



NARCOTICS ANONYMOUS

Bay Cities Area Service Committee
P.O. Box 1449
Redondo Beach, California 90278
(213) 372-9666

Minutes of the N.A. Tree-Study

SECOND MEETING 10/3/76

Chairman opened the meeting with the Serenity Prayer at 2:30PM
Twelve Traditions were read by -Steve M.

1. Roll Call:

Hank M. - Chairman BCASC	Yale H. - CSR-ALT. Sat. Venice
Mark M. - Secretary BCASC	Bob R. - Sec. Sat. Venice
Lillie M. - Treasurer BCASC	OTHERS: Steve M. - Paul R. -Bob Lally
Bob L. - GSD	Larry A.- Gary H. - Mike B.
Stilson S. - GSR - Tues. Hermosa Beach	
Karen B. - GSR-ALT. " " "	
Sydney R. - GSR - Thurs. Venice Women's	
Parbara N. - Secty. " " "	
Annie C. - GSR - Fri. Noon Venice	
Bob L. - GSR - Fri. Night Manhattan Beach	
Dennis N. - GSR-ALT " " "	
Shelly T. - Treasurer " " "	
Kevin F. - GSR Sat. Venice	

2. OLD BUSINESS:

Minutes of first "NA TREE" Study were presented and approved by the group.

- A) Chairman had contacted northern Calif. NA:
Northern calif. GSR Chairman sent a letter to the GSR chairman of Southern calif.
(See Attached letter). We had some discussion Re: letter and a motion was made &
passed that the GSR'S..... will attend the proposed meeting in Ventura on
Oct. 23 rd.
- B) The NA APROVED stamp on the literature: Discussion was held and the stamp was used
by the literature committee to aprove the literature for printing and to OK it to
be sent out to the membership for study and approval/revisions ect. The NA Tree is a
guidline subject to approval and or revisions by the membership at the grass roots
level. Or NA as a Whole.
- C) All the literature that was sent down to us from Northern Cal. will be copied and
given to all that were in attendance and all that would like copies.
- D) The Question Re: the word "sobriety" was retracted and there was no further discussion
was held.
- E) We noticed some revisions have been made in the second edition of the NA Tree, and we
suggest that any other groups conducting this type of meetings(NA Tree Study Meeting)
get copies of the second edition to avoid confussion. You can optain the new edition
of the Tree from the WSO.
- F) We are in agreement with the SUGGESTED Narcotics Anonymous Regional Service Committee
Meeting "AGENDA". (See Attached suggestion)

NEW BUSINESS:

- A) The group spent the major portion of the time reading the remaining sections of the
Tree. Motion was made and seconded and passed that each person re-read the tree on
his or hers own time and make notes, and bring those notes with them at our next tree
meeting.

NEW BUSINESS CONT.:

After all that reading we felt that it would be too hard to begin discussing what we read.

- B) The next Tree study meeting will be held at 525 Second str. Hermosa Beach Sunday Oct. 10, 1976 at 2:30PM.

The meeting was closed with a collection and the Serenity Prayer At 4:30PM.

We have been taking a collection at these meetings to help pay for the coffee and the refreshments. It is a collection and not a seventh Tradition. Each person that volunteers there home for these meetings, we use this collection to help pay for the refreshments.

An informed Group Conscience is the only way toward Unity

Keep it Simple
Mark M. Secty.



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Third Meeting 10/10/76

Chairman opened meeting at 2:30pm with Sidney leading us in the Serenity and Al V. reading the 12 Traditions.

1. Roll Call:

Hank M. - Chairman of B.C.A.S.C.
Al V. - Vice-Chairman of B.C.A.S.C.
Lillie M. - Treasurer of B.C.A.S.C.
Mark M. - Secretary of B.C.A.S.C.
Stilson S. - GSR Tues. Night Hermosa
Barbara N. - Secretary Women's Stag (Thursday)
Sydney - GSR of Thursday Women's Stag
Annie C. - GSR -Friday Noon
Yale H. - GSR Alternate of Sat. Night Venice
Kevin F. - GSR of Sat. Night Venice
Bob Lally
Gary H.
Bob B. (Board of Trustee)
Steve M.
Bob Levey - A.S.R.
Mike Barron

2. Old Business:

A. Minutes of 10/3/76 read and approved.

B. The pre-conventional business meeting in Ventura will be held Sunday, Oct. 24th 1976 at the Holiday Inn in Ventura in the Buena Ventura Room #6, at 1:00p.m.

C. Copies of our last two meetings have been sent out to:

1. L.A.G.S.O.
2. Eastern Counties Service Committee
3. San Fernando Valley Service Committee
4. Ventura Service Committee
5. Northern Calif. (Silvia M. GSR Chairman)
6. Northern Calif. (Steve Bice)
7. W.S.O. (World Service Office)

D. Discussion of correspondence from Northern Calif., and the proposed agendas for Regional Service Committee meeting at convention in November and Business meeting in Ventura on October 24, 1976. Who will chair the Meeting etc. ????

3. New Business:

Discussion of the Tree: "The Member" that section beginning with the words

A. Motion page 8, paragraph 2, "for the groups purpose.." and ending with words clean and desires membership. be stricken; and that the word "member" in the 2nd sentence of the last paragraph be stricken.
Argument being that these extended definitions of N.A. membership are an unauthorized extension of and violation of the Third Tradition. Motion passed by majority vote.

B. Motion that the 2 sentences in the 4th paragraph of the section "The Group" beginning with the words "although most addicts.." nature of the addict." be stricken. Argument being that these sentences constitute a derogatory, opinionated, disrespectful and hostile description of the personality character, or internal make-up of the addict: a perpetuation of stereo-type attitudes toward "The Addict". Second and passed by majority vote.

C. Terminology:

Motion that titles of Service Representative be changed as follows:

1. That title of General Service Representative be changed to "Group Service Representative"
2. That title of Area Service Representative remain the same.
3. Title of General Service Delegate be changed to "Regional Service Representative".

Argument being that this would simplify and clarify the positions involved in our service structure. Second and passed by majority vote.

D. COFFEE BREAK

E. Should the Regional Service Committee have a stationary facility ?

From where will its operations- the printing of directories and distributions of large quantities of literature-take place ? Perhaps central office manned by Representatives from all its areas ?

F. Discussion of institutional meetings and its Traditions, a proposal was put forward by Barbara N., then withdrawn at this time for revision. Will be re-written and copies sent to all Area Service Committee and to the W.S.O., to the new Institutional Committee, and carried to the Ventura business meeting of Oct. 24th. Will be presented at next Friday's regular meeting of the Bay Cities Area Service Committee meeting.

G. Next Tree Study Meeting will be held at 525 2nd St. Hermosa Beach, at 11:00 a.m. Sunday, Oct 17, 1976.

H. At that meeting we will also discuss any and all proposals regarding the agendas for the Oct. 24th Business meeting and the Regional Service Conference to be held at the convention in November

Meeting closed with collection and the Lord's Prayer at 4:45 p.m.

Baraka Sasa

Mark McGuire (Secretary of B.C.A.S.C.)



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Fourth Meeting 10/17/76

Chairman opened the meeting at 11:45am with the Serenity Prayer and the reading of the Twelve Traditions.

1. Roll Call:

Hank M. B.C.A.S.C.-Chairman
Lillie M. B.C.A.S.C.-Treasurer
Al V. B.C.A.S.C.-Vice Chairman
Mark M. B.C.A.S.C.-Secretary
Bob Levey A.S.R.-B.C.A.S.C.
Stilson S. G.S.R.- Tues. Hermosa
Karen B. G.S.R. Alt.- Tues. Hermosa
Barbara N. Secretary of Thurs. Womens
Sydney R. G.S.R. Thurs. Womens Stag.
Annie C. G.S.R.-Friday Noon
Mike B. G.S.R. Alt.-Friday Noon
Dennis N. G.S.R. Alt.-Friday Manhattan
Bob R. Secretary of Sat. Venice
Kevin F. G.S.R.-Sat. Venice
Yale H. G.S.R. Alt.-Sat. Venice
Shelley T. Treasurer of Friday Manhattan

Others present:

Marsha A.
Bob L.
Gary H.
Allen F.
Bob S.
Steve M.
Joy B.
James C.
Larry G.
Paul R.
Jack
Nolan W.

2. Discussion:

- A. Motion by Dennis N. regarding World Service Board - World Service Office.
(See Attached page)
Revisions: Section(#4) to be dropped with part of it. The specifics concerning the W.S.O. and its description be rewritten into Sec. 3.
Revisions: Length of term of Trustees be 3 yrs. Moved, second and passed.
- B. Request: As a result of our NA Tree Study Meetings, the GSR's and those involved with this Study Meeting made a formal request of the B.C.A.S.C. to write a letter to the World Service Office. Requesting some more information regarding the W.S.O. What are its functions, and make-up and the World Service Board. Who are its members. What is the length of term of office for Board Members, and what are the requirements, for members of the Board. As it stands now! B.C.A.S.C. will draft a letter to World Service Office. Second and passed.
- C. Discussion: On the N.A. Symbol. There was discussion on this, but nothing on paper in the form of proposal. 3 members agreed to gather some ideas and present it on paper at the next Tree Meeting.
- D. More discussion on the Tree: Regarding Area Service Committee. Again as before, nothing on paper in the form of a Proposal. Two members gathered some ideas as a result of our discussion, and it will be presented on paper in proposal form at next Tree Meeting.

- E. Suggestion: That in the next edition or the final edition of the N.A. Tree, that the names and addresses, P.O. Box and Phone numbers of all the various Area Service Committee be included in order, that communication among N.A. member and groups may be easier and more effective.
- F. Suggestion that at the B.C.A.S.C. level:
Lists be compiled, typed, copied and distributed to the G.S.R.'s of each group. That these list contain the following information:
1. Names, addresses, Phone numbers of all
Area Service Committee dates and location of Regular Business Meeting.
Address and Phone Number of W.S.O.
Address and Phone Number of W.S.O. Board.
Dates and location of World Service Board Meetings.
- G. Discussion of the suggested agenda sent to us by Northern California (N.A.)
- H. Next N.A. Tree Study Meeting will be held Sunday, Oct 31, 1976 at 2:00pm, at 525 Second St. Hermosa Beach. BE THERE!!!

Meeting was closed at 1:30pm with collection and Lord's Prayer.

Baraka Sasa,
Mark Mc Guire
Secretary



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FIFTH MEETING 10/31/76

Chairman opened meeting at 2:15, with Serenity Prayer and reading of the 12 Traditions.

1. Roll Call:

Hank M. - Chairman
Mark M. - Secretary
Al V. - Vice Chiarmen
Lillie M. - Treasurer
Stilson S. - GSR - Tuesday Hermosa Beach
Karen B. - GSR Alternate Hermosa Beach
Barbara N. - Secretary, Thursday Night Venice
Sydney R. - GSR, Thursday Night Womens Stag
Annie C. - GSR, Friday Noon Meeting
Dennis N. - GSR Friday Nite Manhattan Beach
Bob R. - Secretary Saturday Venice Meeting
Kevin F. - GSR Saturday Venice Meeting
Yale H. - GSR Aternate, Venice Saturday Night Meeting
Steve
Michele
Bob Lally
Bruce
Gary H.

2. Old Business:

Minutes of 10/17/76, N.A. Tree meeting read. Discussion of 10/24/76, Ventura business meeting, and reading of Ventura County N.A. proposal to the Board of Trustees of N.A. regarding the upcoming World Service Conference. Reading of letter sent to Sylvia M. (Northern Calif.), B.C.A.S.C., Ventura County Convention Committee, and World Service Office by the Chairman of the Board of Trustees.

3. New Business:

Proposed that the letter voted for in our last meeting regarding the Board of Trustees and the structure of the W.S.O., and that we compose a letter of reply to the Chairman of the Board, the letter to be approved by this group conscience before being sent out.

4. Next N.A. Tree Study meeting will be held Nov. 28th, Sunday at 2:00pm at 522 2nd St. Hermosa Beach, Calif.

Meeting ended with a collection and the Lord's Prayer at 3:30pm.

Baraka Sasa
Mark M. Secty.

SUBJECT: Revisions of the N.A. Structure by the B.C.A.S.C.

PRESENTED BY: Dennis N. - Friday Night, Manhattan Beach

1. Moved that the phrase on Page 22, Paragraph 5; "This service is for an indefinite term", be deleted and the following be inserted at the end of that sentence which ends; "...continuation and quality of service."

There are ten Trustees who serve on the World Service Board; they serve three (3) year terms and may be re-elected for a maximum of one (1) additional term. For continuity the terms are staggered so that each year five Trustees are elected by membership. At the time of the General Service Conference each year the General Service Conference submits a list of nominees for Trustees of the Regional Service Committee, which in turn go to their area and groups for a conscience vote. For addict Trustees we feel the qualifications should be:

- A. Commitment to service.
- B. Service experience at Area and/or Regional level.
- C. The willingness to give the time and resources necessary for his job.
- D. A minimum of five (5) years continuous abstinence from all drugs.
- E. A good working knowledge of the 12 Steps and 12 Traditions of our fellowship.

For non-addict Trustees, the qualifications should be:

- A. An understanding of the program of N.A.
- B. Empathy for addicts.
- C. Skills useful to the fellowship.

2. Moved that approval of the sections of the NA Tree entitled "The World Service Office" and "The World Service Board" be withheld until their functions are more fully described.
3. That the NA Tree with revisions be adopted and that January 1, 1977 be recommended as the date when all provisions of the approved NA Tree become operative.

B.C.A.S.C.

PRESENTED BY: Dennis N. - Friday Night, Manhattan Beach
N.A. Friday Night G.S.R.

Motion to Ventura Meeting:

Moved that this body be on record as favoring the following items to be placed on the agenda for the business meeting of the World Convention of Narcotics Anonymous to be held Saturday, November 13, 1976 at 9AM at the Holiday Inn, Ventura, Calif.

1. Propose that all Trustee meetings of NA be open to any member of NA wishing to attend, and that notification of all Trustee meetings be sent to all regions and areas at least two (2) weeks prior to each meeting.

Proposed motion from Stilson Snow for revision of NA Tree:

"Moved that the passage on page 8 paragraph 2 starting with the words: "For groups purpose..." and ending with the words'...clean and desires membership.', be stricken. Further, that the word "member" in paragraph 4 page 8 in the passage "The gathering of two or more member addicts for the purpose..." be stricken."

Discussion in favor of the motion:

A close reading of the section of the NA Tree entitled "the Member" reveals to me some contradictions of Tradition Three which reads "The only requirement for membership is a desire to stop using." This is stated in the second sentence of the opening paragraph of the section on the Member. However, in the third and fourth sentence the Tree sets up qualifications that go beyond the third tradition. First the Tree sets up two classes of membership by defining what a member "in good standing is, which automatically assumes there is such a thing as membership not in good standing. The qualifications set up by the Tree for membership in good standing in a group is "living a drug-free life by practicing the principles of Narcotics Anonymous." and "One qualifies by taking the First Step and remains a Group Member as long as he or she is clean and desires membership." I believe this is in direct conflict with Tradition Three which states that the only requirement is a DESIRE to stop using. Just on practical grounds how can a person who for sake of argument, may be clean for a day and who has not yet taken the First Step, be a member of NA but not a member of a Group ? When did it become necessary to be clean to be a member of group ? or of NA ? On the question of taking the First Step as a qualification, how can that be policed ? Will there be a First Step Course with a quiz at the end ? From my own experience I take the First Step at deeper levels the longer I am clean and sober. Just what level constitutes "taking" the First Step ? On a more basic note, the steps are suggested only as I recall. Does NA now wish to dogmatize or institutionalize beliefs ? Quoting from the NA pamphlet: "These are suggested only, but they are the principles that made our recovery possible."

I think anyone with any amount of clean time realizes that the steps are the only way to stay clean and have a life worth living, but to try to force a way of life on someone is not going to work. How many of us have rebelled at something we had to do, that was a requirement ? If we are following the traditions as explained in AA's 12 & 12 the relevant sentence is on page 143 : "You are an "AA member if you say so. You can declare yourself in: nobody can keep you out." Finally, I think in addition to contradicting the traditions and the Big Book and pamphlet, the Tree is complicating membership. The admonition Dr. Bob gave to Bill Wilson just before he died was "Keep it simple," and I think by defining membership we are not keeping it simple.

Proposed motion from Stilson Snow for revision of NA Tree:

"Moved that two sentences on page nine, paragraph two be stricken. They are as follows: "Although most addicts don't want to help out with the work, they are at least willing to delegate this responsibility to someone else. This seems to be part of the nature of the addict."

Discussion in favor of the motion:

I believe that the purpose of the NA Tree is to describe a service structure for Narcotics Anonymous, not a forum for the personal opinions of one or more people on the nature of addicts. Further, I believe that addicts have had enough derogatory things said about them as a group and individually without having their supposed peers condemn them on a totally theoretical basis. The official literature of NA is not the place to express personal resentments, and to institutionalize negative comments about the membership is stupid. I believe the sentences in question are negative, divisive, irrelevant, destructive, of dubious accuracy, and should be stricken.

Proposed motion from Stilson Snow for revision of NA Tree:

"Moved that the titles of Service representatives be changed as follows:

General Service Representative to Group Service Representative Area Service Representative to remain Area Service Representative General Service Delegate to Regional Service Representative."

Discussion in favor of the motion:

This would be simply a matter of changing some words to make more understandable the functions and responsibilities of the people representing the various groups and committees in NA. For instance now we have for the group a General Service Representative, but for the Region, which is two levels up in geographic terms there is a General Service Delegate. The words are too close, and could cause confusion. Also the Tree itself is confused about what to call the GSD. On page 17 it says: "The RSC also elects a Regional Service Delegate..." then on page 19 in bold type as the heading of a section, it calls this person the General Service Delegate and refers to him or her as that in that section: then on page 23 it again refers to this person as Regional Service Delegate. I think that all persons representing a group or committee should be identified the same as the body they represent, that is a person who represents a group should be known as a Group representative, a person who represents an Area should be known as an Area representative, a person who represents a Region should be known as a Regional representative. Further I believe for clarity they should all be known as either Representatives or Delegates but not designate some people as representatives and some as delegates. The overall effect under the present titles is simply one of confusion. I believe the titles as proposed would clarify and simplify the Tree.

meet the growing needs for complete communication and information. It was tested that a weekend of informal meetings be tried. They were, and have become a regular thing each February. At the first one, found ourselves discussing and recommending actions that were not our concern, but the concerns of the many area committees in our region. We got back on the track, and now it can be said that we are in no way acting like an authoritarian group, but are interested in informing ourselves so that we can help direct other A.A.'s in area activities. I think loosely knit bodies like ours can strengthen the lines of communication between the General Service Conference, G.S.O., and A.A. as a whole."

CHAPTER IX

The General Service Board

('The Trustees')

"The General Service Board (the trustees) is the chief service arm of the Conference, and is essentially custodial in its character. . . .

"Excepting for decisions upon matters of policy, finance, or A.A. Tradition liable to seriously affect A.A. as a whole, the General Service Board has entire freedom of action in the routine conduct of the policy and business affairs of the A.A. service corporations. . . ."

—excerpts from the Conference Charter

A.A.'s trustees are, of course, concerned with everything happening inside and outside A.A. that may affect the health and growth of the movement. Because the trustees are close to G.S.O. activities, they are often the first to become aware of trends that may influence A.A.'s future. However, as the Charter points out, their duties are essentially custodial. Whenever a decision on *movement-wide* policy is needed, they turn to the Conference. And, because they are a part of the Conference body, they participate in policy-making—but only as individual Conference members, not as a group.

The trustees do much of their work through the two corporations, A.A. World Services, Inc., and A.A. Grapevine, Inc., and through members of trustees' committees. The two service corporations are responsible for the employment and direction of G.S.O. personnel, and their work is covered in the following chapter. The work of the trustees' committees will be explained later on.

The chart "Structure of the Fellowship" (p. 20) shows how the General Service Board fits into the whole picture, and how the trustees get from the Conference whatever "authority" they may have. This relationship was established when the Conference structure was first set up. It has worked well, and there is every evidence that it will continue to do so in the future. Over the years, the only changes considered essential have been in the *composition* of the General Service Board, not in its duties or responsibilities.

BYLAWS of the General Service Board, Inc.

Bill W. explains in the introduction to this manual, the General Service Board (the trustees) was originally the Alcoholic Foundation, with bylaws as broad as the continent. When the corporate name was changed to General Service Board of A.A., new bylaws were needed which would reflect more clearly the scope and direction of Alcoholics Anonymous. The new bylaws, adopted in 1957, are the work of the late Bernard B. Smith, noted international lawyer, and a nonalcoholic trustee, chairman of the board from 1951 to 1956. "Bern" Smith composed the bylaws out of his great love and respect for our Fellowship. They contain both the Twelve Steps and the Twelve Traditions. They are good reading for all A.A.'s and friends of A.A.

(Adopted April 22, 1957, by the General Service Board following consideration by the General Service Conference of A.A.; amended August 6, 1962, July 25, 1966, January 29, 1968, and October 26, 1970.)

The General Service Board of Alcoholics Anonymous, Inc., now has but one purpose, that of serving the Fellowship of Alcoholics Anonymous. It is in effect an agency created and now designated by the Fellowship of Alcoholics Anonymous to maintain services for those who should be seeking, through Alcoholics Anonymous, the means for arresting the disease of alcoholism through the application to their own lives, in whole or in part, of the Twelve Steps which constitute the recovery program upon which the Fellowship of Alcoholics Anonymous is founded. These Twelve Steps are as follows:

1. We admitted we were powerless over alcohol—that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.

10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these Steps, we tried to carry this message to alcoholics and to practice these principles in all our affairs.

The General Service Board of Alcoholics Anonymous (hereinafter referred to as either the "General Service Board" or the "Board") claims no proprietary right in the recovery program, for these Twelve Steps, as all spiritual truths, may now be regarded as available to all mankind. However, because these Twelve Steps have proven to constitute an effective spiritual basis for life which, if followed, arrests the disease of alcoholism, the General Service Board asserts the negative right of preventing, so far as it may within its power so to do, any modification, alteration, or extension of these Twelve Steps, except at the instance of the Fellowship of Alcoholics Anonymous in keeping with the Charter of the General Service Conference of Alcoholics Anonymous as the same may from time to time be amended (hereinafter referred to as the "Charter").

Members of the General Service Conference of Alcoholics Anonymous are hereinafter referred to as "Conference delegates."

The General Service Board in its deliberations and decisions shall be guided by the Twelve Traditions of Alcoholics Anonymous, hereinafter referred to as the "Traditions," which are as follows:

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose—to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.

10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion: we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

The General Service Board shall use its best efforts to insure that these Twelve Traditions are maintained, for it is regarded by the Fellowship of Alcoholics Anonymous as the custodian of these Traditions and, accordingly, it shall not permit, so far as it is within its power so to do, permit others to modify, alter or vary these Traditions, except in keeping with the provisions of the Charter. The membership of the General Service Board shall consist of the trustees. A trustee shall automatically become a member upon qualifying as a trustee. A trustee shall automatically cease to be a member upon ceasing to be a trustee of the General Service Board. The sole reason for constituting trustees members is in order to comply with the laws of the State of New York, which require a membership corporation to be composed of members. Accordingly, except where functions must be made under these bylaws or as a matter of law, the words "member" and "trustee" shall be employed in these bylaws collectively.

As a condition of election as a member and election as a trustee of the General Service Board, each person shall, before qualifying to serve as a member and trustee, execute an appropriate instrument addressed to the General Service Board of Alcoholics Anonymous, stating that he or she agrees to comply with and be bound by all the terms and provisions of these bylaws.

The Certificate of Incorporation of the General Service Board divides member trustees into two categories, viz., nonalcoholics and ex-alcoholics. The non-alcoholic member trustees shall be seven (7) in number and are referred to in these bylaws as Class A member trustees. The ex-alcoholic member trustees shall be fourteen (14) in number and shall be referred to in these bylaws as Class B member trustees.

Class A member trustees shall be persons who are not and have not been afflicted by the disease of alcoholism and who express a profound faith in the recovery program upon which the Fellowship of Alcoholics Anonymous is founded. Class A member trustees shall be ineligible to serve for more than three successive three-year terms to be confirmed annually, except that in cases of the impending expiration of the term of office of a Class A trustee serving as chairman or vice-chairman, the Board has the authority to extend this term if in its judgment this is in the best interest of the Fellowship. The foregoing limitation with respect to the maximum term of service of Class A member trustees shall not be applicable to those Class A member trustees who are serving as such at the expiration of the year 1966.

There shall be fourteen (14) Class B member trustees. These Class B member trustees are designated in the Certificate of Incorporation as ex-alcoholic, only

because in the common speech of man an ex-alcoholic is an individual who at one time imbibed alcoholic beverages excessively and uncontrollably, but who does not now imbibe at all. For the purposes of these bylaws, an ex-alcoholic as designated in the Certificate of Incorporation shall be referred to as an "alcoholic" which means within the terminology of the Fellowship of Alcoholics Anonymous an individual who has arrested his drinking and is living so far as he finds possible within the concepts of the Twelve Steps which constitute the recovery program.

All trustees shall be elected or reelected at an annual meeting of the General Service Board. Class B member trustees, however, although elected at the annual meeting of the General Service Board, shall be ineligible to serve for more than four successive annual terms, except with respect to a Class B member trustee serving as chairman whose term shall be extended as hereafter provided for. Class B member trustees shall be divided into two categories; eight (8) shall be sub-classified as "regional trustees"; six (6) shall be subclassified as "general service trustees." Of the general service trustees, four (4) shall be from the New York commuting area, one (1) from Canada and one (1) from the United States. Class B regional trustees are expected to contribute their time basically during the four periods of the year, viz., each three-day period ending on the day of each quarterly meeting of the trustees of the General Service Board, and, in addition, to advise the Board with respect to regional views and opinions regarding policy matters. Class B general service trustees, in addition to providing services at the same time as Class B regional trustees, are expected to provide continued service to the Board during all of the times of the year.

While in these bylaws we refer to "member trustees" in order to comply with the laws of the State of New York, members shall elect the trustees.

In the event that any member trustee shall resign or shall die, the trustees may at any regular or special meeting elect a new member trustee to fill such vacancy, or, alternatively, permit such a vacancy to continue until the next annual meeting of the General Service Board. In the event that the vacancy is that of a Class B regional member trustee, his successor shall be elected for the unexpired term of the Class B regional member trustee who may have resigned or died. In the event that the vacancy is that of a Class B general service member trustee, his successor shall be elected for a period of four years from the date of the meeting at which he is elected.

Notwithstanding the foregoing, Class B member trustees, as Class A member trustees, are expected, subject only to the laws of the State of New York and to these bylaws, at the request of the Conference of Alcoholics Anonymous, to resign their trusteeships and memberships, even though their terms of office as member trustees may not have expired.

Proposed new member trustees to the General Service Board shall be nominated by a nominating committee designated by the chairman. No person shall become a member trustee of the General Service Board until all Conference delegates have been polled by mail or at an annual meeting of the Conference of Alcoholics Anonymous, as the Board of Trustees may determine. If a majority of

Conference delegates disapprove the election of such proposed member, he shall not be eligible as a member trustee, and the member trustees, unless there is a 100% vote of member trustees present at a meeting to the contrary, have no power to elect such person as a member trustee. If, however, a majority of the Conference delegates do not disapprove the election of such proposed member trustee, he may be elected as a member and trustee of the General Service Board upon a vote of a majority of the Board of Trustees at a meeting of the Board.

The Board of Trustees shall have all the powers provided for in these bylaws which are vested in a Board of Directors under the laws of the State of New York. The Board of Trustees may by general resolution delegate to committees or to members of the General Service Board such powers as they deem appropriate in the furtherance of the purposes to which the General Service Board is dedicated.

The members of the Board, subject to the laws of the State of New York, are authorized to exercise the powers vested in them by law in a manner consonant with the principles which permeates and guides the Fellowship of Alcoholics Anonymous, in accordance with the Twelve Traditions, and in keeping with the Charter of the Conference of Alcoholics Anonymous.

Other than the right to participate in the disposition thereof during the period of membership, no member trustee shall have any right, title or interest in the property or assets of the General Service Board, and his right to vote or otherwise participate in the disposition of property of the General Service Board shall cease upon the termination of his membership and his ceasing to be a trustee.

The General Service Board may set up new corporate bodies to serve the purposes of Alcoholics Anonymous, provided the General Service Board shall own all the capital stock of such corporate bodies, and if such corporate body is a membership corporation, its structure shall be in keeping with that of the General Service Board of Alcoholics Anonymous. Manifestly, the General Service Board is authorized to refrain from forming any new corporate body if a majority of the Conference delegates shall disapprove its formation.

In order that the General Service Board may more effectively serve the purposes for which it is formed, the Board of Trustees shall at its annual meeting or at any other meeting, if a vacancy shall occur, elect a chairman, a first vice-chairman, a second vice-chairman, secretary, assistant secretary, a treasurer and an assistant treasurer. The chairman shall have those duties generally attributable by law and custom to a president under the laws of the State of New York, with such additional greater or lesser duties as may from time to time be determined by the Board of Trustees. The term of the chairman shall hereafter be not more than six successive annual terms. The foregoing limitation with respect to the term of the chairman shall not be applicable to the chairman serving as such at the expiration of the year 1966. A member trustee, once elected chairman, shall continue as a member trustee until he ceases to serve as chairman, and if at that time the maximum period that he would have been eligible to serve as a member trustee would have expired, but for his period of service as chairman, then upon the date he

ceases to serve as chairman, he shall cease to be a member trustee. The first and second vice-chairmen shall in their respective order perform the duties of the chairman in the event of his absence or disability.

In order to render unto the law that which the law requires, the chairman shall be president, and first and second vice-chairmen shall be the first and second vice-presidents respectively, but they shall at no time employ such titles, except as may be required for the execution of legal documents or by reason of other provisions of law.

The secretary, assistant secretary, treasurer and assistant treasurer shall similarly perform those duties generally attributed by law and custom to such offices with such other greater or lesser duties as may from time to time be determined by the Board of Trustees.

An annual meeting of the Trustees of the Board, to be followed by an annual meeting of the members, shall take place in April no later than the last Monday in April each year, and subsequent regular meetings of the Board of Trustees shall take place on the fifth Monday following the close of a calendar quarter, with the proviso that special meetings may be convened at the request of one-third of the Board of Trustees, or at the request of the chairman. The chairman may also postpone a regular meeting to such date as he may determine, not later, however, than one month prior to the date of the next scheduled meeting, and at the request of the majority of the Board of Trustees, one or more regular meetings may be eliminated. All meetings of members and trustees shall take place in the City and County of New York, unless at a meeting of the Board, the trustees shall decide to hold a future meeting or meetings outside of the City of New York. The actual place and time of day of each meeting shall be determined by the chairman.

At least ten days' notice of the time and place of all meetings shall be given by mail signed by the chairman or, at his request, by the secretary or assistant secretary. The chairman at the time of the mailing of notices shall determine the order in which matters shall be dealt with at all meetings and he or a majority of the trustees present at any meetings may always decide to modify such order.

Whenever in the judgment of one-third of the member trustees present at a meeting a decision to take any action involves a matter of principle or basic policy and in the judgment of at least one-third of the member trustees a delay in arriving at a decision will not adversely affect the Fellowship of Alcoholics Anonymous, the matter shall be submitted to a mail vote of Conference delegates, and if a majority of the Conference delegates votes against the taking of such action, then the Board of Trustees will be expected to refrain from deciding to take such action.

Whenever a mail vote is taken of Conference delegates, at least two weeks' notice shall be given, and the vote shall be determined in keeping with an analysis of such vote by the chairman and secretary, or in their absence, by a vice-chairman and assistant secretary, at the end of such two-week period. An announcement of the result of such vote shall thereupon be mailed by the secretary or assistant secretary to Conference delegates and to member trustees.

all meetings of member trustees, two-fifths of the member trustees shall be present to constitute a quorum for the conduct of the affairs of the General Service Board, and the vote of a majority of the member trustees present at any meeting at which there is a quorum shall, except as otherwise may be provided by the bylaws or by statute, constitute a decision of the membership or of the Board of Trustees, as the case may be. If at any meeting there is less than a quorum present, a majority of those present may adjourn the meeting to a time to be determined by those present, without further notice to any absent trustee.

Because a stratification of the structure of the General Service Board is regarded as inadvisable and experience has taught this Board the great value of flexibility in serving its great purpose, no provision is made in these bylaws for standing committees. Committees shall be formed in keeping with the needs of service by resolution of the Board, with such powers as the Board may regard as then necessary. Committees may be created, discharged, eliminated, replaced, their powers expanded or limited, as the Board may from time to time by appropriate resolution determine. Except as the Board of Trustees may otherwise decide at any meeting, the chairman of the Board of Trustees shall designate the members of each committee and the chairman thereof.

No member of the General Service Board shall at any time have any right, title or interest in and to the funds or property of the General Service Board. Should at any time in the future the General Service Board be dissolved, the trustees shall distribute the funds and property of the General Service Board for severance compensation to employees and to such other purposes as the trustees in their exercise of discretion and judgment shall determine are calculated to help men and women attain and maintain sobriety.

The Certificate of Incorporation of the General Service Board and these bylaws may be amended by the affirmative vote of 75% of all the members of the Board of Trustees. However, in keeping with the spirit and principles of the Fellowship of Alcoholics Anonymous, the Board is expected, although not legally required, to submit any amendment or amendments of the Certificate of Incorporation and of the bylaws to Conference delegates, either by mail or at the annual meeting of the Fellowship of Alcoholics Anonymous as the Board of Trustees may determine; and if a majority of such delegates disapproves of such amendment or amendments, the member trustees are expected to refrain from proceeding with them. Where, however, an amendment or amendments are submitted to Conference delegates and are not disapproved as aforesaid, the amendment or amendments shall require the affirmative vote of only a majority of the members of the Board of Trustees present at a meeting of the General Service Board.

Who Are the Trustees?

The trustees are men and women, some A.A.'s and some nonalcoholics, who bring varying talents and backgrounds to the board. As the movement grew, there was felt for broadening the base of trusteeships to bring in A.A.'s who had

had service experience in different sections of the United States and Canada. The first major change was made in 1962, when the board was increased in size to make room for several A.A. trustees hailing from states and provinces away from New York.

In 1966 came the next major change. Until then, there had always been a majority (of one) of nonalcoholics on the board. Now it was felt that A.A. had accrued enough experience in running its affairs and had developed a practical method for bringing in trustees from a distance. So the Fellowship took the next big step and reorganized its board to include seven nonalcoholics* and 14 A.A.'s.

Our Nonalcoholic Trustees

Our debt to those who do not share our disease but willingly share our problems is immense. It goes back to the beginning, when men like LeRoy Chipman and Dr. Leonard Strong gave their efforts to help a new and perhaps risky movement. Bill W., in his introduction, has paid tribute to these "trusted servants." There have been many whose contributions of time and effort and fortitude may never be reckoned. Our debt to all our non-A.A. trustees is a great one; it can be repaid only in terms of love and respect.

The ratio plan calls for seven nonalcoholics, each of whom may be elected to serve three consecutive three-year terms. They are nominated and elected by the board, subject to the disapproval of the Conference.

Eight Regional Trustees

The map (next page) shows six regions for the United States, two for Canada. Each has a trustee who normally serves four years. In order that there may be a relatively even flow of new trustees coming onto the board, the terms have been staggered, and until 1975 some regions have one three-year tenure, followed by normal four-year terms. This is the schedule of elections.

Region	Election Years	Region	Election Years
Eastern Canada	1971-1974-1978-1982	East Central	1971-1974-1977-1981
Western Canada	1969-1972-1976-1980	West Central	1972-1976-1980-1984
Northeast	1969-1972-1975-1979	Southwest	1971-1975-1979-1983
Southeast	1971-1974-1977-1981	Pacific	1971-1974-1978-1982

While no trustee can be said to "represent" a geographical section of the country—since all trustees represent only the Fellowship as a whole—it is true that regional trustees bring to the board's discussions a regional point of view which is invaluable. General service trustees, on the other hand, are chosen for their special experience, talents, or background.

*The change was not to affect the tenure of the 10 nonalcoholic trustees then holding office.

ELECTORAL MAP OF U.S. & CANADA



HOW A.A. CHOOSES REGIONAL TRUSTEES

A regional trustee candidate may be elected from each Conference area, or two or more of the Conference areas within a state or province may jointly propose a single candidate. This responsibility should be considered seriously by the A.A.'s in the region involved. It is suggested that the bylaws of the General Service Board, and the qualifications and responsibilities (both outlined in this manual) required to fill the trustee opening be reviewed carefully. By doing so, an informed group of A.A.'s will participate in electing a candidate.

The following procedure is recommended for use in electing a regional trustee candidate.

NOTIFICATION: Delegates and committee members in region scheduled to elect regional trustee candidate will be informed by G.S.O. in August mailing. G.S.O. will notify all A.A. groups in the region of the opening and suggested procedures through the October-November issue of *Box 4-5-9* (mailing date: September 15).

PROCEDURE FOR ELECTION:

1. The General Service Conference delegate (or delegates where there is more than one Conference area) and the area committee should decide how the area will elect its candidate:
 - a. Will the candidate be elected at a meeting of the General Service Conference area committee, or
 - b. Will the candidate be elected by an area assembly, and, if so, where and when will the assembly be held?
2. The Third Legacy procedure, particularly the principles of "written ballots, two-thirds vote, or the drawing of lots if voting fails," should be used, whether the election is by the General Service Conference area committee or by the G.S.R.'s and committee members at an assembly.
3. The General Service Conference delegate or chairman of the Conference area committee should send to the General Service Office a complete report of all procedures followed in the election.
4. A resume of the Class B regional trustee candidate elected, covering professional, business, and A.A. service qualifications, with *name* and *address*, should be forwarded to the General Service Office prior to January 15 by registered mail—return receipt requested. A special form is available for this purpose and should be completed by someone other than the candidate. Any resumes received after the established January 15 deadline will be returned by G.S.O. to the delegate in the submitting area.

PROCEDURE FOR REQUESTING CHANGE OF REGION:

1. The delegate from the area requesting a change of region will write, on behalf of the assembly, to the secretary of the Trustees' Nominating Committee, requesting the change of region, and will send copies of the letter to the trustees in the two regions involved.
2. The delegate will ask the General Service Office to send a letter to all of the area delegates in the two regions involved, requesting them to express their approval/disapproval on an enclosed card.
3. Approval by two-thirds of the delegates from each region involved is *required* before the proposal is presented to the General Service Conference for its approval.

5. In the event that circumstances prevent an area's candidate for Class B regional trustee from serving as trustee, the area will have the right to submit another candidate after the January 15 deadline, subject to the approval of the Trustees' Nominating Committee and the Conference Committee on Trustees.

At the Conference meeting in New York in April, an electoral session elects one regional trustee nominee from the candidates. The session is chaired by the chairman of the Trustees' Nominating Committee; the co-chairman is the chairman of the Conference Committee on Trustees. It is held in a roped-off section and may be observed by all Conference members.

Voting members of the electoral session are: (1) delegates from the electing region, (2) members of the Conference Committee on Trustees, and (3) members of the Trustees' Nominating Committee.

The slate of candidates is posted on a blackboard, and the session follows the Third Legacy procedure. This Third Legacy procedure providing automatic rather than optional withdrawal of candidates was approved as standard Third Legacy procedure by the 19th General Service Conference. This is the way it goes:

1. Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, his name is *automatically* withdrawn—except that the top two candidates must remain. (If there are ties for second place, the top candidate and the two runners-up remain as candidates.)
2. After the third ballot, candidates with less than one-third are automatically withdrawn; but again the top two candidates must remain, or the top candidate and all those tied for second place.
3. A fourth ballot is then taken. If no candidate has a two-thirds majority, the chairman asks for a motion:
 - (a) to stop balloting and draw from hat.
 - (b) or to conduct a fifth and final ballot.
4. If (a) is carried, names go into hat and first one out becomes the trustee nominee. If (b) is carried, final ballot is taken, and if no candidate has two-thirds, names go into hat as above.

The trustee nominee elected by this Conference electoral session is then elected to the board by the trustees at their annual meeting of members following the Conference.)

HOW A.A. CHOOSES ITS GENERAL SERVICE TRUSTEES

The names of four of these—the so-called in-town trustees, who must come from within New York commuting range—are given to the Conference by the Trustees' Nominating Committee. The Conference may disapprove, as in the case of the nonalcoholic trustee candidates. These four are chosen from the directors of the two operating boards: A.A. World Services, Inc., and A.A. Grapevine, Inc.

The other two general service trustees, one (1) from the United States and one (1) from Canada, are elected by the following procedure.

The board will determine "specifications" to cover the kind of business and professional qualifications needed to fill a vacancy. All areas in the U.S. or Canada (depending on whether the trustee is scheduled to be from the United States or Canada) will be notified of the vacancy and will be asked to submit qualified candidates, just as with regional trustee openings. The same procedure used in electing a regional trustee candidate (as listed on the preceding page) should be followed in the election of the general service trustee candidates (U.S. and Canada).

The Trustees' Nominating Committee and the Conference Committee on Trustees will meet in April, prior to the Conference, and reduce the number of candidates to four for each vacancy. The Third Legacy procedure as employed in the election of regional trustees will be used at the Conference to elect one nominee with the delegates from either the United States or Canada and the members of the Trustees' Nominating Committee participating in the voting.

There are . . .

Six General Service Trustees

Originally, all trustees of this class were "in town." They were sometimes known as "New York trustees," because they came (and four still come) from the city or its commuting area. These four general service trustees are active on one or more of the service corporation boards. They are available, not only every quarter, but every week and sometimes every day for the solution of problems on which salaried personnel need help.

Since 1966, two general service trusteeships have been added. One (1) of these trustees comes from the United States and one (1) from Canada. They bring to the problems of a growing movement the kind of experience and training that can

ve most useful. While there are no "specialists" in A.A.—only recoveredunks—it has been possible to choose for general service trusteeships men and women with the kind of business or professional acumen that is particularly applicable to the problems at hand, whether their backgrounds are in publishing, public relations, or administration. This brings up the question of what qualifications count most in the selection of a trustee. . . .

Trustee Qualifications

A.A. has been fortunate over the years in having so many competent trustees—both nonalcoholic and A.A.—that it has been possible to set up a track record."

Nonalcoholic Trustees. It would be safe to say that the busiest people have made the largest contribution and have shown the greatest dedication and the best judgment—men like Dr. John L. Norris and the late Dr. Harry Tiebout—immensely busy people who somehow find the time to bring their fine talents to bear on our problems.

We have had wonderful treasurers, too, like Archie Roosevelt, who was not a banker but was deeply service-minded, Robert Morse, who *was* a banker and a planner, and Arthur Miles, their well-qualified successor.

The board has included a number of medical men—physicians, psychiatrists, and researchers. Each has made his contribution, not only in terms of his special field, but in the larger world of organization problems. The board has been blessed with men like Bernard Smith, a fine lawyer, with a gift for balanced judgment, and Ivan Underwood, a foreign-marketing expert, with a vast knowledge of the customs and habits of the whole world.

A.A. Trustees. Experience shows that the A.A. trustee who is strong in one or more of the following qualifications has been able to contribute most to the problems that come before the board:

Sound Business or Professional Background

Many trustees have brought extensive business or professional experience to the board. However, a broad background in these fields is not essential for every one of the 14 A.A. trustees. For the six general service trustees, it would seem to be a must. For some of the regionals, this is also true; but others can be light on this count if they are correspondingly heavy on the next two.

Leadership

In A.A. this seems to mean qualities enabling a member to help his (or her) group or city or area to grow with a minimum of friction and a maximum of good feeling. He usually has the love and respect of A.A.'s in his community, state, or province, and can represent the board and interpret its actions back home.

Grasp of A.A. Structure

Some A.A.'s have special aptitude for the A.A. structure and are thoroughly familiar with all of its elements, from group and G.S.R. to General Service Board and Conference. They are usually good "students" of the movement, familiar with its history and the trends that affect its future. A trustee with this equipment can bring useful perspective to board discussions.

* * *

In addition, there are basic considerations which experience has shown to be important to all A.A. trustees. One is *maturity or time-in*. The Conference feels that 10 years of continuous sobriety is right for the regional trustee, although not mandatory, also 10 years for the general service (U.S. or Canada) trustee, again not mandatory. For the four general service trustees who have experience as directors on the corporate boards, A.A. World Services, Inc. and the A.A. Grapevine, Inc., the Conference has approved seven years of continuous sobriety.

Another basic seems to be *resoluteness*—having the courage of one's convictions. The chosen candidate should bring to trustees' meetings his own good judgment, objectivity, and the courage to express himself.

Another important basic is *availability*. How much time does the candidate have to devote to this trusteeship, without hurting his family or his career? The regional and general service (U.S. and Canada) trustees' jobs involve time. Each quarterly meeting takes two to three days, plus travel time. The Conference in April calls for a solid week. Throughout the year, these trustees keep in touch with G.S.O. and with other trustees. The four in-town general service trustees all serve as directors of the two service boards.

Trustees' Service Committees

There are several standing committees, and some of these are the opposite numbers of Conference committees. The chairman of each is normally a trustee; the secretary, a G.S.O. staff member.

Policy Committee meets the day before the trustees' meeting, discusses matters of A.A. policy (particularly those affecting the movement as a whole), and makes its recommendations to the board. Run on a "town meeting" plan, it is a large meeting with more than a dozen voting members, plus all staff members and members of other committees. Meetings allow for the expression of a broad range of opinions and decisions, frequently lasting for several hours.

Public Information Committee meets monthly or every other month and is responsible for determining policies and supervising activities which increase

public understanding of A.A.—or prevent public misunderstanding of the program. The committee is usually made up of around 10 members, some of whom have been selected for their special skills in communication. The committee corresponds to the Conference's Public Information Committee, with which it works closely throughout the year.

Finance Committee is a small committee, with the board treasurer as chairman and the controller as secretary. It is concerned with all G.S.O. financial matters—including the Grapevine. It stays in touch with the Conference Committee on Finance all year, and the two hold joint meetings at Conference-meeting time.

Nominating Committee. This committee usually has about 10 members. It regularly passes on all candidates for directors of the General Service Board of A.A. (that is, the trustee candidates) and of A.A. World Services, Inc., and A.A. Grapevine, Inc. In addition, its members become a part of the Conference's electoral session which elects regional trustee nominees. The committee corresponds with the Conference Committee on Trustees, staying in communication with them between Conferences, and meeting in joint session in April.

Literature Committee. This committee—usually about 10 members—works hand in hand with the Conference Committee on Literature on a year-round basis. While its regular meetings are held quarterly, it is a very active committee, and its members spend a great deal of the intervening time reading manuscripts of new and revised pamphlet material and considering literature needs.

Professional Relations. The Trustees' Committee on Professional Relations has about 10 members and meets quarterly. It seeks to create mutual understanding and cooperation between the Fellowship and those professional groups and individuals concerned with alcoholism and the sick alcoholic.

Long-Range Planning Committee. This committee has been established for the purpose of attempting to anticipate the effect which external changes may have on the Fellowship, and to suggest ways of coping with the problems which such changes may create.

Institutions Committee. This is the trustees' newest committee. It is composed of about 10 members and meets quarterly. It works closely with the Conference Committee on Institutions. It is hoped that this committee will help achieve wider acceptance of A.A. "behind the walls" and in hospitals, and bring additional help to the alcoholic who is confined.

CHAPTER X

The General Service Office (G.S.O.)

The General Service Office of A.A. ("G.S.O." to most members) is located in New York, as it has been since the beginning. There you find both A.A.'s and non-A.A.'s employed and working as volunteers. It is the hub of A.A. activity and as busy a place as you can imagine. Something like an oversized intergroup or central service office? Well, something . . . but it is much bigger than most A.A.'s expect. It looks like a business office. It runs like an efficient business office—but definitely along A.A. lines. The spirit of A.A. is everywhere, in the hearts of the nonalcoholic people, as well as the A.A.'s.

What Goes On at G.S.O.?

A trip through G.S.O. is recommended for every A.A. who can get to New York. For those who cannot, here is a kind of "guided tour":

The *Reception Room* features a showcase of A.A. books and literature, including: the original manuscript of the Big Book; the original Jack Alexander article (*Saturday Evening Post*) that did so much for A.A.'s growth back in 1941; translations of the Big Book into six languages other than English. Also on display is the "I Am Responsible" plaque, a reminder of A.A.'s 25th Anniversary.

One of the stops will be the *Grapevine* office, where you will find people at work writing and editing A.A. material and getting it together for publication. Here, too, you will see the circulation department, responsible for the distribution of more than 72,000 copies of every Grapevine issue, and the business office, keeping tabs on circulation receipts and publication costs.

Next, G.S.O.'s *Shipping Department*, directed and manned by devoted non-A.A.'s, who in a single year take care of more than 81,200 incoming letters—and handle more than 220,000 outgoing letters and bulletins. Your group's literature

orders are included in the yearly average of 60,400 packages wrapped, addressed, and shipped.

Also, the *Addressograph Room*, where plates of every A.A. group in the United States and Canada and around the world are filed, as well as the plates of Loners, Internationalists, G.S.R.'s, committee members, and delegates.

Then we visit *Accounting*, where the responsibility for getting out pamphlet and book orders begins, and where contributions from groups and individual A.A.'s are received and gratefully acknowledged. Here, too, expense budgets are set up and supervised so that A.A. can live and grow within its means. The controller, his assistant, and all his people are nonalcoholics. No A.A.'s could be more dedicated.

The *Records Department* is next. Here a manager and several able assistants handle the outsized job of updating the records of groups, delegates, committee members, and G.S.R.'s. Here the back-breaking work of getting out the *World Directories* is largely done. Since communication plays such an important part in keeping our far-flung groups in touch with G.S.O. and with each other, the importance of Records cannot be overstated. Yet this vital operation must rely on the groups to keep G.S.O. informed on changes in their vital statistics—a thought to take home with you. The manager of the Records Department, her assistant, and all personnel are non-A.A.'s.

On to the *Steno/File Department*, where a variety of tasks is accomplished. Primarily, the girls are secretaries of the A.A. staff members who are your principal contacts with G.S.O.; but they also take the minutes of the many committee meetings and become heavily involved in the annual Conference meeting. All are nonalcoholics.

In the *File Room*, there is a file folder for every A.A. group known to G.S.O. Some are loaded with correspondence aimed at solving all kinds of critical problems. Other file folders are light. (Perhaps these groups have not discovered that G.S.O. stands ready as their clearinghouse for problems and ideas. Or perhaps they have no problems?)

Next, the office of the *general manager* or chairman of general services, as he is usually called. Here day-by-day direction of the office is conducted. He is an A.A. He is responsible for the efficient running of G.S.O. (except the Grapevine), and he is also president of A.A. World Services, Inc. (explained later).

The *Conference Room* is a busy place, where staff, committees, and directors of A.A. World Services meet frequently. Two exhibits here never fail to get attention. One is a map with pins representing the tens of thousands of groups in the United States and Canada. The other is a world map, with the progress of A.A. overseas clearly shown in the distribution of the hundreds of pins stuck into more than 92 foreign countries. Some bristle with pins; others show just a scattering—the start of A.A. there.

You will also find at G.S.O. a treasury of A.A. history, the *Archives*, holding old correspondence, early Conference programs and reports, and many other records of the shaky but brave beginnings of our Fellowship.

In the next offices are the A.A. staff members, known by sight to thousands of

A.A.'s who have talked with them and heard them speak at conventions in many states and provinces—and by name to tens of thousands who have written about difficult situations and have usually received helpful answers from the A.A. women. In this section of G.S.O., you will find all kinds of A.A. services and A.A. problems being dealt with. This is the clearinghouse for matters affecting the unity and growth of the movement.

So ends our tour. It is a quick one, but it gives some answers to the question: What goes on at G.S.O.? Elsewhere in this chapter you will find other answers explaining the many different kinds of services that are part of the daily activities of the office.

What Gets Done at G.S.O.?

Perhaps you are more interested in *what* gets done than in *how* it gets done. In much-abbreviated form, here are 16 services that G.S.O. provides regularly. And by "regularly" is meant just about every day.

1. *Help with group problems.* The main line of communication is correspondence which shares group problems and solutions. Include here the *World Directory*, the bulletin *Box 4-5-9*, and the service that provides speaker tapes for group meetings.
2. *Special help to new groups.* New groups are encouraged through correspondence, complimentary literature packages, the Group Handbook and the *World Directories*.
3. *Work with groups in hospitals and prisons.* Correspondence, bulletins, films, and hospital and prison directories are regular services designed to help these groups start and grow.
4. *A.A. overseas.* Worldwide A.A. moves ahead rapidly in spite of the differences in language and customs. Conference-approved literature in languages other than English helps. So do special bulletins and—most of all—correspondence.
5. *Clearinghouse help to Loners and Internationalists.* The former are A.A.'s without a group, but many have helped start groups. Internationalists are seamen, traveling A.A.'s ready to lend a hand in a hundred ports. Bulletins, letters, and directories do their part.
6. *Conference-approved books and pamphlets.* A.A. literature has been the lifeblood of the movement. Editing, publishing, and distributing Conference-approved literature remains among the most vital of G.S.O. services.

7. *Public information.* Relations with the press, with broadcasting, and with films are as important to A.A. today as they were in the early days. G.S.O. takes the responsibility for contact on national levels. To meet local needs, material is exchanged with local public information committees, with area committees, and with intergroups and central offices.
8. *Anonymity breaks.* "Doing something" about anonymity breaks at the public level is G.S.O.'s job. Usually, the Traditions have been violated through carelessness or ignorance, and reminder letters to the A.A.'s and the publications involved head off further breaks.
9. *Relations with alcoholism agencies.* The field of alcoholism is crowded with activity today. A.A. needs to keep informed and to relate itself to other work in the field in ways that will not violate its Traditions.
10. *Idea exchange for central offices/intergroups.* G.S.O. letters help to keep central offices in touch with what other offices are doing, so that common problems and solutions can be shared.
11. *Self-support.* As A.A. grows and as new services are added, regular financial support is needed—for G.S.O., for area committees, for central offices and intergroups. G.S.O. encourages groups and individuals to keep A.A. self-supporting, insuring a safe future.
12. *General Service Conference.* This is a year-round activity, coordinating the program and arrangements for the annual meeting in April, gathering ideas and solutions from Conference committees, helping delegates to keep their areas informed.
13. *Area, state, and provincial conventions.* G.S.O. helps by exchanging programming ideas. Frequently, A.A. staff members and trustees are invited as speakers.
14. *International conventions.* Responsibility for programming, finances, and convention facilities involves considerable advance work each year—for the international conventions held every fifth year.
15. *Guidelines.* A.A.'s experience with police-court activities, rehabilitation centers, clubs, etc., now spreads over many years. It is being made available in the form of Guidelines to any group, central office, or area committee requesting them.
16. *A.A. history.* The archives at G.S.O. go all the way back to the start of A.A. Early correspondence, directories, Conference data—all are being kept as part of A.A.'s living history.

How G.S.O. Is Structured

The Board of Trustees is responsible for G.S.O., and it takes care of its administrative duties through two operating corporations. One is *A.A. World Services, Inc.*, which handles world services or general services, and the publishing of books and pamphlets. The other is the *A.A. Grapevine, Inc.*, which does the editing, publishing, and distribution of the *A.A. Grapevine*.

The Board of Trustees "owns" both of these service corporations and elects the directors of each. While the board does not interfere with the daily operation of either corporation, it recognizes its own ultimate responsibility for seeing that both operate in the best interests of the movement as a whole.

The directorate of each corporation is made up of less than 10 A.A.'s and non-A.A.'s. The principle of "participation" as detailed in Bill W.'s Fourth Concept is strictly adhered to. In fact, both are good examples of the application of this Concept.

"If it wished, the board could elect none but its own trustees to these corporate directorships. But a powerful tradition has grown up to the effect that this never ought to be done. For example, *A.A. World Services, Inc.*, has seven directors, only two or three of whom are trustees. Three are volunteers, expert in office management and publishing; one is a paid staff member; another is the general manager."

(excerpted from Concept IV)

Similarly, *A.A. Grapevine Inc.*, directors are trustees, volunteers, and paid staff members. In the case of *A.A. World Services, Inc.*, its president is the general manager and chairman of general services. This principle of "participation" has worked splendidly in the cases of the two service corporations. It has resulted in the development of well-informed and highly unified directorates. It has ruled out authoritarian and institutional-type operating directorates, which A.A.'s generally do not like.

A.A. as a Publisher

Very early, A.A. made the decision to be its own publisher, a decision that has meant a great deal to the unity and growth and general good health of the movement. By acting as its own publisher, A.A. can be sure that its highly successful recovery program is not tampered with by those who may be well-meaning but overzealous. The program and the Traditions go on unchanged—in essence and in presentation.

A.A. publishes all its own books and pamphlets and its own magazine. The addition of a new book or pamphlet is not approached lightly. First, the *need* is well researched by everyone involved in literature: Conference and trustees' committees, the publishing company, and all A.A. staff members. In many cases, the need does not appear to be urgent or broad enough to justify a new publication. If the need is strongly apparent, work is started. First, the writing. All books have

written by Bill W. All pamphlets have been written by A.A.'s who took great care to gather their material from all over the movement. From the first draft to the final (there have been as many as seven), committee and staff members—and frequently a broadly representative special panel—are free to criticize and to suggest, underlining what they feel will best express the A.A. point of view. This process takes time—months—but the results are worth the effort. When the pamphlet is finally completed, it is entitled to carry the "Conference-approved" label, having fully earned it.



A. World Services, Inc., takes completed and approved manuscripts, and distributes them. It runs with businesslike efficiency and turns a profit that runs into the tens of thousands—fortunately, since the money is needed to support service to groups and to carry the message to the public.

A. Grapevine, Inc., too, has the help of a Conference committee. It also has an editorial advisory board made up of A.A.'s with publishing and writing backgrounds. Currently, it runs well in the black; some of the profits go into a reserve and some into support of worldwide services.

How G.S.O. Is Supported

In theory, A.A. groups contribute enough to support their world service office. In practice, they do not quite make it. Where does the rest come from? A foundation? A government grant? A.A.'s know that tradition insists our Fellowship be self-supporting, a tradition that has made A.A. a very special and much-respected kind of society. Tradition Seven says: "Every A.A. group ought to be self-supporting, declining outside contributions." The General Service Office takes this a step further and puts a ceiling of \$300 on individual A.A. contributions. And accepts contributions only from A.A.'s.

The number and extent of services have increased over the years, but the cost per group has decreased consistently. So, even allowing for higher living costs and decreased dollar value, the need for support of G.S.O. remains about the same—group contributions based on \$3.00 per year per member. (The 1973 Conference suggested \$3.65—"a penny a day for sobriety.") However, all groups do not contribute. More than a third do not. This places a heavier burden on the groups that do, on A.A. publishing, and occasionally on the world service reserve

Most groups have found it convenient to set up a *regular contribution plan* whereby they send in a predetermined amount each month or each quarter. For part of this—or to make additions to it—they use various fund-raising methods. The *Birthday Plan* is the best known. On his A.A. anniversary each year, a group member makes his personal contribution (through his group treasury) on the basis of \$1.00 for each year of sobriety. Sometimes a \$10.00 maximum is set; sometimes there is no ceiling. (G.S.O. will send special Birthday Plan envelopes on request.)

Many groups have their pet ways of getting their regular or special contributions together. The *In Memoriam* contribution is another plan—a contribution honoring the A.A. birthday of a deceased member who was very important to the growth of the group.

The *Anniversary Contribution Plan* is enjoyed by many individual A.A.'s who contribute annually up to \$300, usually on their A.A. anniversary.

Requests from A.A. members not to exceed \$300 are also accepted during the year following their death.

All contributions to the General Service Board of A.A. are tax deductible.

"... we have seen the Foundation (the Board of Trustees), the A.A. book, the development of pamphlet literature, the answered mass of pleas for help, the satisfied need of groups for counsel on their problems, the beginning of our wonderful relations with the public, all becoming part of a growing service to the whole world of A.A. At last, our Society really began to function as a whole."

—Bill W. in his introduction to this manual

NARCOTICS ANONYMOUS REGIONAL SERVICE COMMITTEE MEETING

NOVEMBER MEETING

AGENDA

DATE: Saturday, November 13, 1976

Location: Holiday Inn; Ventura, California

Time: 9:00 AM to 12 Noon

All General Service Representative will be expected to be there with input from their meetings. Everyone is welcome. Should there be need for a vote, only GSR's have a voice to vote.

- I. Approval of N.A. TREE Service Structure.
- II. Formal adopting of N.A. TREE with revisions.
- III. Presentation of summary of Survey Sheets for accepting of N.A. Literature.
- IV. New literature to be presented to Literature Committee for approval. Initiation of Literature Committee with representation from all areas prior to printing of any new literature.
- V. Panel presentations on subjects of N.A. importance
 - a. Could AA "swallow up" NA ? Would that be bad? Why?
 - b. At the Service level if one never attends Service Committee meetings where is your Responsibility ?
 - c. Are you automatically a member of AA when you say you are a member of NA?
 - d. ?????? Prepare presentations for group and be there!

On the inside cover of the second edition of "The NA Tree" is a letter which states the purpose of the pamphlet to be an outline of an ideal service structure for NA, "to find answers to some of our own questions and to clarify some of our misconceptions."

The letter is signed by "a group of concerned members." This pamphlet, then, was authored by "a group of concerned members" outside the context of our general service structure -- which, incidentally, the authors of the pamphlet discredit as being "misinformed" (inside cover, paragraph 1), "chaotic" (pg. 3, para. 3) and "non-existent" (pg. 24, para. 5). It should be made apparent to the authors of this pamphlet during the course of this convention that a well-informed, capable service structure is alive and well in N.A.

Under the signature of this letter in the "Tree" is a stamp denoting "NA Approved Literature." We ask if any GSRs here today can recall when your group was asked to vote on this matter.

It is our opinion that the "Tree," if it is to be accepted and approved and printed as our Service Manual, must be exactly that, a manual, limited in scope to:

- (a) concepts of service, and
- (b) mechanics or structure of service.

We address ourselves first to concepts.

1. Such a manual should be free of any material which is paternalistic, judgemental, historical or anecdotal.
2. Such a manual should have, as its primary purpose, the protection and implementation of the 12 traditions through the medium of our General Service Structure.
3. Such a manual should strongly support the concept that the group conscience is the only valid source of decisions affecting NA as a whole.
4. Such a manual should be positive in tone, clear in language, orderly in sequence and consistent within itself.
5. In the existing "Tree," "personal Service, General Service and World Service" are conceptually separated. The World Service Office and World Service Board particularly are set apart from General Service and in fact from NA program (pg. 7, para. 5). We propose that the General Service Structure is one entity of which the WSO, WSB, WSC, RSCs, ASCs and GSRs are all a part and that all serve and are immediately and directly responsible to the general membership of NA on all matters of moment other than the internal affairs of their temporary committees and sub-committees.
6. All concepts of Service must strictly conform to the spirit of the 12 traditions, to which end a clear group conscience inter-

pretation of the traditions must be taken and clearly stated as the reference and working authority for any actions taken by any service arm of N.A.

Mechanics or Structure of Service.

X 1. Such a manual should contain, as a separate section, the specific responsibilities and limitations of every arm of the service structure. It should clearly state exactly how the group conscience retains control of each service arm and clearly define a policy aimed at deterring utterly the development of "perilous power" in any branch of the service structure.

2. The description of the general service structure should be stated in orderly sequence, illustrating the working of the group conscience so that any member possessed of reasonable reading ability can easily trace how an idea generated by an individual member is taken through the local group conscience to the area GSM, how it is modified by the greater group conscience and how it makes its way through the regional and national levels for consideration on the World Conference level.

X 3. The procedures for voting items into consideration, into policy; into guidelines or for tabling or rejecting items of consideration should be clearly drafted according to Robert's Rules of Order and should clearly state voting and discussion rights of all delegates, committee members, officers, trustees or members affected by such vote. } is this necessary

4. The method for appointing, selecting or electing all delegates, members at large, officers, committee members, spokesmen or repre-

sentatives of all branches of the service structure should be clearly defined in an orderly fashion, describing each branch and level specifically from the local group GSR through the World Service Board Trustees. It should be clearly determined and so stated at each level exactly how the power of decision vested in the group conscience operates to protect that vested power in each process of election, selection or appointment.

5. Specific powers, delegated to any branch, office, board, committee or individual should be clearly and separately stated.

* 6. Such a manual should contain any and all charters, articles of incorporation, legal definitions, agreements, contracts or any other binding instruments affecting the functioning, policy making, or financial status of any branch, office or committee of the Service Structure.

7. Such a manual should set forth a recognized method of regular accounting procedures and periodic audits as may be required by law and as may be reasonably expected by the general membership for each branch, office, board, committee or individual of the Service Structure responsible for disbursement or collection of monies. Such statement of accounting procedures should be binding.

8. Such a manual should set forth all legal requirements, restrictions, limitations and liabilities of each branch, office, board, committee or individual in the Service Structure.

9. Such a manual should contain reasonable provision to protect its integrity through a generally accepted system of amendment agreeable to the general membership, provided such system of amendment requires a minimum time lapse of one year from the introduction of any amendment to its enactment.

11/13/76

An N.A. Adhoc Committee to Review
& propose a Service Structure
for N.A.

was Established by group Consensus
of World Service Committee
to consist of Bd of Trustees,
Area ^{Service} representatives & Regional repr
mail will be addressed to
N.A. Service Structure Committee

P.O. Box 3094 Camarillo Ca. 93010

motion was made ^{seconded & passed} to follow this process
4/1/77 ✓

by 1/1/77 all grps w/ have rec'd memo
4/1/77 return input to P.O. Box

4/1/77 - 5/1/77 editorial cmte
will compile revisions 6/1/77 & re-route
revision to membership - for further input or
acceptance to be returned by 8/1/77

for finalization to be ^{again} presented to drafting
membership by 1/1/78 for proposed adoption
at the next World Service Convention

\$81.11 was collected to begin the effort
requests will be brought to the groups
to financially support this effort
- an editorial cmte will be formed
Committee application forms will

be available for those ^{qualifying for} wishing to
participate on ~~the~~ committee; selection
will be made by the officers of the ad hoc
time tables for accomplishing the above
will be available to the full committee
tomorrow

ATTENDANCE AT VENTURA COUNTY

October 24, 1976
1:00 PM

GENERAL SERVICE REPRESENTATIVES

AREA REPRESENTATIVES:

Doug Daily
Bob Levey

TRUSTEES

Robert Barnett
Greg Pierce
Sylvia Magdaleno
Bill Beck

DELEGATES:

(2)

GENERAL SERVICE REPRESENTATIVES

Linda Beck
Susan DiNapoli
Don Kent (sp?)
Kevin Fahy
Dennis Nail
Yale Harrison, Alternate
Sydney Rosen
Mike Barron, Alternate
Bob Long
Stilson Snow
Annie Craigie
Sharry Shanahan

SERVICE AREA OFFICES

Ventura County Area
Bay Cities Area: H. Magdaleno, Chairman
San Fernando Area: Jody Keith
Berkeley-S.F. Area: GSR Chairman: S. Magdaleno

Approximately Thirty-Six (36) meetings' conscience.

SIGNIFICANT OTHERS PRESENT:

George Intulecchia, San Fernando Valley
Susan Sandler, Los Angeles
Kenneth Wain (sp?), Bay Cities Area Service Committee
Bob Rehman, B.C.A.S.C., Secty. Venice Sturday
Al Vick, B.C.A.S.C., Vice-Chairman
Bob Lally, B.C.A.S.C.
Steve Martin, Los Angeles, B.C.A.S.C.
Lillie Magdaleno, Treasurer, B.C.A.S.C.
Barbara Newman, B.C.A.S.C., Secty., Turns Womens Stag
Mark McGuire, Secty., B.C.A.S.C.
Filcen Aragon, Ventura Co. Area Service Committee, Vice-Chairman
Mike Moreno, Camarillo, Ventura Area
Cliff Shuttleworth, San Francisco
Richard Somers, San Francisco
John Hurley Wakefield, San Francisco, Secty. Sat. A.M. Meeting

AGENDA

SATURDAY

Nov. 13, 1976

9:00 AM to 12:00 Noon

- I. In lieu of calling this "WORLD SERVICE CONFERENCE" as described in "N.A. TREE" - meeting with "Board of Trustees and "Area Representatives".
- II. That from this Body an "N.A. TREE" Committee be established that is representative of Narcotics Anonymous as a whole.
- III. That composition of this "N.A. TREE" committee and all others in future must be approved by majority vote of Board of Trustees and Area Representatives.
- IV. Report to be given by World Service Office at this meeting on:
 - a. Qualifications for Trustee membership?
 - b. Who appoints? or Elects?
 - c. How long is term?
 - d. Is there a system whereby a dissenter can be recalled?
 - e. Are Trustee meetings Open to Fellowship?
- V. Study of the Constructive Critique presented by Ventura County Service Committee (copy attached) Doug Daily.

Submitted to Greg Pierce
4219 Bakman Ave.
No. Hollywood, CA. 91602

cc:

Bill Beck- WSO Office-L.A.

Doug Daily for distribution at meeting, copies to be made from \$8.00 over after payment of coffee in Ventura at Holiday Inn on 10-24-76

*World Service Conference
Bill B. - Chairman - Board of Trustees*

Sylvia Magdaleno.

1 every three months - B of T meeting

(Area Service Committee)

An Area Service Committee (ASC) is a committee made up of representatives (GSR'S) from all groups within a designated area, which meets monthly for the purpose of serving the specific needs of it's member groups.

There are certain facilities which are necessary to the services provided by the ASC. In the beginning they may simply be a perminate mailing address. (usually a post office box), a bank account and a place to hold meetings (often a private house, though experience recommends moving the meeting to neutral grounds as soon as possible; ie., civic meeting halls, YMCA's Synagogues, churches, etc.). As the memberships and members of groups within an area increases, or when the groups decide that they need a broader spectrum of services, more facilities are needed. These might include a telephone answering/referral service, a dittb machine, a typewriter and adding machine, and a place to store literature, among others. As an area grows still more the members may decide to consolidate and improve these facilities by opening and staffing a local office. At all times, however, these facilities MUST reflect the needs of the area if they are to be an assest to the groups rather than a burden.

In order to coordinate these services, each ASC elects officers. These officers include a chairperson, a vice chairperson, a secretary, a treasurer, an area service representative, and an area service representative alternate.

Leaderships must come from the officers. They must have the enthusiasm and know how of the individual committee members, plus the ability to organize and give the committee direction and incentive. Upon election the officers shall resign as G.S.R. enabling that group to elect a new representative, thus insuring all groups equality of representation.

DUTIES OF OFFICERS

1. The chairperson arranges an agenda for and presides over the monthly business meetings. He will also be responsible for corrispondance. At the committee meetings the chairperson can only vote in case of a tie. The chairperson must be capable of running a business meeting with a firm but understanding hand. For this reason it is sugested that he have a minimum of three years of abstinance.
2. The Vice-Chairperson co-orendinates subcommittee functions. In the absence of the Chairperson the Vice-Chairperson shall perform the duties of the Chairperson.
3. The Secretary keeps accurate minutes of each business meeting and types and distributes copies of these minutes to each GSR no later than one week prior to the next ASC business meeting. He or she shall be one of the co-signers of the committees bank account.
4. The Treasurer shall make a report of contributions and expenditures at every regular committee business meetings as well as an annual stat ement at the end of the year. He or she shall be one of the co-signers of the bank account. The Treasurer can also be made responsible for bulk purchases of literatue for the groups. It is suggested that the Treasurer have a minunmum of two years of sobriety.
5. The Area Service Representative (ASR)

On the inside cover of the second edition of "The NA Tree" is a letter which states the purpose of the pamphlet to be an outline of an ideal service structure for NA, "to find answers to some of our own questions and to clarify some of our misconceptions."

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is this necessary

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November 6, 1977 2:30PM
First N.A. Service Structure
Rewrite Comm. Meeting.

This Group of concerned Members started with the section on
THE GROUP;

An N.A. Group is any meeting which meets regularly at a specified place and time, provided that it follows the 12 steps and the 12 traditions (having no outside affiliations and receiving no outside financial support). To facilitate communications and unity, and to better serve NA as a whole, Groups should register with the World Service Office of Narcotics Anonymous. The Group is the second level of the NA Service Structure. (or the second level of the service structure of Narcotics Anonymous).

The primary purpose of an NA Group is, to carry the message to the addict who still suffers. However, it also provides to each member the chance to express themselves and to hear the experiences of others members who are learning how to live a better life. There are two basic types of groups; those which are open to the general public, and those closed to the public (for Addicts Only). Meetings vary widely in format from group to group. Some are participation meeting, some speaker, some question and answer, some special problem discussion, some topic discussion, and some have a combination of these formats. Despite the type of format a group uses for its meeting 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 12 step work. After sharing one's personal experience, strength and hope the most valuable thing a member can do is to bring prospective new member (addict) to a group meeting. In this way the group meeting becomes a place where the newcomer knows he can come for help. Often the first thing that can open the doors of recovery for the addicts is the recognition of themselves in others. The group provides a setting in which the newcomer can find this identification by hearing a number of recovering addicts rather than just one or two.

The group is the level at which we first find some of the day to day business of NA 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 the Group. The group should stay in contact with other Groups in their local area and with the rest of NA. (This can better be accomplished by a number of Groups in an area creating an area service committee. This will be discussed further in the structure) so they can find out about activities; learn of new groups opening up, get new literature, and find out what's happening in N.A. as a whole. 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 the Group. It is at the group level that the principle of the Trusted Servant comes into being. "OUR LEADERS ARE BUT TRUSTED SERVANTS THEY DO NOT GOVERN". The officers of "THE GROUP" are elected by a majority vote of the group conscience. They are (a) The group Secretary

(b) The Group Treasurer (c) GSR-General Service Representative
(d) GSR-Alt.-General Service Representative Alternate. These trusted servants make up an informal steering committee.

THE GROUP SECRETARY is responsible for the day to day functions of the group. It is his/hers responsibility to assure that the group meeting takes place when and where it is supposed to. He /She selects a leader for each meeting, makes sure the coffee or refreshments get made, arranges for group business meetings, arranges for the celebration of "birthdays" makes sure that the meeting hall is left in proper order, and answers correspondence. This job is important because without a good secretary a group has little chance of surviving and providing an atmosphere of recovery.

The TREASURER of an N.A. group is responsible for the funds which come into the group from the collection and for the 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 groups financial transactions, meeting records, maintains the group bank account; and distributes monies to pay the rent, purchase literature, provide refreshments, buy supplies, and cover the cost of any miscellaneous expenses the group incurs. In order to maintain our fellowship and freedom, monies which come from the group collections and member contributions must always be used to further our primary purpose. A group must first support itself. After paying its bills, any remaining funds should be placed in a group bank account and a reserve adequate to run the group for 2 or 3 months built up. After this "prudent reserve" has been established, excess funds should be diverted to help N.A. as a whole. A group can do this by contributing to the "Area Service Committee" or "Regional Committee" which serves the group or through contributions directly to the World Service Office Of Narcotics Anonymous. One of the biggest problems we have faced has been the misuse of group money. This abuse severely limits what N.A. can do for the recovering addict. The Treasurer has a grave responsibility and much thought should be taken in selecting a member to perform this function.

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

1. The willingness or desire to serve.
2. A history of sobriety (we suggest a minimum of 6 months continuous freedom from drugs-including alcohol)
3. A good working knowledge of the 12 steps and the 12 Traditions.
4. An active participation in the group they are to serve.

~~The two remaining trusted servants of an N.A. group are the GSR~~

The two remaining trusted servants of an N.A. group are the GSR and the GSR-Alt. (General Service Representative and an Alternate) Because the role of the GSR and GSR-Alt. is so important to the success of N.A., these two servants will be discussed in greater detail in the next section of this manual.

The Group Secretary and Treasurer and GSR serve for a period of one year at which time they are succeeded by other members who have been elected by the group. (The use of drugs including alcohol while serving as a group servant constitutes an automatic resignation for that officer). One of the responsibilities of group officers not often talked about, is to train group members to replace them. A group can be strengthened by new officers who are prepared to take over the responsibilities of those they replace. Continuity of service can be aided by staggering the election of servants, and overlapping terms of service. (EXAMPLE: A group Secretary might be elected in November to begin serving in January and the Treasurer elected in March to begin in May.) The GSR can be elected at the same time as the Secretary and the GSR-ALT is the alternant and at the end of the GSR's term of office the GSR-ALT can move up to the GSR's position and the group might elect another GSR-Alt. This would always allow a group to have representation from experienced officers. Remember chose your trusted servants well, it is you whom they will be serving.

Clarification of ASR (Area Service Rep.) requirements: i.e.,
as requirements for GSR & GSD - a commitment to service, serving
experience, willingness to serve, working knowledge of 12 steps & 12 traditions.
It is suggested a minimum of 3 years total attainment be required.
(This is midway between GSR & GSD requirement)

SUGGESTED REVISION of NA TREE

THE WORLD SERVICE CONFERENCE

The final part of our service structure is the World Service Conference (WSC). It is the nerve center, the brain, of our fellowship. Our conference is the one time each year when all our service branches come together, forming the complete N.A. tree. Unlike all other branches of N.A. service, the Conference is not an entity; it is an event, the coming together. In the spring of each year the Regional Service Delegates, the Trustees of the World Service Board, and the manager and directors of the World Service Office meet to discuss questions of significance to the fellowship of Narcotics Anonymous as a whole.

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

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

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

These committees include: the literature committee, finance committee, World Service Office Committee, World Service Board Committee, public relations committee, institutions committee, conference report committee, and the Conference Planning Committee. Each delegate serves on one committee; each committee contains at least one trustee; and those committees which have equivalents in the WSO or WSB meet in conjunction with them. The purposes of the committees are to discuss all input within their scope; resolve items which do not require major policy decisions; and prepare resolutions for policy items. These resolutions are designed to occupy as little general meeting time as possible, and include a simple statement of the resolution, arguments for and against, and the facts which support these arguments.

After the agenda for the general meeting has been prepared from resolutions gathered from the committees, all conference members get together as a body once again. At this general meeting each resolution is presented and considered. Some resolutions can be acted upon by the conference and some must be taken back to each Region, Area, and Group for group conscience decisions.

The World Service Conference does not speak for N.A. as a whole. The voice of N.A. as a whole can only come from fellowship-wide group conscience. However, the conference can, because of our service structure, initiate action which will benefit all members.

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

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

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

* * * * *

Everything that occurs in the course of N.A. service must be motivated by

the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that 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; it 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 mentioned, 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.

Questions, critique, and possible remedies of N.A. literature and structure by one member.

Upon entering N.A. I was told and read that the only requirement for membership was desire to stop using drugs as stated in Tradition Three. On reading the new approved literature called "The N.A. Tree" I find that one has to qualify by taking step one of the Twelve Steps. Twelve Steps that are suggested only yet I have to take it before qualifying for membership and that I will be a member in good standing if I practice the principles of N.A. Are there members in bad standing? Who differentiates? Should this be in our approved literature? This question has been brought up at our local literature meeting here in Santa Rosa and we had a unanimous vote against.

We here in Santa Rosa have in the past had what we call a business meeting dealing in matters affecting our area much the way the "Tree" describes services the Area Service Committee provides. At this time we would like to be listed with N.A. World Service Office. N.A. has over eight years history here in Sonoma County. Our first meeting was in Cotati and then was moved to Sebastopol then to Santa Rosa, which now has eight meetings a week. At our local area level we have an existing service structure that we will now call an Area Committee Meeting.

At the end of the section titled Area Service Committee "The Tree" states that the officers selected from the General Service representatives (which should be called Group Service representatives) can not vote.

If they can not vote how will their respective groups be represented. The alternatives are 1. Officers can vote or 2. Their alternate can vote. WHICH?

In the section titled Regional Service Committee the R.S.C. is responsible for activities such as conventions and in section titled The World Service office it states that the World Service Office is responsible for planning the conference. This is contradictory and confusing. I think the group conscience should decide where the conference should be and the Regional Service Committee whose region the conference is in would be responsible for planning, etc.

The section titled The General Service Delegate (which would read easier as Regional Service Representative) states that "the G.S.D. attends the annual World Conference and takes part in any decisions which affect N.A. as a whole". This sentence implies that group conscience takes no part in matters affecting N.A. as a whole. Could this be clarified?

In the section titled World Service, "The Tree" states that "a full description of its services could, perhaps, limit their potential effectiveness. Each branch of world service functions within its own framework; and these guidelines, as they develop, will specifically define the nature of our services". I do not know how a full description could or would limit their potential effectiveness. If there is not a full description available fine, but if there is, let the whole of N.A. KNOW of it. This paragraph implies to me that World Service does not think I am ready for the whole shot. (Sounds paranoid doesn't it, me that is)

In the section titled "The World Service Office" which states that the W.S.O. is probably the busiest single part of our service tree circulating our lifeblood to and from all groups and members within our fellowship. I

can appreciate the work that W.S.O. is doing. As Secretary of Northern California Intergroup I am involved with some of this same work and know first hand what it involves. I would like to pass on some criticism that I have received from some members from outside our area and region about poor service from our W.S.O. That is, no response to mail sent and no response attempting calls through the answering service. I know our area has to date offered no financial help and would like to in the future help out financially to help pay for salaries for office help that would have a direct telephone line instead of an answering service and in general ease the burdon on W.S.O.

It would also be nice to receive an N.A. newsletter which means some input from all groups members.

In the section titled "The World Service Board". "Our Second Tradition ensures that major policy decisions can only be made according to the spiritual conscience of our entire fellowship," yet I am reading from literature that is stamped approved literature when I know from personal experience here in our area and region no member here has voted for or against any of this new literature which could fall under the heading of "major policy decisions".

The section also states that trustees serve for an indefinite term. We here in this area, and I am speaking as an Area Service Representative, feel that there should be a system that would enable new blood to serve on the board to perpetuate growth.

Who elects trustees? Our area feels that this should be done by group conscience of the entire fellowship and that board meetings should be announced and open to all.

I would like to say in closing that although this is very critical that if there were no tree I would not have anything to be critical of. I am grateful, very grateful that somebody got off their butts and took action and as doing got me off mine.

I have studied with others and alone many hours over the tree structure which must be a drop in the bucket compared to the time spent compiling this piece of literature and I have been asking myself while writing this letter who am I, and the answer keeps coming back. I am one of a group conscience. Again thanks to all who had a hand in the formation of "The Tree" structure.

With Love in Fellowship,

Stephen Bice

mr

5/12/76

1. The end of the first parag. in the "Introduction"
Could read as follows "and better fulfill our primary
purpose of "staying clean & sober, and carrying the mess
age of recovery to the addict who still suffers.

2. What were some of the things that "Devided" N.A. RE:
Introduction last Parag. Maybe they were valid.
should be Noted.???

GSR Meeting Notes (May 2, 1976)

On Nov. 13, 14, & 15th there will be a meeting discussing the N.A. T ree and whether or not it should be approved. This meeting is taking sometime before or during the Convention which is to be held in *Ventura County Holiday Inn.* It was discussed and approved today that the minutes of all GSR Area meetings be corresponded to other areas and also one copy is to be sent to the World Service Office from each of the se meetings.

It was discussed and approved also that along with the Convention fliers, we have a notice for business meeting that would be held at the Convention. At this meeting it should be be discussed and finalized the agenda planned for the World Service Conference.

Some new business was brought up and agreed on that all the areas get a list of people willing to speak in other areas. Then the list would be sent to the PO Box of those specific areas. We need vollunteers.

Sunday, June 27th- GSR and GSD meeting to be held at:

Eileen & Richard's house

1385 Cruzero

(in Ojai) # 1-805- 646-1458

May 19th- June 16th-

GSR meetings to be held at the Suicide

Prevention Center (ask Hank and Lilli where)

1040 South Main St. L.A.

May 30th-

NA Picnic at El Dorado Park in *Long Beach* starting at: *11:00 AM*
(where Hank & Studabaker)

N.A.
P.O. Box 1521
Kingston, Pa. 18704

August 29, 1977

Dear fellow N.A.,

This letter is to inform you of the fact Narcotics Anonymous is ready for a conference on the east coast. I can't afford the trip to California for a conference so let's hold one in our backyard.

"Narcotics Anonymous should remain anonymous not invisible." This is so true and yet the latter seems to prevail in many areas.

"Narcotics Anonymous has not yet come of age." Again this is true but nothing is permanent. If you agree the time is right for a conference write us and send ideas. A project like this takes everyone's efforts and then some. Pass this around to your group members and get ideas, suggestions, hints, clues or anything else that will help.

If you are aware of any group not listed in the First World Directory let them know and send their GSR and address to us and we'll send them a flyer. At this stage any help will make this dream a reality so write it down and send it in. to us.

Remember, "if it is to be, it is up to me." Also send us a group response as to the number of people interested in going so we can pick a central location for the conference.

Thank you and please, R.S.V.P.

Love in N.A.,

John S.

P.O. Box 1521
Kingston, Pa. 18704



Lillie Magdaleno
1516 Monterey Blvd.
Hermosa Beach, Ca. 90256