

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

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

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

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

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

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

WSO July 1983

THE PURPOSE AND FUNCTION OF THE SERVICE UNITS  
OF  
NARCOTICS ANONYMOUS

1. The primary purpose of an N.A. MEMBER is to stay clean a day at a time and carry the message of recovery to the addict who still suffers, by working with others.
2. The primary purpose of an N.A. GROUP is to carry the message of recovery to the addict who still suffers, by providing a setting for identification and a healthy atmosphere for recovery where an addict can come for help if they have a desire to stop using.
3. The purpose of an AREA SERVICE COMMITTEE is to be supportive to an N.A. group and its primary purpose, by associating a group with other groups locally and by helping a group deal with its day-to-day situations and needs.
4. The purpose of a REGIONAL SERVICE COMMITTEE is to be supportive of its areas and groups and their primary purpose, by linking together the areas and groups within a region, by helping areas and groups deal with their basic situations and needs, and by encouraging the growth of the Fellowship.
5. The purpose of a WORLD SERVICE CONFERENCE is to be supportive of the Fellowship as a whole, and to define and take action according to the group consciousness of Narcotics Anonymous. The W.S.C. joins the members, groups, areas and regions into a unified Fellowship. The Committee deals with the situations and the needs of the Fellowship and actively encourages the primary purpose and growth of Narcotics Anonymous.
6. The purpose of a WORLD SERVICE OFFICE, our main service center, is to carry out the directives of the World Service Committee in matters that relate to communications and information for the Fellowship of N.A., services, groups and members. The W.S. Office achieves this purpose by maintaining correspondence with N.A. groups and service committees, by printing and distributing W.S.C. approved literature, and by maintaining the archives and files of Narcotics Anonymous.
7. The purpose of a BOARD OF TRUSTEES, who act as guardians of the Twelve Traditions, is to insure the continuation and growth of N.A. by seeking new and better ways to carry the message to the addict who still suffers, by seeking to ensure the maintenance of the Twelve Traditions, and by dealing with those things, both within and outside the Fellowship, which affect its continuation and growth.

## MEMBER

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

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

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

## GROUP

An N.A. Group is any meeting which meets regularly at a specified place and time, providing that it follows the Twelve Steps and Twelve Traditions (having no outside affiliations and receiving no outside financial support). To facilitate communications and unity and to better serve N.A. as a whole, Groups should register with the Secretary of the World Service Office Sub-Committee of Narcotics Anonymous. The Group is the second level of our N.A. Service Structure.

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

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

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

A Group has proven to be the most successful vehicle for Twelve Step work. After sharing one's personal experience, strength and hope, the most valuable thing a member can do is to bring prospective new members (addicts) to a Group meeting. In this way a Group meeting becomes a place

where newcomers know they can come for help. Often the first thing that can open the doors of recovery for addicts is the recognition of themselves in others. A group provides a setting in which the newcomer can find this identification by hearing a number of recovering addicts, rather than just one or two.

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

#### SECRETARY (A)

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

#### TREASURER (B)

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

maintain our Fellowship and freedom, monies which come from a group's collections and members' contributions must always be used to further our primary purpose. A group must first support itself.

After paying its bills, any remaining funds should be placed in a group bank account, accumulating a reserve adequate to run a group for two or three months. After this "prudent reserve" has been established, excess funds should be diverted to the "Area Service Committee". In cases where no ASC exists, send this balance to your "Regional Service Committee". If no RSC exists, send this balance to our WSC Treasurer. One of the biggest problems we have faced has been the misuse of a group's money. This abuse severely limits what the N.A. Fellowship can offer to recovering addicts. A Treasurer has a grave responsibility and much thought should be taken in selecting a member to perform this function.

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

1. The willingness and desire to serve.
2. We suggest a minimum of six (6) months continuous abstinence from all drugs.
3. Knowledge of the Twelve Steps and the Twelve Traditions.
4. An active participation in the group they are to serve.

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

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

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

#### (C) & (D) GROUP SERVICE REPRESENTATIVE AND GSR ALTERNATE

A Group Service Representative (GSR) is first in line of communication between a group and Narcotics Anonymous as a whole. They are the links that bind the groups together

in the performance of our primary purpose. It is their responsibility to keep a group informed and to express a group's conscience in all matters. In other words, they are, in fact, the voice of their group. Electing GSRs who will take an active part in the business of N.A. is probably the most important thing we can do to improve the unity of the Fellowship. Active representation, more than any other thing, can strengthen the ties that bind us together and promote our common welfare.

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

A Group Service Representative normally serves for a period of two (2) years. The first year is spent as a GSR-Alternate, working closely with an existing GSR, learning the duties of the office and taking over in case the GSR is ill, or cannot for any reason continue to serve. Also, if the GSR cannot attend one of the monthly Area Service Committee Meetings, the GSR Alternate has the responsibility to vote in their absence. It is also suggested that a GSR share some of their responsibilities with their alternate. The second year they become the group's GSR, taking over the full responsibilities and functions of the office, and in turn are helped by a newly elected Alternate. This "apprentice" system serves two purposes: first of all, it helps to provide a continuity of service which never leaves a group unrepresented; and secondly, the year spent as an Alternate provides the training necessary for an effective GSR. As you can see, the role of a GSR is not a simple one, nor one to be taken lightly. The election of effective GSRs and GSR Alternates is probably the most important thing that you, as an individual member, can do for the unity of N.A. In choosing your Representative, remember that they are your voice and your ears in N.A. If you wish to be well represented and well informed, it is your responsibility to elect the best possible nominee. For this reason we suggest that candidates for GSR should have:

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

The requirements for the office of GSR-Alternate are the same as those for GSR, except that there is a minimum

of six (6) months of continuous abstinence from all drugs. These qualifications are not, of course, hard fast rules. They are, however, some of the things you should consider in the selection of your Representatives. The Group Service Representative as we have described them are your link to the rest of N.A. They are also the ties that bind the personal service you and your group perform to the next type of service which is offered by N.A.: Area and Regional Service.

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

## AREA AND REGIONAL SERVICE

The next level of service in N.A. is Area and Regional Service. These Services provide the support necessary for groups of N.A. members to work together for their common welfare.

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

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

★ A "DESIGNATED AREA" within N.A. is any local area, community or town with a significant number of N.A. groups.

Any set of groups within definable geographic boundaries that need to function together as an area can be a "Designated Area."

A "DESIGNATED REGION" is a broader geographic unit made up of a significant number of areas. Normally we consider a region to be any state in the United States, or any other country. Again, the definition of a Region is ultimately one of need. Areas with this need can be considered a designated Region. We feel it necessary to stress that, for

the purposes of N.A., the designation of a Region should always be based on specific needs. Successful growth of any Region will result in dividing into additional Regional Committees. This is beneficial since it allows these service committees to more effectively serve the needs of their member groups.

#### SUGGESTED SERVICE COMMITTEE MEETING FORMAT:

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

NOTE: GSRs are the only voting members at ASC meetings; ASR's are the only voting members at a RSC meeting; all service committee meetings are open to the Fellowship.

#### AREA SERVICE COMMITTEE

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

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

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

Most ASCs have found that a sub-committee system is necessary. A sub-committee does the actual work to implement ASC directives. The sub-committees normally deal with a single service such as Public Information, Hospitals and Institutions, or Entertainment, and may meet to do the work as needed during the month between regular ASC meetings.

The most important service which an ASC provides is that of its group's support. Whenever a group has a specific situation or need which it has not been able to handle on its own, it can come to its Area Service Committee for help. These situations are almost limitless in scope; however, we have learned that we can get much accomplished when we work together.



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

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

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

In order to coordinate its services, each ASC elects officers yearly. These officers include a Chairperson, a Vice-Chairperson, a Secretary, a Treasurer, an Area Service Representative (ASR) and an Area Service Representative-Alternate (ASR-ALT). Leadership and the ability to organize and give the committee direction and incentive must come from its officers. Upon election the officers shall resign as GSRs. Their groups then elect new representatives, thus ensuring all groups equality of representation.

1. A Chairperson arranges an agenda for, and presides over the monthly meetings. They are also responsible for correspondence, maintaining Area files and archives. The Chairperson should be one of the co-signers of an ASC's bank account. At committee meetings they can vote only in case of a tie. A Chairperson must be capable of conducting a business meeting with a firm, yet understanding hand. For this reason, it is suggested that they have a minimum of two (2) years' continuous abstinence from all drugs.

2. A Vice-Chairman coordinates all sub-committee functions. In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. The Vice-Chairperson should be one of the co-signers of an ASC's bank account. It is suggested that a Vice-Chairperson have a minimum of one (1) year's continuous abstinence from all drugs.
3. A Secretary keeps accurate minutes of each ASC business meeting, types and distributes copies of the minutes to each GSR no later than one (1) week following each ASC Meeting. These minutes should be verified by the Chairperson before copies are made. It is suggested that a Secretary have a minimum of one (1) year's continuous abstinence from all drugs.
4. A Treasurer shall make a report of contributions and expenditures at every regular ASC meeting, as well as an annual report at the end of a calendar year. The Treasurer shall be the other co-signer of an ASC's bank account. The Treasurer can also be made responsible for bulk purchases of literature for the groups. It is suggested that a Treasurer have a minimum of two (2) years' continuous abstinence from all drugs.
5. Area Service Representative (ASR). An Area Service Representative (ASR) is to an ASC what a GSR is to a group. As the representative of the Areas, the ASRs speak for the members and groups within their Area Service Committee. The primary responsibility of an ASR is to work for the good of N.A. providing two-way communication between their Area and the rest of N.A., particularly with neighboring ASCs. They represent the group conscience of an ASC at a Regional level and provide their area with the agenda for the RSC at least ten (10) days before the RSC meets. An ASR attends all Regional Service Committee meetings and takes part in any decisions which affect the Region, speaking as the voice of their ASC's group conscience. An ASR may serve on one or more of its ASC and RSC sub-committees but not as a Chairperson. The office of ASR is immensely important, for an ASR is the next link in expressing the will of a loving God. An ASR must be able to work for the common good, placing principles before personalities at all times. Therefore, in addition to the regular qualifications for GSRs, it is recommended that nominees to the post of ASR also have:
  1. Service experience
  2. The willingness to give the time and resources necessary for the job.
  3. A suggested minimum of three (3) years of continuous abstinence from all drugs.

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

#### ELECTION OF ASC OFFICERS

Committee officers should be elected from the active GSRs. Prior service experiences such as Group Secretary, Group Treasurer and sub-committee member are of value. ASC Officers do not normally represent any group and have no vote at an ASC. Any ASC member or officer may be removed during their term in office by a majority vote of the ASC. Also all ASC members and officers may succeed themselves in office, but in keeping with the Ninth Tradition and the principle of rotating leadership, it is recommended that no officer serve more than two (2) consecutive terms.

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

#### REGIONAL SERVICE COMMITTEE

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

The primary function of an RSC is to unify the areas within its region. Another function is to carry N.A.'s message of recovery through RSC Public Information sub-committees. Addicts who cannot attend regular meetings are served through an RSC Hospitals & Institutions Sub-committee. A third basic function of this committee is to contribute to the growth of N.A., both by initiating much of the work to be finalized at the W.S.C. Conferences and by helping to support our World Services.

Just as an ASC often deals with situations that the groups cannot deal with on their own, an RSC responds to situations that the areas cannot resolve on its own. This is one way in which an RSC strives for unity; another is by providing a meeting place for areas and a center of communication with other regions and the N.A. Fellowship.

Area and Regional Service Committees are autonomous, just as the groups they serve "except in matters affecting other groups or N.A." The first thing an RSC must have in order to establish its identity is a permanent mailing address (Post Office Box). After the P.O. Box, the next thing

an RSC should do is register with the W.S.O., Inc. sub-committee Secretary. Groups and committees must be registered if they are to be listed in the World Directory and to receive information and support.

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

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

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

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

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

An RSC needs money to operate. Most RSCs normally publish quarterly meeting directories. Large quantities of literature are often supplied to institutions and hospitals though in some cases this is handled through a separate in-

stitutional fund. Additional Funds are needed for postage, stationery supplies and the like.

Another important part of an RSC's function is to contribute to our World Services. Regional support in the nature of funds, ideas, and confidence is essential to the work of our World Services. Any excess funds which accumulate at a Regional level should be contributed directly to the Treasurer of the World Service Committee. Monies are needed for major activities. These activities are ideally self-sustaining with enough money left over from one activity to secure the next. Many regions sponsor their representatives to the WSC Conferences. Most of the suggestions, ideas, and new literature presented at a WSC Conference are initiated at a regional level. These are submitted in writing to the proper sub-committee of the WSC ninety (90) days prior to a WSC Conference itself in order to be considered for placement on the agenda. Sixty (60) days before a WSC Conference meets, copies of the agenda are mailed out to the regions by the WSC Secretary for group conscience discussion.

#### ELECTIONS OF RSC OFFICERS

Like an ASC, an RSC elects officers each year from among its participants. They include: 1) a Chairperson, 2) a Vice-Chairperson, 3) a Secretary, and 4) a Treasurer. Their functions and responsibilities are similar to those of ASC officers. An RSC also elects a Regional Service Representative (RSR) and a Regional Service Representative Alternate (RSR-ALT) who speak for their region at a WSC Conference.

#### REGIONAL SERVICE REPRESENTATIVE

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

The Office of Regional Service Representative is a year-round job. An RSR participates in the WSC Conferences, and takes part in any decisions which affects N.A. An RSR serves on one or more WSC Sub-committees, communicates regularly with the World Service Board of Trustees, works closely with regional officers and sub-committees, and is a source of information and guidance in matters concerning the Twelve Traditions of Narcotics Anonymous.

Each year an RSC elects Regional Service Representative-Alternates from among the qualified members in their region.

An RSR normally serves for a period of two (2) years: the first as an alternate representative and the second as a voting representative. The RSR-Alternate also fills in if the RSR is absent for any reason or is unable to complete their term in office.

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

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

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

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

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

#### WORLD SERVICE

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

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

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

NOTE: THE PROCEEDING PAGES WERE TAKEN FROM THE INPUT AS APPROVED BY WSC '82, PP. 1-14, PROPOSED REVISION OF THE THIRD EDITION (A.K.A. "THE GREEN MANUAL"); THE FOLLOWING PAGES WERE TAKEN FROM THE 1979 WSC LITERATURE COMMITTEE INPUT AS APPROVED WSC '79; ADDITIONAL AMENDMENTS CAME FROM WSC '80, '81, AND WSC '82 AS APPROVED.

## WORLD SERVICE

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

Our World Services include three specific bodies:

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

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

## THE WORLD SERVICE OFFICE

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

One of the most important functions of the WSO is to link our widespread groups and members into a single, cohesive fellowship. The WSO stays in close contact with our Groups, Areas, and Regions. This contact is maintained through correspondence, our quarterly newsletter, and through the representatives within our service structure.

WSO offers considerable aid to new groups, existing groups with special problems, institutional groups, groups outside the United States, members who travel extensively, and loners. This aid is in the nature of sharing the experience which other groups and members have reported to the WSO, and by putting those who seek aid in touch with other groups or members within our fellowship. the WSO is also available to aid convention and conference committees, etc.

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

In order to provide communications, co-ordination, information, and guidance services, the WSO must keep extensive files of correspondence and other records. These files include: letters to and from those who have contacted WSO; a file of all correspondence with each N.A. group; a record of all starter kits sent out; the name, address, and telephone number of all GSRs, ASRs, and RSRs; and, the addresses of all General Service Committees and their officers. Along with these files and records, WSO keeps the archives of N.A.'s history. These archives contain relevant documents, newspaper articles, photos of original meeting places, etc. Records such as these are necessary so that we may learn from our past mistakes, stay in contact with all of N.A. and serve our fellowship.

One of the most difficult jobs of the World Service Office is dealing with public anonymity breaks. Due to the nature of our fellowship, no part of our service structure should ever serve as a disciplinarian; this would not be in keeping with our basic principles. When public anonymity breaks do occur, the WSO does function in an educational role. We try to explain to the individual or group and the media involved that actions of this type are in violation of our Traditions, and that this type of publicity can potentially cause grave problems which could threaten the survival of our fellowship. It is never our place to attempt to punish - we can only try to prevent the recurrence of this type of problem.

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



All these functions make it necessary for our World Service Office to be more of a "business" than a part of the Fellowship. WSO is separate from N.A., but works for N.A. WSO, Inc. functions as a non-profit corporation; with managers, departments, administrators, paid employees, subsidiaries, and the like. The corporation has five (5) regular members who act as the Board of Directors of WSO and are its officers: President, Vice-President, Treasurer, Director, and Secretary. WSO, Inc. operates under a standard set of corporate by-laws with this amendment: "The Board of Directors and any additional boards or committees shall be subject to and abide by the TWELVE TRADITIONS as stated in the book entitled NARCOTICS ANONYMOUS."

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

#### THE WORLD SERVICE BOARD

The World Service Board (WSB) of Narcotics Anonymous has the broadest scope of any branch of our service structure. The responsibility of this board is to help deal with anything that affects N.A. as a whole, either internally or externally. All things which may endanger the existence of our fellowship or limit our growth are of concern to the WSB. This board does not, however, govern. Its nature is that of a custodian, providing guidance. The World Service Board consists of both addicts and non-addicts, and its members are known as Trustees. Their only purpose is to serve the best interests of our Fellowship, and through the World Service Conference we give them the authority to do this.

Like the World Service Office, our World Service Board functions as an entity apart from our program per se. All the actions of the Board are guided by our Traditions. Although the primary aim of the Board is to ensure the maintenance of the Twelve Traditions, the Trustees also serve in many other capacities and have other responsibilities.

The WSB is responsible for the administration of our World Service Office. In this capacity they strive to increase the effectiveness of its many functions and coordinate its activities. In order to perform this function and others, the WSB utilizes a sub-committee system similar to that used by our ASCs and RSCs; the main difference is that the Trustee is permanent, while the General Service sub-committees are usually set up to deal with specific needs and disband when their job is done. The standing committees of the World Service Board include: public relations, literature, institutional, World Service Office, and World Service Conference.

These committees meet throughout the year and are composed of Trustees, members, and an occasional non-addict. Committee members are selected on a "What they have to offer" basis and each brings special skills or experience relevant to the committee function.

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

#### **GUIDELINES OF THE BOARD OF TRUSTEES OF NARCOTICS ANONYMOUS:**

- I. The purpose of the Board of Trustees (hereinafter referred to as the "Board") is to ensure the continuation and growth of Narcotics Anonymous.
- II. The functions of the Board are:
  - A. To deal with those things, both within and outside the fellowship, which affect the continuation and growth of N.A.
  - B. To actively seek to ensure the maintenance of Twelve Traditions of Narcotics Anonymous.
  - C. To actively seek and encourage ways of carrying the message of recovery to the addicts who still suffers.
- III. The Board and its members are responsible to the fellowship as a whole through our service structure, and they must remain responsive to the needs of the fellowship.
- IV. The Twelve Traditions of Narcotics Anonymous.
- V. The membership of the Board of Trustees of Narcotics Anonymous conforms with the following:
  - A. The number of Trustees serving at any time is limited to a maximum of fifteen (15). There need not be a full complement of Trustees serving at any given time; ultimately, the number of active Trustees will be determined by need.
  - B. Trusteeship is one of two basic types: Addict or Non-Addict. Of the active Trustees, at least two-thirds (2/3) are recovered drug addicts.
  - C. At least one-half (1/2) of the active Trustees reside within commuting distance of the World Service Office (WSO).
  - D. The qualifications required of Addict Trustees include:
    1. The willingness to serve as an active member of the Board.
    2. Nomination at the World Service Conference (WSC).

3. A commitment to service as shown by experience working as a member of other N.A. service committees, and his or her contributions to the continuation and growth of the fellowship.
  4. The time and resources necessary for active Trusteeship.
  5. A minimum of five (5) years' continuous abstinence from drugs, including alcohol.
  6. A good working knowledge of the Twelve Traditions of N.A.
- E. The qualifications required of our Non-Addict Trustees are:
1. The willingness to serve as an active member of the Board.
  2. Nomination at the World Service Conference (WSC).
  3. The time and resources necessary for active Trusteeship.
  4. A good working knowledge of the Twelve Traditions of N.A.
  5. A good understanding of the nature of the addict and of our program of recovery.
- F. A Trustee is selected by the following procedure:
1. Candidates for the Board are nominated at the World Service Conference (WSC).
  2. Following the WSC, or whenever needed, the Board selected its replacements or new Trustees from the list of Conference Nominees.
- G. The term of Trusteeship for a member of the Board of Trustees of Narcotics Anonymous is indefinite.
- H. A Trustee may be removed from office for due cause:
1. Upon a two-thirds (2/3) majority vote of the entire Board, any member of the Board is immediately terminated.
  2. The procedure for such a vote is as follows:
    - a. Upon receipt of a written "Statement of Cause," the Chairman of the Board of Trustees calls a special meeting of the Board (in the case where the trusteeship of the Chairman is in question, the Vice-Chairman takes charge of this procedure). Each

Trustee is notified of this meeting and supplied with a copy of the "Statement of Cause" at least one (1) month prior to the meeting date.

- b. At the meeting, the author of the "Statement of Cause" and the Trustee in question are each allowed twenty (20) minutes to express his or her point of view. Other Trustees are then allowed to ask direct questions of either or both parties for an additional twenty (20) minutes.
- c. A roll call vote of all Trustees is then called. If the required two thirds (2/3) majority decision can be determined by those Trustees present, then the vote is considered final. If however, the decision cannot be determined by those present, a copy of the minutes and a request for immediate reply is sent to each absent Trustee. As soon as the required majority or lack of required majority can be determined, the issue is closed and the decision of the Board is final.

- I. The resignation, retirement or removal of a Trustee does not exclude him or her from future nomination at the World Service Conference (WSC).

VI. In order to function more effectively, the Board of Trustees of Narcotics Anonymous elects officers.

A. The officers of the Board of Trustees include:

1. The Chairman.
2. The Vice-Chairman.
3. The Secretary.

B. The duties of these officers are:

1. The Chairman of the Board of Trustees:
  - a. Presides over all Trustee meetings.
  - b. Holds such powers and performs such duties as may be required, from time to time, by the Board.
  - c. May appoint and define the duties of committees as authorized by the Board.
  - d. Is elected from, and is a member of, the Board.
2. The Vice-Chairman of the Board of Trustees:
  - a. Performs all the duties, and holds all the powers, of the Chairman in his or her absence.
  - b. Holds such powers and performs such duties as may be required, from time to time, by the Board.
  - c. Is elected from, and is a member of, the Board.
3. The Secretary of the Board of Trustees:
  - a. Keeps a record of the proceedings of the Board and of the Trustees.
  - b. Prepares and publishes accurate minutes of the meetings of the Board, within thirty (30)

days of such meetings.

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

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

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

- e. The following items of old business were discussed. . .
  - f. The following topics were considered as new business. . .
  - g. The next meeting of the Board will be held. . .
  - h. The following action should be taken prior to the next meeting. . .
  - i. The following items will be discussed as part of the agenda for the next meeting. . .
- G. The regular meetings of the Board of Trustees last approximately two (2) hours and have the following basic format:
- 1. Opening.
  - 2. Information and Reports.
  - 3. Old business.
  - 4. New Business.
  - 5. Closing.

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

- A. Our 'Trustee Committee' are of two (2) basic types.
  - 1. Standing.
  - 2. Temporary.
- B. The Standing Committees include:
  - 1. Literature.
  - 2. Public Relations.
  - 3. Institutional.
  - 4. World Service Office (WSO).
  - 5. World Service Conference (WSC).
- C. Our Temporary Committees are established as the need arises and exist so long as the need exists.
- D. Trustee Committees are chaired by a Trustee who has been selected because of his or her experience in a specific area. Other members of these committees include other Trustees, members of the fellowship, or non-addicts as appointed by the committee Chairman.
- E. Minutes of all sub-committee meetings are taken and copies of these minutes are maintained by the Secretary of the Board of Trustees and by the World Service Office (WSO). These minutes are not published and distributed; however, any member of the fellowship may, upon request, receive a copy from the World Service Office (WSO) by sending a self-addressed, stamped envelope.

IX. The Board of Trustees is an advisory Board rather than a directive Board. It is our responsibility to offer guidance to our members, our groups, and our service committees in matters concerning the Traditions or which affect N.A. as a whole.

- A. The actions of the Board or of any individual Trustee are documented so that we can learn from

our experiences. The following basic format is used in documenting trustee action:

1. Date, location, Trustee(s) involved.
2. Description of problem.
3. Action taken.
4. Effect of action.

B. In order that we may be consistent in our guidance we use the following basic formats whenever possible in communicating with N.A. members, groups, service committees, non-members, and other organizations:

1. This basic format, with minor modifications, is used in almost all circumstances when it is necessary to take formal action.

"Dear. . .

As a member of the Board of Trustees of Narcotics Anonymous, it has come to my attention that a potential problem may exist which concerns you. . . (give the information relating to the situation). . .

This situation could become a problem because. . . (state potential problem and relate it to our Traditions).

In a situation of this kind I would recommend. . . (give specific suggestions and the reasons for the suggestions). . .

I hope that this misunderstanding can be cleared up quickly and that we can all learn from your experience. A situation such as this will surely come up again and hopefully we will be able to deal with it as a result of your concern.

Yours in fellowship. . ."

2. For more serious matters, involving the Board as a whole, a format similar to the one below is used.

"To. . .

It has come to our attention that . . . (state situation). . . As Trustees, it is our responsibility to deal with matters which relate to the maintenance of our Traditions or affect the fellowship as a whole. We feel that this situation represents. . . (state Tradition(s) in violation and/or possible negative effects on the fellowship). . .

We suggest that the following action should be taken to solve this problem and prevent it from happening again (state suggestions and the reasons for the suggestions). . .

We hope that this misunderstanding will be resolved quickly. Thank you for your cooperation."

- X. These Guidelines may be amended at any time by two-thirds (2/3) majority vote of the Board of Trustees.

We, as members, have given the Board the right to act on our behalf, so long as its actions are within the framework of our Traditions. The Trustees do not, however, have the authority to control N.A. or change the nature of our Fellowship. Our Second Tradition ensures that major policy decisions can only be made according to the spiritual conscience of our entire fellowship. This means that each of us, through our service structure, maintains the right to have a say in what happens in N.A.

#### THE WORLD SERVICE CONFERENCE:

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

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

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

From this general meeting, the conference splits up into six (6) committees at which all suggestions, questions, and problems which have been submitted are discussed. These topics can include anything of major importance to N.A. as a whole.

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



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

Once the conference has considered all resolutions and decided which required fellowship-wide 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 one of the conference committees - can take the 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 within strict accordance with our Traditions; each Conference member is a trusted servant and has shown an understanding of our Traditions, and all items discussed in conference originate within the fellowship. Due to its very nature, the Conference is the servant of the fellowship.

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

The intent of this service Manual is to help clarify what needs to be done so that we can provide better service. The service structure of Narcotics Anonymous as described here does not exist everywhere in N.A. today. It is an ideal towards which we can strive, and in so doing make recovery available to a greater number of addicts.

NOTE: THIS DESCRIPTION OF THE WSC WAS CONTAINED IN THE ORIGINAL INPUT OF THE WSC '79 LITERATURE COMMITTEE. THERE IS NO RECORD OF ITS' DELETION ACCORDING TO THE MINUTES OF WSC '79, OR SUBSEQUENT CONFERENCES.

## NARCOTICS ANONYMOUS CONFERENCE

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

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

### I. THE GUIDELINES OF THE WORLD SERVICE CONFERENCE ARE AS FOLLOWS:

- A. The World Service Conference meets in the spring of each year. The last weekend in April has been arbitrarily selected as a target date; however, the actual dates of the conference may vary slightly from year to year.
- B. The site of the conference is within commuting distance (approximately 25 miles) of the World Service Office.
- C. The participants of the World Service Conference consist of:
  - 1. Duly elected World Service Conference Officers.
  - 2. Duly elected Regional Service Delegates.
  - 3. Members of the Board of Trustees.
  - 4. Manager of the World Service Office.
  - 5. Sub-Committee chairperson from previous year and this year's conference.
  - 6. "in the absense of a duly elected Regional Delcgate, the conference will recognize a qualified replacement from that region."

NOTE: An individual can only participate as one of the aforementioned; (e.g., A World Service officer who is coincidentally a trustee can only participate as one or the other, not both. It was also added that all sub-committee chairperson decline any delegate positions to avoid confusion over voting since they already have a vote at the World Service Conference).

- D. Only Conference participants are allowed to vote, make motions, or address the Conference.
- E. A person chairing the Conference, conducting a vote, or officially counting a vote does not have a vote while serving in this capacity.
- F. All presentations, motions, statements, etc., will be made from the podium and then clearly restated by the chairperson. This is to facilitate the taping of the Conference and to assure an accurate record

- of the proceedings.
- G. Items for consideration at the Conference must be submitted in writing to the Conference.
- H. Any input for consideration at the Conference must be distributed for review, sixty (60) days prior to the Conference.

II. THE CONSENSUS OF THE WORLD SERVICE CONFERENCE IS DETERMINED BY A MAJORITY VOTE.

- A. Each Conference participant shall have one and only one vote.
- B. Any item to be voted on shall be displayed in writing before the vote.
- C. Prior to the actual vote, a voice vote (yea-nay) will be taken to determine if the item is Conference business or if it should be returned to each group for a "group conscience" vote.
- D. ACTUAL VOTES WILL BE TAKEN AS FOLLOWS:
  - 1. The chairperson will call for a voice vote.
  - 2. If the outcome is unclear, if any participant challenges the judgment of the chair, or if any participant challenges the validity of the vote in any way then a standing vote is called.
  - 3. For a standing vote the chairperson will ask all in favor of the item to stand and remain standing.
  - 4. The number of participants standing will then be counted by three independent counters (the tallies of these 3 counters must agree prior to counting the voting process).
  - 5. Those in favor will then be asked to sit, and the procedure will repeat for those opposed.
  - 6. The tally of those in favor and the tally of those opposed will be compared and the position in plurality will be declared.

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

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

- A. Chairperson
- B. Vice-Chairperson
- C. Secretary
- D. Treasurer

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

THE DUTIES OF THESE OFFICERS ARE:

1. The Chairperson of the World Service Conference:
  - a. Presides over all of the activities of the World Service Conference.
  - b. Has such powers and performs such duties as may be required from time to time by the World Service Conference.
  - c. May appoint and define the duties of special sub-committees as authorized by the World Service Conference.
2. The Vice-Chairperson of the World Service Conference:
  - a. Performs all duties of and has all the powers of the Chairperson in their absence.
  - b. Has such powers and performs such duties as may be required from time to time by the World Service Conference.
3. The Secretary of the World Service Conference:
  - a. Keeps a record of the proceedings of the World Service Conference.
  - b. Prepares and publishes accurate minutes of the World Service Conference within three (3) months of the Conference.
4. The Treasurer of the World Service Conference:
  - a. Keeps an accurate record of the financial transactions of the World Service Conference.
  - b. Prepares and presents a yearly financial report at the Conference.
  - c. Is responsible for any and all World Service Conference bank accounts.
  - d. Dispenses monies throughout the year to World Service Conference officers or sub-committees, however, all cash disbursements require the approval of the Administrative Committee.

THESE OFFICERS ARE ELECTED BY THE FOLLOWING PROCEEDINGS:

1. Nominations for any elective World Service Conference position are accepted from Conference participants.

All sub-committee chairmen must submit a list of all sub-committee members one month prior to the next WSC.

2. Nominations must be seconded.
3. The nominee is entitled to decline the nomination.
4. The names of the nominees are posted prior to the vote and each nominee will briefly qualify.
5. A standing vote is taken and repeated until a single nominee receives the majority support of Conference participants.
6. In order to expedite the voting process in a case where no single nominee receives the support of a clear majority, the nominee who received the least support will be excluded prior to each subsequent vote.

IV. IN ORDER TO MINIMIZE THE TIME SPENT DISCUSSING AND DEBATING WITHIN THE CONFERENCE AS A WHOLE, A SUB-COMMITTEE SYSTEM IS USED BY THE WORLD SERVICE CONFERENCE. ALL INPUT TO THE CONFERENCE INCLUDING QUESTIONS, IDEAS, MOTIONS, SUGGESTIONS, ETC., IS DIRECTED TO A SPECIALIZED COMMITTEE. THESE COMMITTEES ARE THE FOLLOWING:

- A. Administrative Committee
- B. Policy Committee
- C. Finance Committee
- D. Institutional Committee
- E. Public Information Committee

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

1. The World Service Conference ADMINISTRATIVE Committee consists of the newly elected World Service Conference officers and the officers of the current Conference. This committee serves the administrative needs of the Conference (e.g., locates and arranges for the next year's conference).
2. The World Service Conference POLICY Committee deals with those things which are the policy of N.A. The general policies of Narcotics Anonymous are expressly stated in the Traditions; however, the application of these traditions is the concern of this committee.
3. The World Service Conference FINANCE Committee is concerned with the utilization of funds within Narcotics Anonymous to further our primary purpose. Finance Committee sends out the money they have to the sub-committees on a monthly basis.
4. The World Service Conference LITERATURE Committee deals with our primary purpose as it is achieved in writing. This committee seeks the input of the Fellowship, compiles this input and presents it to the World Service Conference.
5. The World Service Conference INSTITUTIONAL committee acts as a resource to regions, areas, groups and individual members in their efforts to carry the message into institutions such as jails, hospitals, detoxification centers and recovery houses. Its goal is to help avoid Tradition violations while carrying our message to those who cannot come to us.
6. The World Service Conference PUBLIC INFORMATION committee deals with how Narcotics Anonymous interfaces with society; Narcotics Anonymous' image, and how we can get those outside of the Fellowship to carry