



# WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

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## REPORT OF THE WORLD POLICY COMMITTEE

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

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

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

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

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

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

## 1. The Service Structure

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

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

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

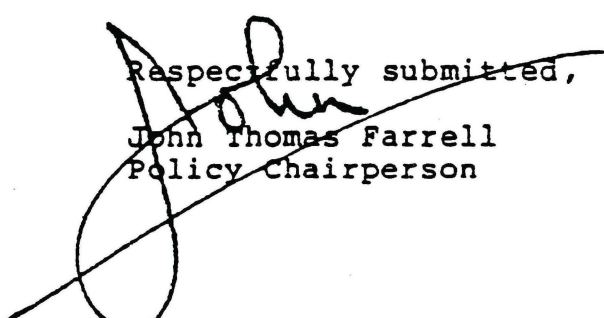
## 2. The "N. A. Way":

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

## 3. Conventions:

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

Respectfully submitted,

  
John Thomas Farrell  
Policy Chairperson



## DEDICATION

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

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

## THE REPORT OF THE WORLD SERVICE CONFERENCE POLICY SUBCOMMITTEE

FEBRUARY 1984

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

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

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

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

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

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

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



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

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

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

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

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

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

In love and service

WSC Policy Subcommittee

February 1984

## A NOTE ON TERMINOLOGY

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

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

Another important thing to keep in mind is that some of the service arms which we describe in this structure are not a part of the N A program. They exist separately and are designed to provide services to the program. The Narcotics Anonymous program consists only of Twelve Steps and Twelve Traditions and addicts helping each other.

We have described three types of service in this overview; these are Personal Service, General Service and World Service. In general, the Personal Service one or more members can offer directly to the addict who still suffers is a part of the program. It is in the nature of our 12th Step work. General Service and World Service, however, are not primarily involved in this type of direct service. Rather, they are designed to support our program of recovery by providing the services necessary for our members and groups to survive and grow.



(The N A Tree Cover Letter 1975)

An open letter to the members of Narcotics Anonymous

November 17, 1975

Dear Fellow Members:

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

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

Yours in fellowship.

A GROUP OF CONCERNED MEMBERS

## INTRODUCTION TO THE SECOND EDITION (1976)

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

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

Thank you,

Literature Committee

Narcotics Anonymous

June, 1976



## INTRODUCTION TO THE THIRD EDITION

(BLUE SERVICE MANUAL 1978)

The 1976 World Service Conference was held in conjunction with the Narcotics Anonymous Sixth World Convention in Ventura, California. That Conference established an Ad Hoc Committee of elected representative of the Fellowship to review and revise the Service Structure that had been proposed for Narcotics Anonymous in The N A Tree.

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

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

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

God Bless,

Conference Literature Committee

Autumn, 1978

(APPROVED BY CONFERENCE APRIL-1979)

## INTRODUCTION TO THE REVISED THIRD EDITION

(GREEN SERVICE MANUAL 1981)

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

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

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

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

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

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

In the process of writing, rewriting, debating and finally consensus on all points in this proposed revision, we feel "We" were not the writers, only the instruments. The spiritual principles of our program in the area of primary purpose, group conscience and principles



before personalities were the guiding factors of the writing. Much has been learned by all of us in this process. The growth and knowledge we experienced in being allowed to serve is our reward.

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

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

Thank you.

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Everything that occurs in the course of N A service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that we began this work. We must always remember that as individual members, groups and service committees, we are not and should never be, in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our Fellowship; prevents us from providing the services necessary for growth.

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

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## INTRODUCTION TO THE TEMPORARY WORKING GUIDE (1983)

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

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

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

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

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

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

WSO July 1983

THE PURPOSE AND FUNCTIONS OF THE SERVICE UNITS OF NARCOTICS ANONYMOUS

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



## MEMBER

The front-line, so to speak, of N A Service is an individual N A member. Any addict can be a member--the only requirement is a desire to stop using. The service that each of us provide is the most important of N A. It is a member who carries our message of recovery and works with others. Without an active membership, there would be no need for the rest of this Service Structure. There would be no N A.

The benefits of membership are clear to us all: a drug-free life, the chance to grow, friendship and freedom. However, membership is not without its responsibilities. It is the responsibility of each member to maintain thier personal recovery. Also, it is the responsibility of each of us to share freely our experience, strength and hope with an addict who still suffers, and work to ensure that which was freely given to us remains available to the newcomer and old-timer alike.

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

## GROUP

An N A Group is any meeting which meets regularly at a specified place and time, providing that it follows the Twelve Steps and Twelve Traditions. To facilitate communications and unity and to better serve N A as a whole, groups should register with the World Service Office. The group is the second level of our N A Service Structure.

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

Groups hold two basic types of meetings. Those which are open to the general public and those closed to the public (for addicts or those who feel they might have a drug problem). Meetings vary widely in format from group to group: participation meetings, speaker meetings, question and answer, topic discussion or any combination of these formats.

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

The Group has proven to be the most successful vehicle for Twelve Step work. After sharing one's personal experience, strength and hope, the most valuable thing a member can do is to bring prospective new members to a Group meeting. In this way, a Group meeting becomes a place where newcomers know they can come for help. Often, the first

thing that can open the doors of recovery for addicts is the recognition of themselves in others. A Group provides a setting in which the newcomer can find this identification by hearing a number of recovering addicts, rather than just one or two.

A Group is the level at which we first find some of the day-to-day business of N A being taken care of. There is rent to pay, literature to buy and distribute, refreshments to be provided, a meeting hall to be kept clean, a time schedule to follow, announcements to be made and other things to be done for the maintenance of a Group. A Group should stay in contact with other groups in its local area and with the rest of N A, so it can find out about activities, learn of new groups opening up, get new literature and find out what's happening in N A. This can best be accomplished by a number of groups in an area creating an Area Service Committee. This will be discussed further in this manual. This is also the first level at which Fellowship funds are handled and the correct use of this money is essential for the preservation of a Group. It is at a group level that the principle of Trusted Servant comes into being; "Our leaders are but trusted servants, they do not govern." The officers of a Group are elected by a majority vote of the Group Conscience. They are Secretary, Treasurer, Group Service Representative (GSR) and Group Service Representative Alternate (GSR Alt). These trusted servants are the nucleus of the steering committee. The steering committee is made up of those people who regularly attend and support the Group at a business meeting. Please see the appendix for a discussion of "The Trusted Servant".

#### GROUP SECRETARY

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



## GROUP TREASURER

The Treasurer of an N A Group is responsible for the funds which come into a group from the collection and for the handling and distribution of these funds. The money collected in our meetings must be carefully budgeted. There are numerous expenses necessary for running a group. The Treasurer keeps an accurate record of all the group's financial transactions in meeting log books, maintains a group bank account and distributes money to pay for its meeting facility, purchases literature, provides refreshments, buys supplies and covers the cost of any miscellaneous expenses which the group might incur. In order to maintain our Fellowship and freedom, monies which come from a group's collections and member's contributions must always be used to further our primary purpose. A group must first support itself.

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

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

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

Remember: Trusted servants should be chosen well. It is recovering addicts whom they will be serving. One of the responsibilities of officers of a group is to train other group members to replace them. A group can be strengthened by new officers who are prepared to take over the responsibilities of those they replace. Continuity of service can be aided by overlapping the terms of service.



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

The Group Service Representative (GSR) is first in line of communication between a group and Narcotics Anonymous as a whole. They are the links that bind the groups together in the performance of our primary purpose. It is their responsibility to keep a group informed and to express the Group Conscience in all matters. In other words, they are, in fact, the voice of the group. Electing GSR's who will take an active part in the business of N A is probably the most important thing we can do to improve the unity of the Fellowship. Active representation, more than any other thing, can strengthen the ties that bind us together and promote our common welfare.

The GSR speaks for their group at the Area Service Committee meetings. They take part in the planning and implementation of any functions which affect the members of their group. As a result of their participation, they can keep their group informed about what is happening in N A. Members of a group should always be able to go to their GSR and find out about activities, other groups, how our Service Structure works, the Twelve Traditions, and how they can become more involved.

The GSR normally serves for a period of two years. The first is spent as a GSR-Alt, working closely with the existing GSR, learning the duties of the office and taking over in case the GSR is ill, or cannot for any reason continue to serve. Also, if the GSR cannot attend the ASC Meeting, the GSR-Alt has the responsibility to vote in their absence. It is also suggested that a GSR share some of their responsibilities with the GSR-Alt. The second year, they become the group's GSR, taking over the full responsibilities and functions of the office, and in turn are helped by a newly elected Alternate. The "apprentice" system serves two purposes: first of all, it helps to provide a continuity of service which never leaves a group unrepresented; and secondly, the year spent as Alternate provides the training necessary for an effective GSR. As you can see, the role of GSR is not a simple one, nor one to be taken lightly. The election of effective GSR's and Alternates is probably the most important thing that you, as an individual member can do for the unity of Narcotics Anonymous. In choosing your GSR, remember that they are your voice and your ears in N A. If you wish to be well represented and well informed, it is your responsibility to elect the best possible nominee. Please refer to "The Trusted Servant" in the appendix for a discussion of qualifications. The GSR's and Alternates as we have described them are your link to the rest of N A. They are also the ties that bind the personal service you and your group perform to the next type of service which is offered by N A: Area and Regional Service.

## INTRODUCTION TO AREA AND REGIONAL SERVICE

In 1969, our first service committee, specifically designed to fill our general service needs at the group level, was established. This committee and others like it have contributed greatly to the growth of N A. Our experience has shown us that our groups encounter situations which they cannot handle on their own. In the spirit of our Fellowship, we as individuals seek help from one another to deal with our living situations; just so, groups can find help from other groups. However, most of the situations a group faces are of such a nature that another group located many miles away can be of little assistance; and for this reason, this part of our Service Structure contains both Area and Regional Service Committees.

### DEFINITION OF AN AREA

An Area in Narcotics Anonymous is any local area, community or town with a significant number of N A Groups. Any set of groups within definable geographic boundaries that need to function together as an Area can be an Area.

### AREA SERVICE COMMITTEE (ASC)

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

There are certain facilities which are necessary to the service provided by an ASC. In the beginning, these may simply be a permanent mailing address (usually a Post Office Box), a bank account and a place to hold meetings.

As the membership and number of groups within an Area increases, or when an Area decides that it needs a broader spectrum of services, more facilities may be needed. These might include a telephone answering service, a typewriter and a place to store literature, among other things. As an Area grows still more, the members may decide to consolidate and improve these facilities by opening and staffing a local office.

Most ASC's have found that a subcommittee does the actual work to implement ASC directives. The subcommittees normally deal with a single service such as Public Information, Hospitals & Institutions, or Activities, and may meet to do the work as needed during the month between regular ASC meetings.

The most important service which an ASC provides is that of its group's support. Whenever a group has a specific situation or need which it has not been able to handle on its own, it can come to its Area Service Committee for help. These situations are almost limitless



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

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

A group supports its Area Service Committee both financially and emotionally. It takes money to provide the services we have described. It is a group's responsibility to offer this support. When an ASC is first formed, this need for funds may be minimal: just enough to pay for a Post Office Box and a meeting place. However, as an Area grows, the financial needs of the ASC also grow. In order to provide a full line of services, it requires a steady, reliable flow of money. Some ASC's provide these funds through activities. These alternate sources of financial support are helpful, but the bulk of the responsibility still falls on the member groups of the ASC.

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

In order to provide these services, an ASC needs the active participation of its GSR's. The active participation of each GSR is essential for a successful ASC. Each GSR must keep their own group informed and must represent their Group Conscience in all ASC decisions. An agenda for an ASC should be sent to the groups ten day before the ASC meets. GSR's should evaluate each vote in terms of the needs of those they serve or take it back to their group. In addition to this, a GSR participates in helping to carry out the ASC's other specific functions. The attraction of new members, the planning and implementation of activities, and the aid given to groups with special situations are services which require much more effort than a monthly meeting.

#### OFFICERS OF AN AREA SERVICE COMMITTEE

In order to coordinate its services, each ASC elects officers yearly. These officers include a Chairperson, a Vice-Chairperson, a Secretary, a Treasurer, an Area Service Representative (ASR) and an Alternate Area Service Representative (ASR-Alt). Please refer to the appendix for a discussion of "The Trusted Servant" and "Participants and Officers of a Service Committee". Leadership and the ability to organize and give the ASC direction and incentive must come from its officers. ASC officers should be elected from the active GSR's. Prior service experience such as group secretary, group treasurer and subcommittee member are of value. Any ASC member or officer may be removed during their term in office by a majority vote of the ASC. Also, all ASC members and officers may succeed themselves in office, but in keeping with the Ninth Tradition and the principle of rotating leadership, it is recommended that no officer serve more than two



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

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

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

An Area Service Representative (ASR) is to an ASC what a GSR is to a group. As the representative of the Areas, the ASR's speak for the members and groups within the Area Service Committee. The primary responsibility of an ASR is to work for the good of N A providing two-way communication between their Area and the rest of the Fellowship, particularly with neighboring Area Service Committees. They represent the Group Conscience of an ASC at a Regional level and provide their Area with the agenda for the Regional Service Committee Meeting at least ten days before the RSC meets. An ASR attends all RSC meetings and takes part in any decisions which affect the Region, speaking as the voice of their ASC's Group Conscience. An ASR may serve on one or more of its ASC and RSC subcommittees but not as a Chairperson. The office of ASR is immensely important, for an ASR is the next link in the formation and development of the Group Conscience of the Fellowship as a whole. We believe that this is an expression of the will of our Higher Power. An ASR must be able to work for the common good, placing principles before personalities at all times.

The office of ASR also parallels that of GSR in that it is a two year commitment. The first year of service is spent as ASR-Alternate, becoming familiar with the job, attending all ASC and RSC meetings and filling in for the ASR if they are absent or for any reason unable to complete their term in office. Please refer to The Trusted Servant in the appendix for a discussion of qualifications of an ASR and ASR-Alt.

## DEFINITION OF A REGION

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

## REGIONAL SERVICE COMMITTEE (RSC)

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

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

## PURPOSE OF A REGIONAL SERVICE COMMITTEE

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

## ESTABLISHING A REGION

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

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

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

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

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

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

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

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



## FUNCTIONS OF A REGIONAL SERVICE COMMITTEE

An ASC and an RSC are similar in nature and purpose, but their respective functions are slightly different. While an ASC serves the specific needs of its individual member groups, an RSC serves the common needs of its member areas and communicates with the World Service arms of the Fellowship:

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

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

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

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

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

## REGIONAL SERVICE COMMITTEE MEETING

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

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

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

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



## REGIONAL H&amp;I SUBCOMMITTEE

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

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

## REGIONAL LITERATURE SUBCOMMITTEE

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

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

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

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

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



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

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

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

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

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

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

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

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

## REGIONAL SERVICE CONFERENCE

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

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

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

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

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

## 3) Regional Training Conference:

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

## REGIONAL CONVENTIONS

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

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

## REGIONAL SOCIAL ACTIVITIES

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



## REGIONAL SERVICE REPRESENTATIVE

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

A Regional Service Representative (RSR) is to a region what a GSR is to the group and an ASR is to an area. An RSR represents and speaks for the members and groups that comprise their Regional Service Committee. The primary responsibility of RSR's is to work for the good of N A, providing two-way communication between their region and the rest of the Fellowship. An RSR is the region's representative to the World Service Conference and the World Service Board of Trustees. They attend all RSC meetings and as many ASC meetings as possible.

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

The office of Regional Service Representative is a year-round job. An RSR participates in the WSC Conferences, thereby taking part in decisions affecting the Fellowship of Narcotics Anonymous as a whole. An RSR serves on one or more WSC Subcommittees, communicates regularly with the WSC, the Board of Trustees and the WSO, works closely with the regional officers and subcommittees and is a source of information and guidance. For these reasons, the Regional Service Representative should be selected from the best informed, most trusted and most active members in order that they may serve their region's needs and the needs of Narcotics Anonymous as a whole. Please refer to the appendix for a discussion of qualifications in "The Trusted Servant".

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

While representing their region in WSC affairs, an RSR is the voice of the region and votes the collective Group Conscience of the region at WSC conferences. Whenever a voting matter occurs where the collective Group Conscience of the regions has not been given to RSR's, they should evaluate each vote in the terms of the needs of the members they serve.

In order to prevent the necessity of tabling important WSC actions, RSR's should, before leaving their region to participate at WSC meetings, obtain a vote of confidence that they are authorized to use their own best judgement when voting on matters that the region did not have opportunity to obtain a Group Conscience.

### FINANCIAL CONSIDERATIONS

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

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

### LEGAL CONSIDERATIONS

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

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



## WORLD SERVICE CONFERENCE

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

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

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

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

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

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

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



## THE ANNUAL WORLD SERVICE CONFERENCE MEETING

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

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

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

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

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

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

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

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

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

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

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



## WORLD SERVICE CONFERENCE PROCEDURE

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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



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

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

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

## ELECTION - WSO BOARD OF DIRECTORS

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

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

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

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

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

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

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

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

## THE WORLD SERVICE BOARD

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

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

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



## GUIDELINES OF THE BOARD OF TRUSTEES OF NARCOTICS ANONYMOUS

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

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

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

- IV. The membership of the Board of Trustees of Narcotics Anonymous conforms with the following:
  - A. The number of Trustees serving at any time is limited to a maximum of Fifteen (15). There need not be a full complement of Trustees serving at any given time; ultimately, the number of Trustees will be determined by need.
  - B. Trusteeship is one of two basic types: Addict or non-addict. Of the Trustees, at least two-thirds (2/3) are recovered drug addicts.
  - C. The qualifications required of Addict Trustees include:
    1. The willingness to serve as a member of the Board.
    2. Nomination and election at the World Service Conference (WSC).
    3. A commitment to service as shown by experience working as a member of other N.A. service committees, and his or her contributions to the continuation and growth of the fellowship.
    4. The time and resources necessary for active Trusteeship.
    5. A minimum of eight (8) years' continuous abstinence from drugs, including alcohol.
    6. A good working knowledge of the Twelve Traditions and Steps of N.A.

- D. The qualifications required of our Non-Addict Trustees are:
    - 1. The willingness to serve as a member of the Board.
    - 2. Nomination and election at the World Service Conference (WSC).
    - 3. The time and resources necessary for active Trusteeship.
    - 4. A good working knowledge of the Twelve Traditions of N.A.
    - 5. A good understanding of the nature of the addict and of our program of recovery.
  - E. A Trustee is selected by the following procedure:
    - 1. Candidates for the Board are nominated and elected at the World Service Conference (WSC).
    - 2. Each year each Trustee is reaffirmed at the WSC.
  - F. The term of Trusteeship for a member of the Board of Trustees of Narcotics Anonymous is five (5) years.
  - G. A Trustee may be removed from office for due cause: By lack of affirmation by the WSC.
  - H. The resignation, retirement or removal of a Trustee does not exclude him or her from future nomination and election at the World Service Conference.
- V. In order to function more effectively, the Board of Trustees of Narcotics Anonymous elects officers.
- A. The officers of the Board of Trustees include:
    - 1. The Chairman.
    - 2. The Vice-Chairman.
    - 3. The Secretary.
  - B. The duties of these officers are:
    - 1. The Chairman of the Board of Trustees:
      - a. Presides over all Trustee meetings.
      - b. Holds such powers and performs such duties as may be required, from time to time, by the Board.
      - c. May appoint and define the duties of committees as authorized by the Board.
      - d. Is elected from, and is a member of the Board.
    - 2. The Vice-Chairman of the Board of Trustees:
      - a. Performs all the duties, and holds all the powers, of the Chairman in his or her absence.
      - b. Holds such powers and performs such duties as may be required, from time to time, by the Board.
      - c. Is elected from, and is a member of the Board.
    - 3. The Secretary of the Board of Trustees:
      - a. Keeps a record of the proceedings of the Board and of the Trustees.

- b. Prepares and publishes accurate minutes of the meetings of the Board within thirty (30) days of such meetings.
  - c. Is selected because of ability, and need not actually be a member of the Board.
- C. These members are elected by the Board at the final regular Trustee meeting of each calendar year, and serve for the following calendar year.
- D. The officers of the Board of Trustees may serve more than one (1) term of office, provided that they are re-elected for each term.

VI. The meetings of the Board of Trustees conform to the following:

- A. The Trustees hold regular quarterly meetings on the first Saturday of the months of February, May, August, and November.
- B. Additional Special Meetings are held whenever needed upon two (2) weeks notification by the Chairman.
- C. The regular quarterly Trustee meetings are open to members of the fellowship as non-participant observers.
- D. The attendance of at least two-fifths (2/5) of the active Trustees at a meeting constitutes a quorum for conducting the business of the Board.
- E. Each Trustee is expected to attend at least two (2) regularly scheduled meetings each year. A Trustee who is unable to attend may be asked to resign his or her Trusteeship.
- F. A record is kept of the meetings of the Board.
  - 1. Accurate minutes of all Trustees meetings are taken and published within thirty (30) days of the meeting. A copy of these minutes are sent to:
    - a. Each Trustee
    - b. The World Service Office
    - c. Each duly registered Regional Service Committee
  - 2. These are the only copies normally distributed; however, any member of the fellowship may, upon request, receive a copy of the minutes of Trustee meetings from the Chairperson of our Board by sending a self-addressed, stamped envelope.
- G. The regular meetings of the Board of Trustees follow this basic format:
  - 1. Opening.
  - 2. Information and Reports.
  - 3. Old Business.
  - 4. New Business.
  - 5. Closing.



VII. In order that we may better serve, we utilize a sub-committee system between the meetings of the Board.

A. The purpose of our W.S.B. committees are:

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

B. The Standing Committees include:

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

C. Trustee Committees are chaired by a Trustee who has been selected by the WSO Chairperson because of his or her experience in a specific area. Other members of these committees include other Trustees, members of the fellowship, or non-addicts as appointed by the committee Chairman.

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

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

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

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

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

## WORLD SERVICE OFFICE

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

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

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

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

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

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



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

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

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

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

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

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

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

### Service Conference.

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

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

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

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

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

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



## WORLD SERVICE CONVENTION

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

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

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

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

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

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

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

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



## APPENDIX ONE

## THE TRUSTED SERVANT (SUGGESTED QUALIFICATIONS)

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

## 1. Suggested Qualifications for all offices:

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

## 2. Suggested Continuous Abstinence Requirements:

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

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

## APPENDIX TWO

## PARTICIPANTS AND OFFICERS OF A SERVICE COMMITTEE MEETING

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

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

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

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

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

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

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

APPENDIX THREE  
SUGGESTED SERVICE COMMITTEE FORMAT

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



## SUGGESTED APPENDICES

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

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