To compile and disseminate information to the fellowship;

C. To evaluate and review materials which relate to addicts with additional needs and when appropriate make recommendations on these materials;

D. When a need exists, this committee may create draft materials directly related to addicts with additional needs;

E. To interface with other WSC committees and the WSO;

F. To act as a centralized contact for any area or regional additional needs committee.

DATE CARRIED 4/30/87

To recommend that the WSO Board of Directors form an ad hoc committee to include one or two members of the Board of Trustees, one or two members of the Board of Directors, one or two members of the World Service Conference as appointed by the WSC Chairperson, and as many representatives from the fellowship outside the United States as possible.

DATE CARRIED 4/30/87

That unless the Board of Trustees can agree by at least a 2/3 majority, articles be brought to WSC before publication.

DATE CARRIED 5/1/87

That the WSC disapprove the 1983 Fourth Step Guide.

DATE CARRIED 4/26/88

A committee responsible for originating publications or motions adopted by the WSC is authorized the discretion to update statistical information and/or forms on a yearly basis by submitting to the WSO a letter of instruction for the change to be made in the next printing, provided that the letter is adopted by the committee at a conference workshop.

DATE CARRIED 4/26/88

To authorize the WSO to publish the following excerpts (Addendum 1 of the 1988 *Conference Agenda Report*) from the conference-approved *Treasurer's Handbook*, with slight modification, in the format shown. Additional sets of the forms will be included.

DATE CARRIED 4/26/88

That the WSO be directed to publish a world phone directory to be updated annually.

DATE CARRIED 4/26/88

That the WSO make the *Fellowship Report* available for sale to any member of Narcotics Anonymous by subscription.

DATE CARRIED 4/27/88

To adopt the new *WSC Literature Committee Guidelines* effective immediately. The *Temporary Working Guide to Our Service Structure* and the *Handbook for Narcotics Anonymous Literature Committees* will reflect this change as appropriate.

DATE CARRIED 4/27/88

To include "P.I. and the Media" (Addendum 3B of the 1988 *Conference Agenda Report*) as an appendix to the *Guide to Public Information*.

DATE CARRIED 4/28/88

That the name "World Convention Corporation for Narcotics Anonymous" be changed to "World Convention Corporation" and that all references to the World Convention Corporation for Narcotics Anonymous be changed to reflect the new name. (Further changes were made by WSC to the *Convention Guidelines* and are reflected in that publication.)

DATE CARRIED 4/25/89

That the policy of the WSC be to not release tapes of the annual conference.

DATE CARRIED 4/25/89

That an Additional Needs advisory panel of the WSB Internal/External Affairs Committee be created. This panel will have as its primary purpose the maintenance of communication with existing area and regional additional needs committees. This panel will become active upon the dissolution of the WSC Ad Hoc Committee on Additional Needs, and will remain active until such time as the WSB Internal/External Affairs Committee can offer appropriate alternatives to this arrangement. Each month this panel will report all its communications to the WSB Internal/External Affairs Committee in hopes of furthering an understanding and accommodation of additional needs members' concerns. This panel will be composed of two N.A. members with a good understanding of additional needs who will be appointed by the chairperson of the Board of Trustees.

DATE CARRIED 4/25/89

To dissolve the WSC Ad Hoc Committee on Additional Needs.

DATE CARRIED 4/26/89

That the WSO be instructed to include in the WSO inventory items of merchandise (including jewelry and other popular items purchased by N.A. members) that contain representations of the N.A. logo for sale to members and service committees.

DATE CARRIED 4/26/89

At the 1989 WSC, the conference elect not more than three members to the Board of Trustees for five-year terms, elect not more than one member to the Board of Trustees for a one-year term and elect not more than one member to the Board of Trustees for a two-year term.

At the 1990 WSC, the conference elect not more than three members to the Board of Trustees for five-year terms and elect not more than one member to the Board of Trustees for a one-year term.

At the 1991 WSC and all subsequent meetings of the conference, the conference elect only three members to serve for five-year terms and fill vacancies in other positions as necessary, but in no event, more than two additional trustees in a specific year. During the transition years, additional vacancies that result from reasons other than normal rotation will be filled for the specific period of time of the vacancy, rather than for a five-year term automatically.

DATE CARRIED 4/26/89

To approve the *Handbook for Narcotics Anonymous Literature Committees, Revised* as a replacement for the existing handbook.

DATE CARRIED 4/22/91

For the 1991 World Service Conference meeting, WSO will produce tapes of each panel presentation and business session. The tapes will be available for purchase at a nominal charge.

DATE CARRIED 4/23/91

To reaffirm and ratify that the ownership of all of N.A.'s intellectual and physical properties prepared in the past, and to be prepared into the future, is held by WSO, Inc., which holds such title in trust on behalf of the fellowship of Narcotics Anonymous as a whole, in accordance with the decisions of the World Service Conference.

DATE CARRIED 4/23/91

Certain sections of the WSC Public Information Committee guidelines (identified in the World Service Conference Public Information Committee Working Guides) are policy of the World Service Conference. Any changes to these sections must be made by the WSC and require a two-thirds vote.

All other sections of the WSC Public Information Committee guidelines are internal guidelines and may be modified with the approval of two-thirds of the WSC P.I. Committee and the concurrence of the Joint Administrative Committee. All changes approved by the WSC PI Committee and the JAC will be mailed to conference participants within sixty days. The WSC may reverse any such change by a majority vote.

DATE CARRIED 4/23/91

To reaffirm that the World Service Office, Inc. is the exclusive publisher and distributor of all World Service Conference-approved literature, including all books, pamphlets, handbooks, and other intellectual and physical properties, as directed by the fellowship of Narcotics Anonymous through the World Service Conference.

DATE CARRIED 4/24/91

To delete Section 4, "Keeping the Fellowship Informed," in *A Guide to Public Information*, and replace with "Learning Days and Workshops" (Addendum 10, 1991 *Conference Agenda Report*)

DATE CARRIED 4/25/91

Certain fundamental sections of the WSC Literature Committee guidelines are policy of the World Service Conference. Any changes to these sections must be made by the WSC.

All other sections of the WSC Literature Committee's guidelines are internal guidelines. These internal guidelines and the Handbook for N.A. Literature Committees may be modified with the approval of two-thirds of the WSCLC and the concurrence of the Joint Administrative Committee. All changes approved by the WSCLC and the JAC will be mailed to conference participants within sixty days. The WSC may reverse any such changes by a majority vote.

DATE CARRIED 4/25/91

That the WSC Administrative Committee retain responsibility to coordinate and report on efforts to address the isolated groups/meetings issue. Concerning the "What is an N.A. Group?" issue, the conference accepted the following resolution: "That these isolated groups, whether they are currently groups or merely striving to be groups, that in either instance, they deserve the service of the WSO, and we would request the WSO to respond to their needs."

DATE CARRIED 4/25/91

That, for conference year 1991-92, the fiscal responsibilities currently assigned to the Joint Administrative Committee be reassigned to a committee composed of the treasurer of the World Service Conference and the Chairpersons of the World Service Conference, the World Service Board of Trustees, and the World Service Office Board of Directors. This committee shall be known as the Interim Committee. Further, the Interim Committee shall make necessary decisions affecting N.A. world services when the World Service Conference is not in session, mindful of priorities previously established by the World Service Conference. The Interim committee shall report its actions throughout the 1991-92 in the Conference Report. In the WSC Administrative Committee portion of the 1991 *Conference Agenda Report* , the Interim Committee shall report and offer recommendations on a permanent process by which decisions can be made when the World Service Conference is not in session.

DATE CARRIED 4/25/91

The voting participants of the 1991 World Service Conference, after much discussion and consideration of several motions, voted to issue the following statement to the fellowship:

"The Basic Text, 5th Edition is the only edition of the Basic Text that is currently approved by the World Service Conference of Narcotics Anonymous for publication and sale. The World Service Office Board of Directors is entrusted with the responsibility for protecting the fellowships physical and intellectual properties, including the Basic Text, and at the Board of Directors discretion, shall take legal action to protect those rights against any and all persons who choose to infringe upon this literature trust."

DATE CARRIED 4/26/91

To make the Multi-national Forum an annual event of the WSC.

DATE CARRIED 4/26/91

That the World Service Conference supports the development and production of a video about N.A. A committee consisting of two members of the WSC P.I. Committee, 2 members of the WSB, and 2 members of the WSO BOD, to be selected by their respective board/committee chairpersons will oversee the production of this project. This project is to be funded by the WSO in its entirety.

DATE CARRIED 4/26/91

That nominees to the pool of the Board of Directors need not be present, providing they have indicated a willingness to serve in writing, and submitted a service resume, and were past conference participants.

DATE CARRIED 4/26/91

That the WSO, in conjunction with the WSC Literature Committee compile and publish for distribution to the fellowship, "An Introductory Guide to Narcotics Anonymous" consisting of only conference-approved literature, as a low cost inventory item. Price to be determined by the WSO BOD. For context review, the table of contents of the proposed piece and a survey form will be sent to each conference participant and registered literature committee with input due back to WSCLC by August 1, 1991.

DATE CARRIED 4/26/91

That the conference strongly recommends that the World Service Office Board of Directors delete the last sentence of subparagraph "C" on page 5 of the bylaws, and insert the following language: "Directors elected according to paragraph 6.04 (2) by the WSC may not be elected to serve consecutive terms. Directors serving their first term, having been elected accordingly to this section will automatically be nominated to the pool of Directors as described in paragraph 6.04 (1).

WORLD SERVICE

The final type of service which N.A. offers is world service. These are the services which deal with the situations and needs of Narcotics Anonymous and which the fellowship offers to its members, groups, and to society. The basic purposes of our world services are communication, coordination, information, and consensus. We provide these services so that our groups and members can more successfully carry the message of recovery, ensuring that our program of recovery can be made more available to addicts everywhere.

Our world services include the World Service Conference, which meets annually in open conference, and the World Service Board of Trustees, which meets quarterly. These branches of service are interrelated and work together to benefit all of N.A.

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

Note: The three paragraphs above on world service are from the proposed revised policy manual (green manual, 1982). They are similar to language that was previously published in the service manual and not removed when the first fifteen pages of the green manual were adopted. The language above is redundant to that shown on page 11 and has been placed here to avoid confusion.

ADDENDUM 1.

N.A. WAY MAGAZINE

ORGANIZATION AND RESPONSIBILITY

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, but editing will be limited to correction of grammatical, syntactical and structural problems in an effort to promote continuity without altering the content or flavor of the article. 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.

A section shall be added to the *N.A. Way* which would report newsworthy happenings around the fellowship. This may include developments within various service boards or committees, local events in various areas that may be of interest to the fellowship as a whole, or any other news and information regarding Narcotics Anonymous.

A section shall be added to the *N.A. Way* which would include editorial comments from within the fellowship. The specific intent of this section would be to provide a clear statement from at least two sides on issues of concern to the fellowship, and to provide space for responsible replies from our readers. Such an editorial section would also provide the forum for statements by the trustees and for the fellowship's discussion of those statements.

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. Editing will be limited to the correction of grammatical, syntactic and structural problems in an effort to promote continuity without altering the content or flavor of the article. Except as noted in the following paragraph, the Editorial Board shall have authority to decide what is put in each issue and to decide which articles are to be 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 subcommittee chairpersons, 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 as 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 the WSC (referred to as Associate Editor). Each member of this Editorial Board must have not less than five 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 the period of service, the chairperson of the WSC will appoint a qualified replacement within 30 days. The appointed replacement shall serve for the unexpired term of service until the next regular scheduled election.

5. The World Service Board of 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 PANEL

1. Articles submitted as stories, poems, etc., shall be reviewed by an additional review panel prior to their consideration by the Editorial Board for inclusion in the magazine. The review panel 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 panel must have not less than five years abstinence at the time of initial participation. The members: three trustees, three former N.A. newsletter editors and three individuals selected by the WSC.

2. The review panel shall review proposed articles 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 panel, but may not include in the magazine articles that a majority of the review panel recommends not printing.

3. At the annual meeting of the World Service Conference nominations or volunteers will be accepted for members to serve on the Review Panel of the *N.A. Way*. Each volunteer or nominee must have not less than five years clean time at the time of nomination, and should have business experience or educational experience that will assist in the production of a fellowship magazine. From the volunteers and nominees not less than seven will be selected to serve.

The selection will be based on examples of work produced in actual practice by the members. Volunteers and nominees will be sent material for their participation over a period of months in order to obtain a sufficient exposure of their skills and abilities for the work to be done. A background in English, literature or editing will be important tools. The selection will be upon unanimous agreement by the chairpersons of the World Service Conference, the Board of Trustees and the World Service Office for a period of service of one year. In order to consistently get the best efforts of our members, they can be assigned for successive terms. More than seven members may be assigned as more are found to be available with time, skills, and ability. Upon the resignation or failure of a member to reasonably participate, the member will be dropped from the Review Panel and a new member selected.

4. The Board of Trustees may select, in any manner they choose, the three members of their board to serve on the review panel. 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 Panel may continue to operate normally without input or participation by the absent trustees. The trustees selected for this service should be appointed and serve for a period of not less than two years.

CONCEPT OF SERVICE

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 principles and not personalities. Each person who is elected to serve on the Editorial Board or Review Panel should accept this duty as a primary N.A. activity and subordinate other conflicting interests.

ADDENDUM 2.

N.A. AUDIO TAPE REVIEW

At the annual meeting of the World Service Conference, nominations or volunteers will be accepted as members to serve on the Audio Tape Advisory Panel. Each volunteer or nominee must have not less than five years clean time at the time of nomination, and should have time available to do the work required. From the volunteers and nominees not less than fifteen will be selected to serve. The selection will be by random drawing and each person will serve for one year. When the drawing is conducted in successive years, those members who are still serving and desire to continue will have their names automatically entered into the drawing. If, during the year, a member fails to participate they will be replaced by another person drawn from the remaining volunteers and nominees.

ADDENDUM 3.

WSC POLICY COMMITTEE

1. Purpose

   The purpose of the Policy Committee is twofold, the first of which is to evaluate suggestions in conference policy or procedure and proposed changes or modifications to the service structure. The second purpose of this committee is to compile information on requests for the addition of new regions within a state, province or country, according to the need for improvement of services and/or communication with the local structure. This information is to be included in the *Conference Agenda Report*.

2. Voting Membership

   The term of membership on this committee is one conference year.

   A. The chairperson and vice chairperson are elected by the WSC. Other committee members are elected as follows:

   B. One member of the WSO Board of Directors (appointed by that board)

   C. One member of the World Service Board of Trustees (appointed by that board)

   D. Two previous world level trusted servants to be appointed by the newly elected chairperson. Three previous WSC Policy Committee members to be elected by the outgoing WSC Policy Committee.

   E. Eight RSRs/RSR alternates elected by the WSC.

3. Vacancies in Committee

   Any member may resign voluntarily or involuntarily by relapse or failure to fulfill assigned duties. Involuntary resignations must be approved by a majority of the committee. Vacancies in the committee will be filled by nomination by the chairperson upon majority agreement of the committee members.

4. Participation

   At the WSC quarterly meetings, the committee will receive written input, presentations, and/or discussion regarding its work from any interested member of the fellowship. This session will be limited to two hours, after which participation by anyone other than voting members of the committee and the WSO project coordinator will be at the chairperson's discretion.

ADDENDUM 4.

APPROVAL OF SERVICE MATERIAL

DATE CARRIED 4/29/87

To accept the following guidelines as the approval process for written materials specifically intended for use by service committees (handbooks for fellowship service committees, guidelines for WSC committees, informational service pamphlets, etc.).

A final draft of the work will be prepared by the originating WSC committee and submitted to the Joint Administrative Committee prior to its January meeting. The Joint Administrative Committee will then be responsible for reviewing the submitted work and determining if the submitted material is ready for WSC consideration and approval. If the submitted work is found to need additional work it shall be referred to the committee or board for further work. If, however, the submitted work is recommended for WSC approval it shall be distributed to all WSC participants at least ninety days prior to the annual WSC meeting with notification that it is pending WSC approval. Upon approval of two thirds of the WSC participants, the handbook, guidelines, or changes to the guidelines shall become conference approved and included in the WSO inventory.

DATE CARRIED 4/29/87

To accept the following guidelines as the approval process for audio-visual tools intended for use by service committees.

A rough draft of the work will be presented to all members of all the conference committees and boards at the annual conference to review for input. (This will be the first opportunity to review the work.) The input will be mailed to the originating committee, via that committee's WSO project coordinator, thirty (30) days prior to the July quarterly workshop. At the July quarterly workshop the work will be presented to the same trusted servants to review for the second time and present further input. All input must be presented to the originating committee prior to the close of the July workshop. The originating committee will then have until the close of the October quarterly workshop to complete any changes to the work.

The World Service Office will then produce the material.

A copy of the material will be distributed to all WSC participants ninety (90) days prior to the annual conference as official notice to regions that the material is to be considered for adoption at the annual conference.

DATE CARRIED 4/28/89

Move that the following be adopted for approval of service committee literature:

Definition: Literature for use by N.A. service committees, intended for addicts and non-addicts, printed to indicate that it is to be distributed through a service committee, and not to be used in N.A. meetings. Process: The originating committee will be responsible for the production of the draft of the piece. (The originator may use resources including, but not limited to, the Board of Trustees, area and regional subcommittees, other WSC committees, appointed ad hoc committees, not necessarily limited to committee members, and WSO staff.) The draft will be submitted to the Joint Administrative Committee, which will determine if the piece is to be referred back to the originating committee and/or other WSC committees and boards. If, however, the submitted work is recommended for WSC approval, it shall be distributed to all WSC participants at least ninety days prior to the annual WSC meeting with notification that it is pending WSC approval.

DATE CARRIED 4/28/89

P.I. Tapes: A tape review subcommittee consisting of three WSC P.I. participants will review and approve for sale by the WSO all service-related P.I. tapes.

ADDENDUM 5.

WORLD-LEVEL PUBLIC INFORMATION CONTINGENCY PLAN (4)

This outlines how contacts with Narcotics Anonymous by national or international electronic or print media contact should be handled.

It is very important to ask every national or international electronic media contact the following:

* What is the audience exposure likely to be? (Will it be a local, regional, national, or international broadcast or print story?)
* How is the information going to be used? (Is the context of the article or program appropriate for our message of recovery?)
* What are the scheduling and deadline requirements?

As an international fellowship, we need specific national or regional guidelines to ensure maximum support for members handling the media contacts. The trusted servants that are specified in these plans should have the most extensive experience possible in both public information work and in personal recovery. The principles contained in the guidelines below may be adapted to the needs of Narcotics Anonymous communities around the world. These should be adhered to in those countries where the trusted servants listed below are available.

National or international media coverage that does not affect a member's anonymity. Responsibility for responding to media requests shall be assigned to the WSO P.I. Department coordinator in conjunction with any one of the persons listed below:

1. The WSC P.I. Committee chairperson or vice chairperson. If they cannot be reached, the WSC chairperson or vice chairperson should be reached.
2. The WSO administrator for fellowship services, or the WSO executive director.
3. The member of the World Service Board of Trustees assigned to the WSC P.I. Committee, and/or the WSB chairperson. If both of these are unavailable, the trustee geographically closest to the media contact should be reached.

National or international media coverage which affects a member's anonymity. Contacts involving a member's anonymity require prompt response from every world service branch. One or more of the individuals listed above should be contacted to respond with whatever assistance they can provide. These types of media contacts may require the presence of a trustee or the WSC P.I. Committee members assigned to that region.

Certain types of electronic media coverage involving video or film crews may require the presence of a nonaddict trustee to be interviewed on camera in order to ensure protection of our member's anonymity.

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(4) The world-level contingency plan was first passed May 1, 1987, by the World Service Conference. On April 28, 1988, when the World Service Conference voted to add a new section called "P.I. and the Media" to A Guide to Public Information, an updated world-level contingency plan was a part of the material that was approved. The updated version appears on this page.

ADDENDUM 6.

THE WORLD SERVICE CONFERENCE REPORT

The *World Service Conference Report* is a periodic publication of the World Service Conference which has evolved as a means of providing continuing information to conference participants about activities of the committees and boards of the conference. It includes separate reports from conference officers, committees and boards. These reports contain information on the status of major projects on which the committees or boards are working, suggestions for new work and problems that have been encountered. Through the periodic *World Service Conference Reports*, a committee or board may keep conference participants informed of progress on items that may eventually be contained in the *Conference Agenda Report*. The frequency of publication may change from year to year. The report is distributed to all conference participants. Single and bulk subscriptions to the *World Service Conference Report* may be purchased from the World Service Office by any N.A. member, group, service board or committee. (5) (5.a.)

THE WORLD SERVICE CONFERENCE DIGEST

An abbreviated version of each issue of the *World Service Conference Report*, known as the *World Service Conference Digest*, is distributed to all regional and area committees. Additionally, the *Digest* is available upon request, free of charge, to any N.A. member, group, service board or committee. Each issue of the *World Service Conference Digest* is translated into a variety of languages, at the discretion of the WSC Administrative Committee

The *World Service Conference Digest* contains summaries of *World Service Conference Report* material that is of interest and importance to the N.A. membership. *World Service Conference Report* items of specific use only to WSC participants are not included in the *Digest*. Such items include reports on WSC internal policy, notes on projects previously discussed in the *Digest* for which there is nothing new to report, and reports on minor adjustments to standing projects.

Free access to major reports from world service boards and committees on topics of continuing interest to the N.A. membership is offered to the *Digest* reader in each issue. These reports are listed on special order blanks appearing in the *World Service Conference Digest*.

THE CONFERENCE AGENDA REPORT

The *Conference Agenda Report* is distributed ninety days prior to the opening day of the conference. The report contains the proposals and motions that the fellowship is being asked to consider and form a fellowship-wide group conscience on. One copy of the report is mailed to each voting participant of the conference, each RSR alternate, and the mailing address of each region. Additional copies may be purchased by N.A. members from the WSO. The price established for the report may vary from year to year depending on the cost of production.

The *Conference Agenda Report* includes reports, proposals, and motions from the conference committees, the Board of Trustees, the WSO Board of Directors, and the WCC Board, and may include proposals or motions from regions. The reports are written by officers or chairpersons of the committees or boards. The report may include a summary of events leading to the presentation of the proposals that

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(5) At the 1988 World Service Conference when this paragraph was adopted, an additional motion was approved which states, "That the WSO make the Fellowship Report available for sale to any member of Narcotics Anonymous by subscription."

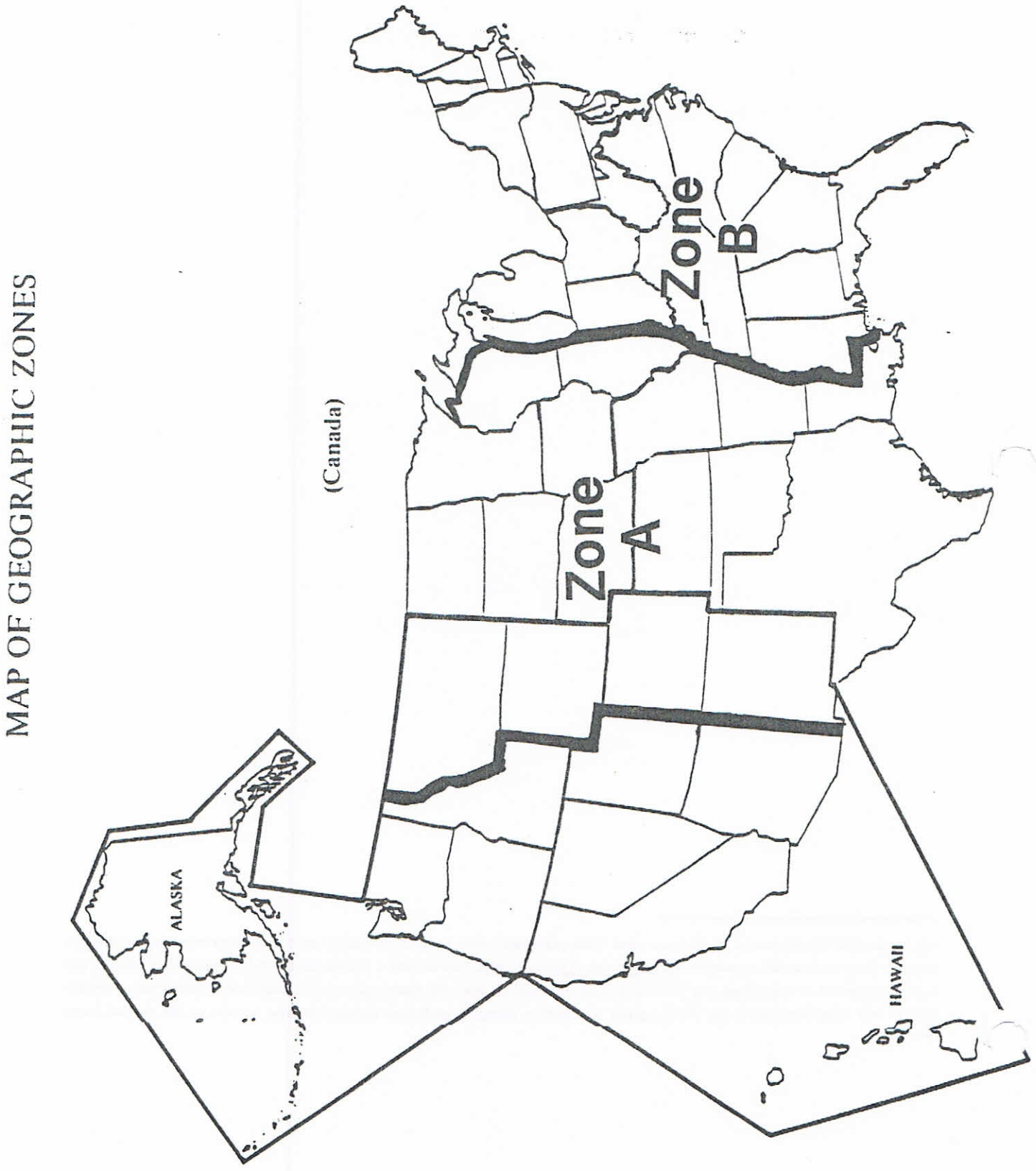
(5.a.) At the 1990 World Service Conference this paragraph was revised to reflect the changing of the name of this periodical from Fellowship Report to World Service Conference Report.

are included. If a committee or board is not presenting any proposals for action by the conference, no report from that committee or board will be included in the *Conference Agenda Report*. (6)

(6) At the 1988 World Service Conference when these paragraphs were adopted, additional related motions were approved which provide, "Any motion that appears in the Conference Agenda Report shall include a written intent. Additionally, the maker of any motion submitted or committed to a WSC committee or board provides the chairperson of the committee or board with a written intent." and "That motions in the WSC Agenda that involve changing guidelines include only that section of the manual being amended."

ADDENDUM 7.

ZONE MAP FOR USE IN DETERMINING SITES FOR ANNUAL WSC MEETINGS



The Twelve Traditions of Narcotics Anonymous®

1. Our common welfare should come first; personal recovery depends on N.A. unity.

2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.

3. The only requirement for membership is a desire to stop using.

4. Each group should be autonomous except in matters affecting other groups or N.A. as a whole.

5. Each group has but one primary purpose—to carry the message to the addict who still suffers.

6. An N.A. group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.

7. Every N.A. group ought to be fully self-supporting, declining outside contributions.

8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.

9. N.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.

10. Narcotics Anonymous has no opinion on outside issues; hence the N.A. name ought never be drawn into public controversy.

11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.

12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

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