

THE WORLD SERVICE BOARD

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

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

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

GUIDELINES OF THE BOARD OF TRUSTEES OF NARCOTICS ANONYMOUS

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

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

III. The Twelve Traditions of Narcotics Anonymous.

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

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

- b. Prepares and publishes accurate minutes of the meetings of the Board within thirty (30) days of such meetings.
 - c. Is selected because of ability, and need not actually be a member of the Board.
 - C. These members are elected by the Board at the final regular Trustee meeting of each calendar year, and serve for the following calendar year.
 - D. The officers of the Board of Trustees may serve more than one (1) term of office, provided that they are re-elected for each term.
- VI. The meetings of the Board of Trustees conform to the following:
- A. The Trustees hold regular quarterly meetings on the first Saturday of the months of February, May, August, and November.
 - B. Additional Special Meetings are held whenever needed upon two (2) weeks notification by the Chairman.
 - C. The regular quarterly Trustee meetings are open to members of the fellowship as non-participant observers.
 - D. The attendance of at least two-fifths (2/5) of the active Trustees at a meeting constitutes a quorum for conducting the business of the Board.
 - E. Each Trustee is expected to attend at least two (2) regularly scheduled meetings each year. A Trustee who is unable to attend may be asked to resign his or her Trusteeship.
 - F. A record is kept of the meetings of the Board.
 - 1. Accurate minutes of all Trustees meetings are taken and published within thirty (30) days of the meeting. A copy of these minutes are sent to:
 - a. Each Trustee
 - b. The World Service Office
 - c. Each duly registered Regional Service Committee
 - 2. These are the only copies normally distributed; however, any member of the fellowship may, upon request, receive a copy of the minutes of Trustee meetings from the Chairperson of our Board by sending a self-addressed, stamped envelope.
 - G. The regular meetings of the Board of Trustees follow this basic format:
 - 1. Opening.
 - 2. Information and Reports.
 - 3. Old Business.
 - 4. New Business.
 - 5. Closing.

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

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

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

B. The Standing Committees include:

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

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

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

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

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

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

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

WORLD SERVICE OFFICE

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

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

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

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

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

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

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

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

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

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

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

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

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

Service Conference.

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

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

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

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

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

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

WORLD SERVICE CONVENTION

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

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

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

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

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

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

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

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

APPENDIX ONE

THE TRUSTED SERVANT (SUGGESTED QUALIFICATIONS)

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

1. Suggested Qualifications for all offices:

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

2. Suggested Continuous Abstinence Requirements:

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

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

APPENDIX TWO

PARTICIPANTS AND OFFICERS OF A SERVICE COMMITTEE MEETING

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

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

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

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

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

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

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

APPENDIX THREE

SUGGESTED SERVICE COMMITTEE FORMAT

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

SUGGESTED APPENDICES

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

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

PART TWO

LITERATURE SUBCOMMITTEE



WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

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N. A. Way Magazine

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Cynthia Porter Dieker, Co-chairperson
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WSO, Inc.

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February 8, 1984

Dear fellow members of N.A.,

Attached is a list of all the motions which will be brought to WSC'84 by the WSC-Literature Subcommittee. Also, I want to make a couple of points which I hope will clear up some confusion.

First off, regarding the review literature: many people are under the mistaken assumption that the WSC-Literature Subcommittee is asking for votes on this material, and that it will be "up for approval" at WSC'84. This is not the case. The World Lit. Committee is requesting input only. We are giving you, the fellowship, the opportunity to review this literature until October, 1984, and provide us with your ideas, and suggestions.

I believe there are two reasons for the misunderstanding. First, in the past the Lit. Committee has distributed literature a short time before the WSC, and requested approval (as well as input). Even though members complained that they didn't have sufficient time to thoroughly review the literature, they went ahead and voted on it anyway. We are trying to correct that problem this year by giving you more time to review it. Also, there was a misunderstanding between the WSO and the Lit. Committee. I understood the review material would be distributed in a package separate from the fellowship report, and I prepared a letter to explain the process. It was, however, included in the fellowship report, and the letter disappeared. I am sorry for this mix-up, and I hope this will clear it up.

The WSC-Literature Subcommittee requests your input on these works in progress regarding the following questions:

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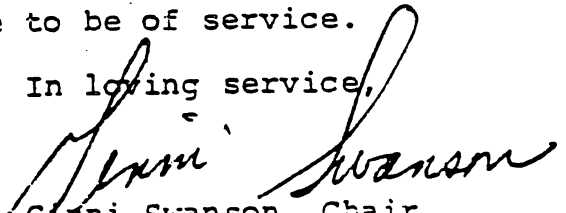
1. Is the material acceptable as it is?
2. What should be added (please attach).
3. What should be changed?
4. What should be left out?

All input must be received by the WSC-Literature Subcommittee by October 30, 1984. The input will then be discussed and implemented at the November meeting of the World Lit. Committee, and "approval" drafts will be compiled based on the input received. These approval forms will then be distributed and you will have a period of one year to evaluate them and vote to approve or disapprove. We hope that by extending the process, we will enjoy a higher quality of literature in the future. Your understanding, patience and cooperation is much appreciated. We know it is hard to adjust to changes, but please bear with us. We are open to your suggestions as to how we can more effectively be of service to you and the addict who still suffers.

The other point I wanted to make, was in regard to an I.P. entitled Participation. Many members throughout the country have contacted me regarding this piece which was distributed by a member in Santa Ana, California. I wish to point out that this piece was not distributed by the WSC-Literature Subcommittee, and will not be brought up for approval at WSC'84. The Procedural Guidelines for the Creation and Development of New Literature (attached) clearly detail the process by which members can contribute new material. Specifically, it should be mailed to the World Literature Committee which then has the responsibility and means of evaluating, revising if necessary, and distributing the material for review and eventual approval or disapproval.

I hope this letter has helped eliminate any confusion, and I look forward to meeting many of you at the World Service Conference. Thank you for allowing me to be of service.

In loving service,


Ginni Swanson, Chair
WSC-Literature Subcommittee

Attachments:

- (1) WSC'84 Motions
- (2) Procedural Guidelines

1. Does the Fellowship want a publication documenting the history of Narcotics Anonymous.

☐ Yes ☐ No

2. That The Use of Medication in Recovery I.P. be withdrawn from the market and a revised draft prepared by the WSC-LC.

☐ Yes ☐ No

3. That the Procedural Guidelines for the Creation and Development of New Literature be approved.

☐ Yes ☐ No

4. That quotations from the "Little White Booklet" be printed accurately in future editions of the Basic Text.

☐ Yes ☐ No

5. That future editions of our Basic Text reflect quotations from the "Little White Booklet" set apart from the text and italicized, but in the same size type as the rest of the text. (This is how they appear in the second edition of the Basic Text).

☐ Yes ☐ No

6. That the stories "I Can't Do Any More Time"; "Fat Addict"; "Early Service"; "I Felt Hopeless"; "I Kept Coming Back"; "It Won't Get Any Worse"; "My Gratitude Speaks"; "No Excuse for Loneliness"; "Relapse and Return"; "Sick and Tired at 18"; "The War Is Over"; and "Up From Down Under" all be included in future printings of the Basic Text. (These were already

approved at WSC-82 and we have just secured release forms from the authors).

☐ Yes ☐ No

7. That Chapter 8 of the Basic Text entitles "We Do Recover" be footnoted to indicate an up-to-date figure. (In the sentence "When my addictions brought me to the point of complete powerlessness, uselessness and surrender some twenty-six years ago, there was no N.A.", the figure of 26 is no longer accurate.

☐ Yes ☐ No

8. Take from the table the WSC-83 motion that all literature submitted to this conference for approval require a 2/3 majority vote of participants.

☐ Yes ☐ No

Revised

PROCEDURAL GUIDELINES FOR THE CREATION AND DEVELOPMENT OF NEW LITERATURE

I. PREPARATION

1. New raw material is obtained from any source. Release of copyright accompanies personal stories. Release forms should be secured from any member contributing material which may be construed as a personal story or experience. We suggest all material be accompanied by copyright release forms to KFFP IT SIMPLIF! There is one standard release form used by the fellowship for all purposes. Copies can be obtained from the Chairperson or Secretary of WSC-Literature Subcommittee.
- 2a. Service committees and groups choose projects or volunteer to work on projects assigned by the World Lit. Committee. In turn, source material from the WSC-Lit. Committee files is sent to the service committee upon request.
- 2b. These committees compile the input and draw up a draft. The service committees may include but are not limited to local, area or regional literature committee or any committee dedicated to carrying the message in written form.
3. The completed rough draft is then sent on to the World Lit. Committee.

II. EVALUATION

- 4a. All drafts received by the WSC-Lit. Committee by November are distributed to registered active members at cost for evaluation. Evaluation includes:
 - A) Distribute to the fellowship for review and input;
 - B) Needs more work prior to review by the fellowship (input attached);
 - C) Discontinue work on this draft and channel material to WSC-IC resource file
- 4b. Mailed responses are tallied by the Chairperson and Secretary of the World Lit. Committee. A simple majority in "A" initiates action. A 2/3 majority causes action "C" to be taken. Otherwise, the draft is placed into Category "B," which is then workshopped at the World Lit. Conference.

III. REVIEW PROCESS

5. All Category A drafts are printed in review form and distributed to the fellowship for input. This input includes:
 - Is the material acceptable as is?
 - What should be added?
 - What should be left out?
 - What should be changed?
 - Should work on this material be discontinued?

There is a minimum period of nine months for receipt of review input by the WSC-Literature Committee Chairperson.

6. All Category B (needs more work) drafts are placed on the agenda for the next World Lit. Conference. Priority is given to those drafts which received a large number of A responses, but not a majority.
7. Category C (discontinue work) drafts that did not receive a 2/3 majority are placed in the B category (needs more work) with low priority at the World Lit. Conference.

IV. APPROVAL PROCESS

8. Review input received on Category A drafts is implemented into a revised draft at the next World Literature Conference. The draft is carefully edited and proofread before it is printed in approval form (see Step 11).
9. Any additional input subsequently received is kept in a file for consideration in revision. Each piece of literature is evaluated at least every five years for consideration of revision at the World Literature Conference.
10. Prior to final distribution, the draft is forwarded to the World Service Board of Trustees to ensure that it accurately represents the principles of Narcotics Anonymous as outlined in the Twelve Traditions. In response, the Board of Trustees points out section(s) contrary to the Twelve Traditions, or states in writing that the material is within the Twelve Traditions.
11. The printing and distribution of the approval form is accomplished by the World Service Office. The approval form is distributed to the fellowship for approval or disapproval. Group conscience votes are taken through Regional Service Representatives at the World Service Conference.
12. If the work is not approved, the material returns to the World Lit. Committee for further evaluation and revision.

*MEMBERSHIP (Registered Active Member)

In conjunction with the procedures outlined in the N.A. approved Service Manual, the WSC-Literature Subcommittee trusted servants, at the World Service Conference meeting, appoint additional members based on the following requirements:

- Working knowledge of the Twelve Steps and Twelve Traditions
- A suggested minimum of one year clean
- Indication of willingness and desire to serve
- Active participation
- Service experience in carrying the message in written form

PART THREE

FINANCE SUBCOMMITTEE



WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

WSC Administration Committee

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N. A. Way Magazine

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Cynthia Porter Dieker, Co-chairperson
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To the Fellowship of N.A.:

The following is a final draft of the Financial Guidelines, which we, the 1983-84 WSC FINANCE Sub-committee ask you to approve at WSC '84. It has been out to the Fellowship since the close of WSC '83 and I have tried to the best of my ability to adhere to the "traditional" approval process.

We thank you for your help, co-operation, and patience, but most importantly, our gratitude for allowing us to serve you.

We have begun work on what we hope will be, a detailed, step-by-step pamphlet, or handbook on how to keep books at all levels of service. It is designed to be used by people who have NEVER kept books before, and hopefully, by WSC '84 we will have at least a rough draft. We will be working on it at the G.R.C.N.A. III, so if you would like to help, please feel free to do so.

WSC FINANCE COMMITTEE EXPENDITURES

Opening Balance.....	\$33.95
Received from WSC (2nd & 3rd Quarter).....	100.00
Expenditures (Through Dec. 31, 1983.).....	<u>\$ 00.00</u>

Balance on hand.....\$133.95

Note: All long-distance phone charges made by chairman have been donated in accordance with our 7th tradition.

G.J. Jenkins
Chairman,
WSC FINANCE SUB_COMMITTEE

FINAL DRAFT

In today's world, it is impossible to carry the message of Narcotics Anonymous without the availability of sufficient funds. It costs money to print literature and distribute it, to have "hotlines" and other services which connect the newcomer to us, and to man our service centers. In order to best utilize the contributions which we receive through our Seventh Tradition, we suggest the following guidelines which we, your Finance sub-committee, think will help you to cover your group's expenses, and then help the Fellowship by passing on the balance regularly to the next level of service.

The moment the member drops his/her hard-earned money in the basket at a meeting, our responsibility as a trusted servant begins. It is incumbent upon us to do everything possible to see that the money is used wisely, cared for judiciously, and that a "prudent" reserve is kept for the following month's expenses. When that has been accomplished we suggest that the group forward the balance to the next level of service. In the case of a group, this would mean transferring funds to the Area Service Committee. In the case of an Area Service Committee, this would mean transferring funds to the Regional Service Committee, and in the case of a Regional Service Committee, it would mean transferring funds to the World Service Conference. If you are not part of a Area Service Committee or a Regional Service Committee at this time, it is suggested that you apply the same principle and forward your funds directly to the next level of service, whatever that may be. The following diagram, known as the N.A. Tree, will serve as a guide for the flow of funds throughout our Fellowship.

Insert N.A. Tree

Guidelines -- for the Member

As a member of Narcotics Anonymous your responsibility is to request that a written financial statement be available from your Group's Treasurer at every business meeting of the Group, and that these meetings be held regularly (suggested that a business meeting be held at least once per month).

Guidelines - for the Group (and it's Treasurer)

1. In your Group we suggest that the Treasurer have a minimum of six (6) months continuous abstinence from all drugs.

If this is not possible, then we would suggest that your group try to pick a person, who is the best qualified through his/her experience to be responsible for the funds of your Group. When this is done, try not to abandon the Treasurer, REMEMBER HE/SHE CANNOT DO IT ALONE.

2. In your Group, it is a good idea for the Treasurer, or whoever empties the basket, to have another member, count the collection and initial and date a receipt, so that there is a check against error.

3. Do not borrow funds from the Group. Our experience tells us that those Treasurers who make this a practice tend not to return the funds, and many of them leave the Fellowship.

4. It is not a good idea to spend the Group's funds for anything, without first consulting the Group through the regular business meeting.

5. We suggest that you open a Bank Account. It is strongly suggested that you have more than one signature on your Bank Account. This is to protect your funds and to help your Treasurer be accountable to the Fellowship they serve. If it is not feasible to have a Bank Account, we suggest that the Treasurer account regularly to another officer (GSR preferably) in order to be accountable to the Group members. It is further suggested that your funds may be incorporated with your ASC's funds, thus protecting them, while still making them available for your use.

6. Your group should keep a "prudent reserve." This is an amount approximately equal to one months' Group expenses, for such things as rent, literature and coffee. REMEMBER OUR FIFTH TRADITION. "Each Group has but one primary purpose, to carry the message to the Addict who still suffers." Let your funds flow to the next level of service. Do not divert us from our Primary Purpose by hoarding funds.
7. There should be only ONE person handling the funds in your group. Preferably the Treasurer.

Guidelines - for the Area Service Committee (and its Treasurer)

1. In an Area Service Committee we suggest that the Treasurer have a minimum of two (2) years continuous abstinence from all drugs.
2. It is suggested that an ASC Treasurer issue a receipt to all groups for donations made to the ASC. This will serve to create a written history of financial activity facilitate both Group and ASC bookkeeping.
3. Do not borrow funds from the ASC Treasury. Our experience tells us that those treasurers and others who make this a practice, tend not to return to the Fellowship nor do they return the funds.
4. It is strongly suggested that no ASC funds be spent without the approval of the GSR's and/or the ASC as a whole.
5. Common sense dictates that ASC funds be placed in a bank account. It is strongly suggested that you have more than one signature on your bank account. It is recommended that the treasurer, ASC chairperson or vice-chairperson or the secretary be the co-signers on the bank account checks. This is to protect ASC funds and to help the treasurer by providing financial records from an outside source. (The Bank)
6. The ASC treasurer shall make a written financial report of contributions and expenditure at each regularly scheduled meeting of the ASC, as well as an annual report at the end of each calendar year. The treasurer can also be made responsible for bulk purchases of literature for the Groups.

7. It is strongly recommended that an ASC keep a "prudent reserve" equivalent to one months' operating expenses. All funds in excess of the "prudent reserve" should be forwarded to the next level of service. It is our experience that "prudent reserves" established for sub-committees have a tendency to stagnate, thus hampering the Fellowship in our primary purpose. Therefore we recommend that it be necessary for sub-committees to turn to their ASC's (or RSC's where applicable) for funds.
8. At the ASC level of service, there should be only ONE person Handling the funds, the treasurer.
9. An audit of the ASC's financial records should take place at least once a year, or when there is a change in treasurers. All the financial records of the ASC should be audited.

SUGGESTED PROCEDURES FOR AUDITING. (ASC OR RSC LEVEL OF SERVICE)

- A. The ASC Administrative Committee (Chairperson, Vice-Chairperson Secretary) should determine when an audit is to take place.
- B. It is recommended that no more than 24 hours notice be given prior to the audit.
- C. Those conducting the audit MUST take physical possession of all records, statements, inventories and petty cash.
- D. The treasurer should be available to the audit committee in order to assist and answer questions, if necessary.
- E. An audit should be seen as a tool that may prevent a minor error from becoming a major one. IT IS NOT INTENDED TO BE AN INQUISITION.
- F. Audits should not be predictable, but should be varied as to time and place.

GUIDELINES FOR THE REGIONAL SERVICE COMMITTEE (and its treasurer).

The suggested guidelines for the Regional Service Committee are the same as those for the Area Service Committee, and its treasurer, with the following exception:

"It is recommended that the RSC treasurer have a minimum of three (3) years of continuous abstinence from all drugs."

PART FOUR

N.A. WAY SUBCOMMITTEE

GUIDELINES FOR THE WORLD SERVICE CONFERENCE (and its treasurer).

1. In the World Service Conference it is suggested that the treasurer have a minimum of (4) years of continuous abstinence from all drugs.
2. When possible, the treasurer should be bonded for a minimum of \$500,000.
3. It is strongly recommended that the WSC treasurer issue a receipt for all donations and document all monies disbursed.
4. It is suggested that each WSC sub-committee submit to the WSC, an annual budget of projected expenses for approval by the close of the current WSC. Any expenses which are not conference approved will not be reimbursed. Should an emergency need for funds arise, approval of a majority of the members of the WSC Administrative Committee will be necessary prior to the disbursement of funds.
5. The WSC treasurer shall make a written, audited, financial report at each regularly scheduled meeting of the WSC. As well as interim reports to be circulated quarterly to the Fellowship to the RSCs.
6. At the WSC level of service, there should be only ONE person handling money, the treasurer. All donations should go to the WSC treasurer "ear-marked" for specific committees. These donations should be done via check or money order ONLY.
7. The auditing procedure at the WSC level of service should follow the same guidelines as at the ASC and RSC levels of service except, that it should be done by an outside auditing firm.

IT IS VITAL THAT EVERY TREASURER HAND OVER HIS/HER RECORDS TO THEIR SUCCESSOR, IN ORDER TO PRESERVE MUCH NEEDED CONTINUITY AND HISTORY.

These guidelines are intended to serve as an aid to all members of Narcotics Anonymous, particularly those charged with the responsibility of handling funds. If followed as closely as possible, our experience tells us that they will help avoid financial chaos, and lessen the chance of financial disaster. It is our hope that together we have helped our Fellowship achieve a smoother flow of funds, which will, in the long run, maximize our effort to carry the message of recovery to the addict who still suffers.

REPORT OF THE N.A. WAY SUB-COMMITTEE
IN WORKSHOP JANUARY 20-23, 1984

In an attempt to give you, our subscribers and concerned supporters, a clear overview of our current status and activities over the last 20 months, we offer the following:

In 1982, as directed by WSC, we undertook the publication of a monthly magazine on recovery from addiction. Throughout our first year, we had several distribution and management problems. Still the magazine continued, and WSC '83 voted to continue the N.A. Way as a Fellowship project to be distributed and accounted for through the WSO.

Following WSC '83, the problems continued, but of a different nature. Now, it seemed we had a system for distribution, but the compiling and editing, along with how all of this was to work out together took time. Through a system of trial and error, the sub-committee finally have proposed some simple recommendations which appear to be a solution to this dilemma.

In an effort to improve the quality of the N.A. Way and help insure its' timely distribution, we, the N.A. Way sub-committee make the following recommendations:

A. That we continue to function in accordance with existing WSC "motions in force" which are: 1. "That the WSC form a sub-committee to administer the publishing of a monthly magazine on recovery from addiction the N.A. Way"(WSC '82) 2. "That the N.A. Way magazine continue as a Fellowship project."(WSC '83) 3. "That the N.A. Way magazine be printed, distributed, and accounted for under the direction of WSO, Inc." (WSC '83).

reason: Our Fellowship has clearly expressed their desire for a Fellowship-wide recovery magazine. Although procedural trial and error has limited our success to date we still feel that a monthly recovery magazine is realistic and appropriate for our Fellowship.

B. That major sub-committee workshops be held twice yearly for the purpose of compiling and editing as many issues as input allow.

reason: We have found that the demands placed on a small sub-committee for a sustained year long month by month effort are overwhelming and unrealistic whereas a more intense effort by a larger group for a short period of time is both practical and successful. At our recent workshop, material for four issues was processed in four days where the same material would have taken approximately forty working days to process by our old procedures.

C. That at each major workdhop an editorial team be elected to compile "interim issues" if needed.

reason: In the event that a major workshop fails to produce six (6) issues of our magazine a backup production system would be necessary to complete the task. The elected committee would be respons.ble to assemble input by solicitation or from existing resources such as WLC files or Newsletter archives and coordinate the editorial process to supply the additional issues needed.

D. That our committee be composed of a Chairperson and Vice-Chairperson elected at WSC; a member designated by each Region in our Service Structure, and additional members who show interest and abilities relevant to our magazine.

reason: We have found the Co-Chairperson situation which has existed for the past two years to be unworkable and feel that a Chairperson/Vice-Chairperson system which has proven successful for other sub-committees would improve our ability to serve. We feel that by broadening the base of our committee we will be better able to solicit input and improve the quality and variety of material published in the N.A. Way.

E. That issues of the N.A. Way magazine compiled by this committee be presented to W.S.O., Inc. in "camera ready form" for printing and distribution at least two months prior to proposed publication date.

reason: Our World Service Office is proficient at printing and distribution; and the timeliness and condition of the material which we supply can help to insure regular publication and availability of the magazine.

F. That the N.A. Way Sub-Committee editorial guidelines be modified in repense to Fellowship recommendations as follows:

- 1) The magazine will publish articles on recovery experiences in N.A.
- 2) The full name Narcotics Anonymous may appear within the context of the magazine, but cannot appear on the cover.
- 3) The magazine will not accept input slanderous to our Fellowship or its' services. However, articles containing constructive criticism of this type may be appropriate.
- 4) Articles included in our magazine shall express the experiences of N.A. members exclusively. However, letters from non-members may appear in the editorial or letter section of the magazine.
- 5) Articles will be requested from throughout the Worldwide Fellowship and printed without regard to geographical origin. Our goal is to minimize a preponderance of input from any one geographic location.
- 6) We will obtain signed releases for articles.

- 7) Bylines (author's initials, city and state (country) of origin shall be printed upon request of the author.
- 8) The magazine will maintain a file documenting the source of all published material.
- 9) "Permission to reprint from this publication is granted to all other service boards and committees of the Fellowship of Narcotics Anonymous." will appear under the copyright symbol in the magazine.
- 10) We will limit editing to the correction of grammatical and syntactical errors in an effort to promote continuity without altering the content, flavor, and/or style of the article. Editorial changes will not include major re-organization or rewrites.
- 11) We maintain that many articles are unique personal experiences or basically one person's ideas or opinions. We usually use the word 'I' in these articles. Some articles express ideas common to many of us. In these articles, the word 'we' is appropriate.
- 12) The magazine will personalize the concept of a power greater than ourselves in the articles.
- 13) The articles selected for publication will share the principles and terminology of recovery from addiction as introduced and defined in our Basic Text. Changes in diction may be made in the editorial process to more closely reflect this.
- 14) Upon request the magazine will print the monthly communique from the WSB regarding the Traditions.
- 15) The magazine shall adhere to the Principles expressed in the Twelve Traditions of Narcotics Anonymous.

G. That each active Fellowship Newsletter be requested to submit at least one previously unpublished, appropriate article to our bi-annual workshops.

reason: Lack of input and participation has been one of the major stumbling blocks of our effort, by seeking the participation of the many experienced Newsletter staffs within our Fellowship we hope to stimulate interest, input variety, and unity on a Fellowship-wide basis.

H. That a simpler, more direct release procedure and form be actively sought.

reason: Complexity, tone and "legalese" of our current release form have actively inhibited input to the magazine.

I. The responses to these recommendations be formalized into sub-committee guidelines

reason: It would be inappropriate to write guidelines until these basic recommendations are addressed and the direction for this effort stabilizes.



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FEBRUARY 1984

TO; THE FELLOWSHIP OF NARCOTICS ANONYMOUS
FROM: THE WORLD SERVICE BOARD OF TRUSTEES

In this report are several items that the Board of Trustees feels the Fellowship should have opportunity to review and have the World Service Conference vote to adopt, at their April 1984 meeting.

The first item is a set of "Board of Trustee Suggested Guidelines". These guidelines were adopted by the Board at our December 1983 meeting and forwarded to the WSC Policy Subcommittee for possible inclusion in their proposed revision to the Service Structure.

The Policy Subcommittee did include them in their proposed Service Structure and they are pages 42 through 47 inclusive. It is the hope of the Board of Trustees that these guidelines will be approved by the World Service Conference regardless of what happens to the rest of the proposed revision to the Service Structure. Accordingly, we have had the proposed guidelines enclosed in this section of the report also.

The second item is a letter that explains some of the reasoning behind the decisions of the Board of Trustees in their adoption of the Suggested Guidelines.

The third item is a suggestion that was adopted by the Board of Trustees as a recommended change in the procedure for the selection of Trustees. The section of the existing structure that this applies to, is not included in the section that details duties, etc., of the Trustees, but is in the section relating to the operation of the World Service Conference. It was therefore felt that it should be separated from the proposed guidelines.

The fourth item is a letter from one of our trustees with a suggestion for modification of the literature review process. This proposal is consistent with the experience of the Board of Trustees in our working with the literature review activities this year.

Please have as many of the Fellowship review these proposals and provide your input to the RSR and RSR Alternate for their action at the World Service Conference in April.

In loving service to the Fellowship

Sally E.
WSB Chairperson

THE WORLD SERVICE BOARD

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

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

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

GUIDELINES OF THE BOARD OF TRUSTEES OF NARCOTICS
ANONYMOUS

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

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

III. The Twelve Traditions of Narcotics Anonymous.

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

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

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

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

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

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

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

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

B. The Standing Committees include:

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

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

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

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

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

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

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

PART FIVE

BOARD OF TRUSTEES



WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

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N. A. Way Magazine

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Cynthia Porter Dieker, Co-chairperson
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TO : THE FELLOWSHIP
FROM: WSB

The WSB guidelines were prepared from Trustee input compiled and adopted with changes by the WSB as a whole. The following is an explanation of some of the changes from the Temporary Working Guide to the Service Structure and some of the discussion that went into the process of obtaining Trustee adoption of these recommended guidelines.

Under Section IV-A, there was much discussion of increasing the size of the Board to 20 or to 25. While we could see excellent reasons for doing so we felt at this time it was impractical due to the fact that at present there are four vacancies and terms are five years. We believe that the needs of the Fellowship can best be met by having the Board members each carry their full share of the work load before adding any new positions to the Board. Next year it may be appropriate to add 5 positions and the following year, if needed or desired, again an addition of 5 may be indicated. A phased sequence of adding WSB members is more desirable. This way a substantial number of Board members will not have terms expiring at the same time.

There was much discussion of the suggested time requirement for WSB members. Previously the time requirement was 5 years because when the original structure was developed there were few members in the Fellowship who had more than 5 years continuous abstinence. As N.A. began to grow, there were few outside of California with over 5 years abstinence but that has changed now. Many felt that the suggested abstinence should be increased to 10 years. Eight (8) years was a compromise as the majority felt that time brought service experience and with that experience maturity and that World Service Board positions need the increase in abstinence time.

We debated the Trustee removal procedure in the guidelines. We believe that no formal removal clause should exist in the Trustee guidelines as Trustees are elected and affirmed by the World Service Conference and that WSC alone, by non-affirmation has the right to remove a Trustee.

The sub-committee system suggested in the Trustee recommended guidelines is in no way intended to act in conflict with or in competition with the WSC subcommittee

system. It is intended to improve the functioning of WSB and to more evenly spread the responsibility for the work among the WSB members and not overburden the chairperson.

For example, a Literature subcommittee within WSB could have assumed responsibility for the NEWSLINE articles and for the up coming Living Clean Workshop by the Trustees, and not have left that to the chairperson. An Internal Affairs subcommittee could have prepared the guidelines and relieved this chairperson of that duty. It is the intention of these guidelines that no individual Trustee or WSB subcommittee work on any project without presenting it first, to the entire Board, and then, receiving authorization by that Board. The WSB subcommittees would be available to assist WSC subcommittees, but should do so only after after requested by the WSC Administrative Subcommittee.

Section IX was altered to allow greater flexibility in answering fellowship correspondence. Most of what WSB receives are requests for information and advice "can we do thus and so and still remain within the traditions?" and to require a standard format of answering does not necessarily fit this request.

We have worked on these proposed guidelines with the interests of the Fellowship foremost in our minds and hearts and it is our hope the fellowship will approve them.

Yours in Service,

Sally E.
BOT Chairperson

Sydney R.
Re:Correspondence
BOT

Bob B.
BOT

sb



WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

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N. A. Way Magazine

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(213) 768-6203

TO: Fellowship of N.A.
SUBJECT: Change in WSC policy on election of Trustees
DATE: JANUARY 1984

The December 3, 1983 meeting of the Board of Trustees authorized the following input to the World Service Conference

Last year when elections were held for new WSB members, a single list of nominations were made and the top five people were selected from that list with only one ballot. We propose that the procedure be altered. We recommend that separate elections take place, one for each trustee position.

We feel that WSB positions warrant election by consensus of the Conference rather than a few votes.

Yours in Service

Sally E.
WSB Chairperson



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REPORT

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TO: Sally Evans, Chairperson, World Service Board of Trustees

Ginni Swanson, Chairperson,
World Service Conference Literature Subcommittee

FROM: Sydney Rosen, Member,
World Service Board of Trustees

RE: World Service Conference Literature Subcommittee

DATE: January 6, 1984

For approximately the past three and one half years, I have been involved in the compilation and composition of various literature for this Fellowship, beginning with my activities as the Chairperson for the Bay Cities Area Literature Committee, working on the "Gray Book"; with workshops in Santa Monica, California and Warren, Ohio, working on the "Basic Text", up to the present time, serving as a WSB Trustee/liason to the World Service Literature Committee.

During my experience in this period of time, I have seen a real need for change within the literature review process. Our Fellowship has grown so rapidly that I feel we have outgrown the procedures which were in effect in the past in the development and approval of N.A. literature.

While working closely with Ginni S., Chairperson of the WLC this year, I became aware of the value of having the WSB work closely with a WSC Sub-committee. Together we have been able to create a close working relationship between the WSB and the WLC Committee.

In my perception and evaluation of the World Literature Committee between the time I first became involved, to the present, I have become aware of the fact that what worked for us before is no longer feasible, due to the tremendous growth within the Fellowship. We are receiving vast amounts of literature, and the need and demand for it continues to increase. With this need comes the responsibility to ensure that our literature reflects the Steps and

Traditions upon which it is based.

I also find that the literature already approved may need further review and editing, and because of these needs I would like to suggest the necessity of creating an additional Literature Review Committee within the WLC.

With these suggestions, I don't want to write policy, supercede authority, or undermine the value or purpose of the existing WLC. I just wish to give an example of what possibly could be created to further complement the important tasks of this committee.

I would like to further emphasize that the particular committee which I am suggesting shall work closely with the WLC Chairperson at all times. The Literature Review Committee would be implemented for the express purpose of reviewing literature which has been compiled by the WLC. If the WLC feels that a particular piece of literature is appropriate and needed by the Fellowship, it should then be put together into a comprehensive form by the committee. The committee would make the decision at this point in the procedure that the work will help the addict who still suffers, the addict in recovery; that it would supply valuable information to the medical profession, business community or clergy in clarifying the nature of addiction and in aiding in the addict's recovery; and it would further carry the message of this Fellowship.

At this point, after the literature has been compiled and edited by the WLC, the next stage would be for that committee to send the work to its Literature Review Committee. My idea for this particular committee is that it be composed of five (5) members, with a minimum of five (5) years clean time, a solid experience in the working of the Steps and Traditions of this program, and an extensive experience in working with the literature of this Fellowship, on an area, regional and world service level. (The past Chairperson of the WLC would possibly qualify for a service position on this committee.) My suggestion is that three members of this Literature Review Committee be members chosen by the Fellowship at large at the World Service Conference, and two (2) members be chosen by the Chairperson of the World Literature Committee.

At least one or two Trustees should be included in this committee, to help filter out Tradition and legal problems that may be present upon initial review. This would also lessen the WLC's workload in their final revision of material to be submitted for Fellowship approval.

To ensure unity within the committee, I would recommend that no more than one person from any region serve on this committee. This Literature Review Committee, if established, would be required as mandated by the World Service Conference to review and make decisions on every item of literature sent to them from the WLC, within ninety (90) days upon receipt of the item. The committee would then send its decision back to the WLC, and the

procedure of compilation and editing would continue. At the point at which the specified literature has been reviewed and approved by the Literature Review Committee, it would then be distributed by the WLC to the Fellowship at large for review, before final approval at the World Service Conference.

This review and edit procedure would also encompass existing literature, which would undergo a re-examination and re-evaluation every three years to ascertain that it was still pertinent to the Fellowship, met the standards of the WLC, and followed the Steps and Traditions of this program. Again, after review by the Literature Review Committee and the WLC, the literature would be reaffirmed by the Fellowship as a whole at the World Service Conference.

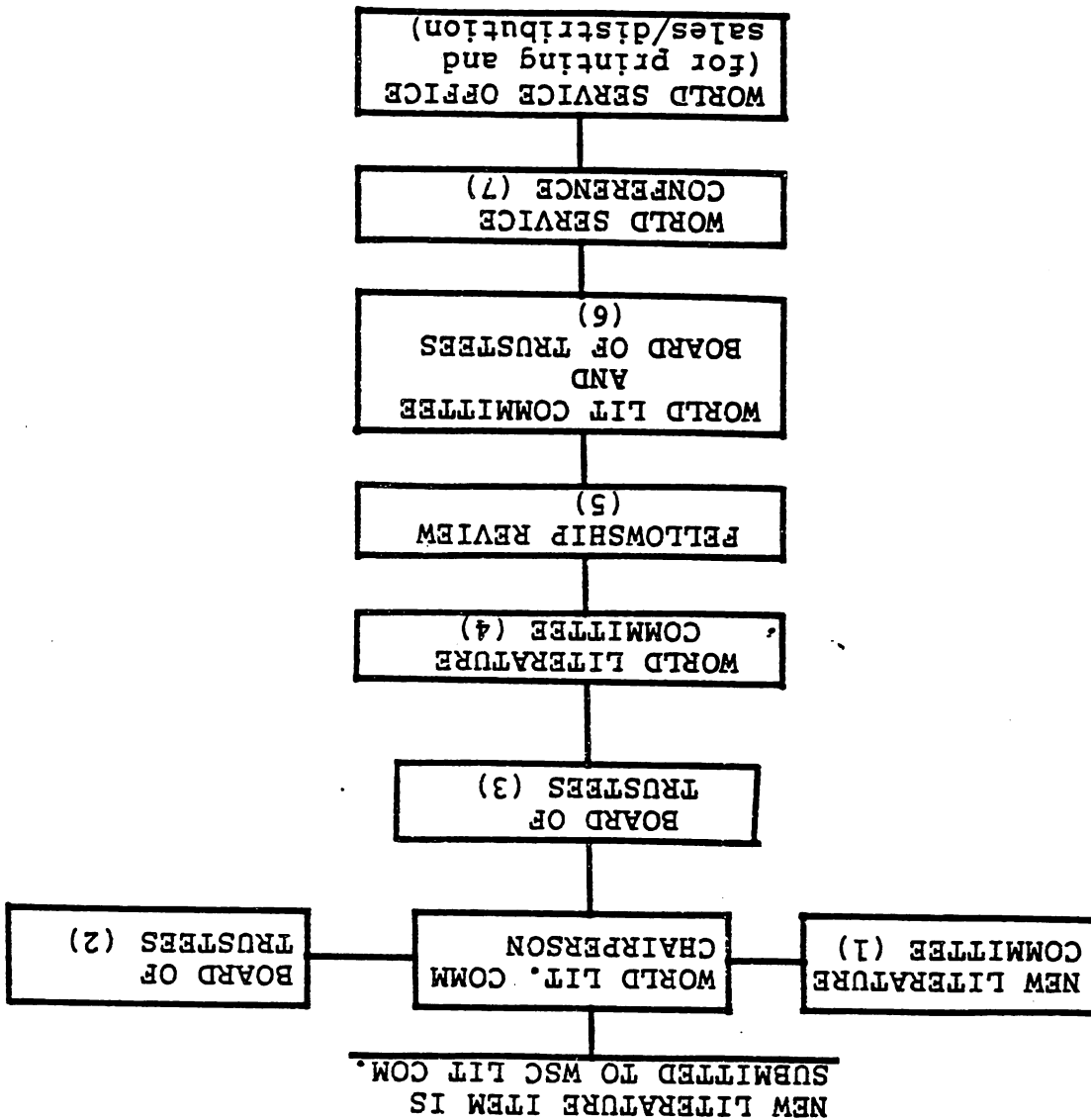
As I stated before, none of this is an absolute, non-negotiable decree but rather a suggestion or suggestions that might be incorporated into the World Literature Committee as it now exists. This is an idea of what can be done, what might be done, to strengthen this World Service Conference Subcommittee, and in turn our Fellowship. With this in mind and with gratitude for the opportunity to serve, I submit this report as input to you for submission to the Chairperson of the 1983/84 World Service Conference to be included on the agenda of the 1984 World Service Conference.

In service to the Fellowship

Sydney Rosen, Trustee
World Service Board of Trustees

Attachment: Diagram of how system might be arranged.

DIAGRAM OF LITERATURE REVIEW PROCESS



- (1) To screen for Tradition and legal problems or portions not pertaining to N.A.
- (2) For review and suggestions as many times as may be necessary.
- (3) For review after final draft is completed by World Lit. Com.
- (4) For final review and distribution prior to sending to Fellowship.
- (5) Review by Fellowship: a yes or no recommendation only to the World Lit. Com.
- (6) Final copy for approval.
- (7) Approval at World Service Conference.

PART SIX

WSO BOARD OF DIRECTORS



**WORLD SERVICE OFFICE, Inc.
NARCOTICS ANONYMOUS**

16155 Wyandotte Street
Van Nuys, CA 91406 (818) 780-3951

FEBRUARY 1984

TO: THE FELLOWSHIP OF NARCOTICS ANONYMOUS

SUBJECT: POLICY FOR FELLOWSHIP MAGAZINE

Dear Fellowship:

Attached is a proposed policy for the Fellowship magazine that was considered at the recent World Service Conference Policy Subcommittee meeting in Florida. Although the Policy Subcommittee proposed revision of the Structure of N.A. does not include this item, the WSO Board feels so strongly that a new and more comprehensive policy be adopted, that we requested it be included in this material for Fellowship review.

A comprehensive report on the World Service Office experience with the N.A. Way magazine was presented in the Fellowship Report and was circulated recently. That report details most of the significant problems that have become apparent in the exercise of the WSO responsibilities in the publishing of the magazine. The proposed magazine policy would permit the publication of a magazine without the major problems that were detailed in the report sent to Fellowship.

The attached proposed policy provides a clear, positive direction for the production of a successful Fellowship magazine. We believe that if the policy is adopted at this World Service Conference in April 1984, a regular on-time publication of the magazine will result within 90 days of the close of the WSC meeting.

The publication of the NEWSLINE has been well received and carries a vast amount of information, that the Fellowship needs on a regular basis, and can easily be integrated into a publication that is described in the proposal.

The tremendous strides that WSO has made during these past months toward becoming an effective publisher for the Fellowship has been obvious. The responsibility that the enclosed proposal would assign to the WSO can be discharged with the same competence WSO has recently demonstrated.

The magazine proposal is comprehensive and well thought out. It provides a balance in the review process for stories submitted for consideration to be included in the magazine and in the editing responsibilities. The proposal provides for the regular publication of letters and reports from the Trustees, WSC

officers, and subcommittee chairpersons that will not be edited and for guest editorial features.

Additionally, there is provision for letters to the editor that would permit open discussion within the fellowship of an unlimited field of issues and matters that there may be confusion or disagreement on.

Adoption of this magazine proposal would create the important and greatly needed forum for the Fellowship to discuss, in writing, important matters and have everyone be party to the discussion at once. The dialog that could be presented in such a magazine, as has been demonstrated in the NEWSLINE, is almost limitless.

Adoption of the proposed magazine policy would be an important step forward in the unification of a Fellowship that becomes fragmented because of miscommunication or no communication at all.

The WSO Board of Directors therefore recommends that the attached magazine policy be reviewed by the Fellowship and adopted at the World Service Conference in April 1984.

In service to the Fellowship

Charles B. Gates
WSO Board President

PROPOSED MAGAZINE POLICY

MAGAZINE CONTENT AND PURPOSE

The current magazine has presented a much too narrow approach to the needs of the Fellowship. There is no point in criticizing the current magazine for the individual stories or their editorial presentation or treatment even though the magazine presents only stories related to a certain perspective of recovery. These stories should indeed be in a Fellowship magazine, but these stories should be only a part of a Fellowship magazine publication effort, not the whole magazine.

The WSO has been publishing a monthly newsletter to inform the Fellowship of things related to their responsibilities and duties and the problems they have experienced. This has recently been expanded to include announcements of events in regions, notices from WSC Committees and letters from the Board of Trustees.

If these two publications were essentially combined into a single effort there would only be one major area of need within the Fellowship that would not then be provided in the magazine.

There needs to be a convenient method by which the Fellowship can have a dialogue within the Fellowship. For instance in the discussion of a revision of the Structure, there is not currently the opportunity for the Fellowship at large to know what the most recently proposed structural changes are and to have ability to comment on them. If, on the other hand the proposals were presented in the magazine and opportunity over a several month period for letters to the magazine that could be printed from the Fellowship at large, this would be the opportunity for the Fellowship to be really involved and be part of the discussion of change. This principal applies to every aspect of the changes and growth in the Fellowship; literature approval, H. & I. policies, new approaches for Public Information, etc.

POLICY CONCEPTS

1. The Fellowship magazine is hereby revised in its policy so that all of the concepts for benefit of the Fellowship mentioned herein, are included into a single publication. The purpose of the magazine is to provide the Fellowship in one publication, opportunity to learn what is happening in the Fellowship and to to have stories and messages of encouragement for recovery and abstinence.
2. The magazine shall print articles by WSC officers and chairmen on proposals in their individual areas of work and invite reply by the Fellowship. The magazine will print representative responses as "letters to the Editor" and as guest editorials as space is available. WSO shall have regular

articles advising the Fellowship of the same information that they are currently printing in their NEWSLINE.

3. The Trustees shall have a regular segment to convey messages about their work and matters that require interpretation by the Trustees. Written dialogue on these articles should be encouraged and shall be printed in the magazine as mentioned above as letters to the editor, with the same constraints.

4. Essays, poems, stories and experiences that provide insight to recovery and encourage recovery will be presented. These original works should subsequently be considered for "approved literature" for the Fellowship, if they warrant such consideration.

ORGANIZATION AND RESPONSIBILITY

The recent track record of the WSO has shown that WSO can operate efficiently and at the direction of the Fellowship. Although no institution is perfect, WSO has come a long way toward proper performance of the publication duties assigned to them by the Fellowship. WSO appears to be capable of accepting and performing the tasks of publishing a magazine of the type described.

All that is needed is to organize the functions that WSO should not be expected to create on their own or have the option to control.

1. The WSO should have overall management responsibility for the Fellowship magazine. WSO shall receive all input, prepare layouts, print and distribute the magazine. WSO shall have responsibility to edit, (that is to have ability to arbitrarily change words, meanings, sentences, paragraphs, etc.) only the portions of the magazine in which they report on activities of WSO. They shall employ one or more individuals to discharge duties outlined herein and be responsible for the communications required. The principal employee selected to discharge responsibilities of the WSO for the production of the magazine shall be known as the Managing Editor. The person selected to be the Managing Editor must have had either two years previous experience in the writing and publication of professional quality print publications (newspaper or magazine, or four years college education in journalism).

2. The WSO shall charge a reasonable amount for the magazine on a yearly basis to cover the costs of the publication, including staff time and all materials and production costs.

EDITORIAL BOARD

1. There shall be an Editorial Board that shall have the responsibility to edit (have arbitrary power to change words, meanings, sentences, paragraphs, etc.) all parts of the magazine

except as noted in the following paragraph, have authority to decide what is put in each issue and to decide which articles are included or not included.

2. The Editorial Board shall not have authority or ability to change in any manner the following: reports submitted for publication from WSC officers, or sub-committee chairmen, letters to the editor (although they will decide which letters will be included and which shall not), guest editorials and articles submitted by the Trustees that represent decisions or announcements of the Trustees in their capacity of custodians of the Traditions.

3. The Editorial Board shall be composed of and include the Managing Editor, a Trustee (referred to as Associate Editor), and a person selected by WSC (referred to as Associate Editor). Each member of this Editorial Board must have not less than 5 years abstinence at the time of initial participation.

4. At the annual meeting of WSC held in even numbered years, one person shall be elected by a majority vote, to serve on the Editorial Board who must reside close enough so as to have daily {if needed} direct supervision and participation. The person so elected shall serve for a period of two years. In the event the person elected does not complete their period of service, the Chairman of WSC will appoint a qualified replacement within 30 days of notification that said person has resigned or failed to perform assigned duties for a period of 30 days. The appointed replacement shall serve for the unexpired term of service until the next regular scheduled election.

5. The Trustees may select any of their members to serve as a member of the Editorial Board. The Trustee selected must reside close enough so as to have daily (if needed) direct supervision and participation. However, the appointment should be made for a continuous period of not less than two years. In the event of resignation or other need of replacement of the Trustee member of the Editorial Board, the Board of Trustees should act with dispatch in such selection. The Editorial Board shall continue to operate without interruption if there is not an appointed Trustee acting as a member of the Editorial Board.

REVIEW PANNEL

1. Articles submitted as stories, poems, etc., shall be reviewed by an additional review pannel prior to their consideration by the Editorial Board for inclusion in the magazine. The review pannel shall be composed of the following and their appointment shall be for a period of not less than two years. All members of the review pannel must have not less than 5 years abstinence at the time of initial participation. The members: Three Trustees, three former N.A. newsletter editors and three individuals selected by WSC.

2. The review pannel shall review articles proposed and give individual suggestions for editing and improvement or for rejection. The Editorial Board has the option of adopting any of the changes or all the changes proposed by the review pannel, but may not include in the magazine articles that a majority of the review pannel recommends against printing.

3. Every newsletter or monthly or quarterly publication within the Fellowship that is organized as an extension of a group, area or region service committee for the purpose of communicating to the Fellowship of that group, area or region may register with the WSO. Each newsletter that wants to have its editor participate as a member of the review pannel, must keep the current editor registered with the WSO. The WSO will publish on a yearly basis, the names of each editor, the publication they edit, its area of service and the length of service each editor has given. Those editors that desire to participate in the selection of members for the review pannel or serve on the review pannel must advise the WSO. During the month of March of every even numbered year, those editors currently registered who had requested to participate, will be sent by WSO, a ballot which must be returned by the last day of April. The ballot shall contain space for the placement of three names to be rated in order of preference. WSO will report to the WSC at its annual meeting the results of this selection process. In the case of two or more nominees receiving the same number of votes, all such persons shall serve on the review pannel, but shall have a divided vote (each individual receiving the votes shall have a fraction of one vote, equal to the other members for which the tie was created). Replacement if vacancies are created shall be automatically made by selecting in sequence the person who had received the next highest number of votes. Replacement may be made by the editorial board if a member does not respond to magazine deadlines for more than a 30 day period.

4. The Board of Trustees may select in any manner they choose, the three members of their Board to serve on the review pannel. The three so selected shall not include the Trustee selected to be a member of the Editorial Board. In the event that the Trustees fail to select any of the required number of members (or select fewer than three) to serve in this capacity or if the Trustees selected individually fail to perform assigned duties during any 30 day period, the review pannel may continue to operate normally without input or participation of the missing Trustees. The Trustees selected for this service should be appointed and serve for a period of not less than two years.

5. At the annual meeting of WSC held in odd numbered years, three individuals shall be elected by a majority vote of WSC to serve for two years as members of the review pannel. Each of the members of the review pannel selected by WSC must have served for not less than one year as an officer of WSC or as a Sub-Committee Chair person. If a member elected to the review pannel shall

fail to complete their period of service, the Chairman of WSC will appoint a qualified replacement within 30 days of notification that said person has resigned or failed to perform assigned duties for a 30 day period.]

CONCEPT OF SERVICE

1. The magazine for N.A. is one of the most important assets of the Fellowship. As such, it should be managed on the basis of strict application of the concept of principal and not personality. Each person who is elected to serve on the Editorial Board or review panel should accept this duty as a primary N.A. activity and subordinate other conflicting interests.

