

**TEMPORARY
WORKING GUIDE
TO THE
SERVICE STRUCTURE**



NARCOTICS ANONYMOUS



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THE PURPOSE AND FUNCTION OF THE SERVICE UNITS OF NARCOTICS ANONYMOUS

1. The primary purpose of an N.A. MEMBER is to stay clean a day at a time and carry the message of recovery to the addict who still suffers, by working with others.
2. The primary purpose of an N.A. GROUP is to carry the message of recovery to the addict who still suffers, by providing a setting for identification and a healthy atmosphere for recovery where an addict can come for help if they have a desire to stop using.
3. The purpose of a AREA SERVICE COMMITTEE is to be supportive of its areas and groups and their primary purpose, by associating a group with other groups locally and by helping a group deal with its day-to-day situations and needs.
4. The purpose of a REGIONAL SERVICE COMMITTEE is to be supportive to its areas and groups and their primary purpose, by linking together the areas and groups within a region, by helping areas and groups deal with their basic situations and needs, and by encouraging the growth of the Fellowship.
5. The purpose of a WORLD SERVICE CONFERENCE is to be supportive of the Fellowship as a whole, and to define and take action according to the group consciousness of Narcotics Anonymous.
6. The purpose of a WORLD SERVICE OFFICE, our main service center, is to carry out the directives of the World Service Conference in matters that relate to communications and information for the Fellowship of N.A., services, groups and members. The W.S. Office achieves this purpose by maintaining correspondence with N.A. groups and service committees; by printing and distributing W.S.C. approved literature, and by maintaining the archives and files of Narcotics Anonymous.

7. The purpose of a BOARD OF TRUSTEES, who act as guardians of the Twelve Traditions, is to insure the continuation and growth of N.A. by seeking new and better ways to carry the message to the addict who still suffers, by seeking to ensure the maintenance of the Twelve Traditions, and by dealing with those things, both within and outside the Fellowship, which affect its continuation and growth.

MEMBER

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

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

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

GROUP

An N.A. Group is any meeting which meets regularly at a specified place and time, providing that it follows the Twelve Steps and Twelve Traditions (having no outside affiliations and receiving no outside financial

support). To facilitate communications and unity and to better serve N.A. as a whole, Groups should register with the Secretary of the World Service Office of Narcotics Anonymous. The Group is the second level of our N.A. Service Structure.

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

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

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

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

A Group is the level at which we first find some of the day-to-day business of N.A. being taken care of. There is rent to pay, literature to buy and distribute, refreshments to be provided, a meeting hall to be kept clean, a time schedule to follow, announcements to be made and other things to be done for the maintenance of a Group. A Group should stay in contact with other groups in its local area and with the rest of N.A., so it can find out about activities, learn of new groups opening up, get new literature, and find out what's

happening in N.A. This can best be accomplished by a number of Groups in an area creating an Area Service Committee. This will be discussed further in this manual. This is also the first level at which Fellowship funds are handled, and the correct use of this money is essential for the preservation of a Group. It is at a Group level that the principle of the Trusted Servant comes into being: "Our leaders are but trusted servants, they do not govern." The officers of a Group are elected by a majority vote of the Group conscience. They are: (A) a Secretary, (B) a Treasurer, (C) the Group Service Representative, (D) the Group Service Representative Alternate. These trusted servants are the nucleus of the steering committee. The steering committee is made up of those people who regularly attend, support a Group and attend the business meetings.

SECRETARY (A)

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

TREASURER (B)

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

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

After paying its bills, any remaining funds should be placed in a group bank account, accumulating a reserve adequate to run a group for two or three months. After this "prudent reserved" has been established, excess funds should be diverted to the "Area Service Committee". In cases where no ASC exists, send this balance to your "Regional Service Committee". If no RSC exists, send this balance to our WSC Treasurer. One of the biggest problems we have faced has been the misuse of a group's money. This abuse severely limits what the N.A. Fellowship can offer to recovering addicts. A Treasurer has a grave responsibility and much thought should be taken in selecting a member to perform this function. (see also page 51)

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

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

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

A group Secretary and a Treasurer serve for a period of one year, after which time they are succeeded by another member who has been elected by

the group. The use of any drug while serving as an officer constitutes an automatic resignation of that office.

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

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

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

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

A Group Service Representative normally serves for a period of two (2) years. The first year is spent as a GSR-Alternate, working closely with an existing GSR, learning the duties of the office and taking over in case the GSR is ill, or cannot for any reason continue to serve. Also, if the GSR cannot attend one of the monthly Area Service Committee Meetings, the GSR Alternate has the responsibility to vote in their absence. It is also suggested that a GSR share some of their responsibilities with their alternate. The second year they become the group's GSR, taking over the full responsibilities and functions of the office, and in turn are helped by a newly elected Alternate. The "apprentice" system serves two purposes: first of all, it helps to provide a continuity of service which never leaves a group unrepresented; and secondly, the year spent as an Alternate provides the training necessary for an effective GSR. As you can see, the role of a GSR is not a simple one, not one to be taken lightly. The election of effective GSRs and GSR Alternates is probably the most important thing that you, as an individual member, can do for the unity of N.A. In choosing your Representative, remember that they are your voice and your ears in N.A. If you wish to be well represented and well informed, it is your responsibility to elect the best possible nominee. For this reason we suggest that candidates for GSR should have:

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

The requirements for the office of GSR-Alternate are the same as those for GSR, except that there is a minimum of (6) months of continuous abstinence from all drugs. These qualifications are not, of course, hard fast rules. They are, however, some of the things you

should consider in the selection of your Representatives. The Group Service Representative as we have described them are your link to the rest of N.A. They are also the ties that bind the personal service you and your group perform to the next type of service which is offered by NA: Area and Regional Service.

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

AREA AND REGIONAL SERVICE

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

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

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

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

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

A "DESIGNATED REGION" is a broader geographic unit made up of a significant number of areas. Normally we consider a region to be any state in the United States, or any other country. Again, the definition of a region is ultimately one of need. Areas with this need can be considered a "Designated Region". We feel it necessary to stress that, for the purposes of N.A., the designation of a Region should always be based on specific needs. Successful growth of any Region will result in dividing into additional Regional Committees. This is beneficial since it allows these service committees to more effectively serve the needs of their member groups.

SUGGESTED SERVICE COMMITTEE MEETING FORMAT:

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

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

AREA SERVICE COMMITTEE

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

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

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

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

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

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

ASC handles whatever functions are necessary or helpful to its groups.

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

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

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

1. A Chairperson arranges an agenda for, and presides over the monthly meetings. They are also

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

2. A Vice-Chairperson coordinates all sub-committee functions. In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. The Vice-Chairperson should be one of the co-signers of an ASC's bank account. It is suggested that a Vice-Chairperson have a minimum of one (1) year's continuous abstinence from all drugs.

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

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

5. Area Service Representative (ASR). An Area Service Representative (ASR) is to an ASC what a GSR is to a group. As the representative of the Area, the ASRs speak for the members and groups within their Area Service Committee. The primary responsibility of an ASR is to work for the good of N.A. providing two way communication between their Area and the rest of N.A., particularly with neighboring ASCs. They represent

the group conscience of an ASC at a Regional level and provide their area with the agenda for the RSC at least ten (10) days before the RSC meets. An ASR attends all Regional Service Committee meetings and takes part in any decisions which affect the Region, speaking as the voice of their ASC's group conscience. An ASR may serve on one or more of its ASC and RSC sub-committees but not as a Chairperson. The office of ASR is immensely important, for an ASR is the next link in expressing the will of a loving God. An ASR must be able to work for the common good, placing principles before personalities at all times. Therefore, in addition to the regular qualifications for GSRs, it is recommended that nominees to the post of ASR also have:

1. Service experience
2. The willingness to give the time and resources necessary for the job.
3. A suggested minimum of three (3) years of continuous abstinence from all drugs.

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

ELECTION OF ASC OFFICERS

Committee officers should be elected from the active GSRs. Prior service experiences such as Group Secretary, Group Treasurer and Sub-committee member are of value. ASC officers do not normally represent any group and have no vote at an ASC. Any ASC member or officer may be removed during their term in office by a majority vote of that ASC. Also all ASC members and officers may succeed themselves in office, but in keeping with the Ninth Tradition and the

principle of rotating leadership, it is recommended that no officer serve more than two (2) consecutive terms.

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

REGIONAL SERVICE COMMITTEE

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

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

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

Area and Regional Service Committees are autonomous, just as the groups they serve "except in matters affecting other groups or N.A." The first thing an RSC must have in order to establish its identity is a permanent mailing address (Post Office Box). After the P.O. Box, the next thing an RSC should do is register with the W.S.O., Inc. Groups and committees must be registered if they are to be listed in the World Directory and to receive information and support.

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

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

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

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

A Regional Service Committee sponsors major activities such as Service Conferences, Conventions, Campouts and Round-ups. These functions can stimulate N.A. unity in a region. Most of us have, at some time, attended an activity of this type and we are aware of the unity and fellowship they can inspire. Each region is encouraged to hold at least one major function or activity each year. These can be as simple as a camping trip or as involved as a service conference. Usually the planning and implementation of such an event is left to a regional activities sub-committee specifically established for this purpose. We have found that a sub-committee system is even more important at a regional level than it is in our areas. This is because an RSC covers a greater number of meetings. By necessity, most of the work (excluding major decisions and matters of group conscience) must

be done by sub-committees. Only the initiation and the finalization of a project takes place in a regular RSC meeting. Our primary purpose is to carry the message to the addict who still suffers. This is just as true for an RSC as it is for any group. All RSC functions have this purpose as a goal; some functions, however, relate directly to carrying the message. As we have noted, the areas basically work to bring the addict to the Fellowship, through public relations and public service announcements. Institutional work is the responsibility of an RSC, and is usually handled by one or more sub-committees.

An RSC needs money to operate. Most RSC's normally publish quarterly meeting directories. Large quantities of literature are often supplied to institutions and hospitals though in some cases this is handled through a separate institutional fund. Additional funds are needed for postage, stationary supplies and the like.

Another important part of an RSC's function is to contribute to our World Services. Regional support in the nature of funds, ideas, and confidence is essential to the work of our World Services. Any excess funds which accumulate at a Regional level should be contributed directly to the Treasurer of the World Service Conference. Monies are needed for major activities. These activities are ideally self-sustaining with enough money left over from one activity to secure the next. Many regions sponsor their representatives to the WSC Conferences. Most of the suggestions, ideas, and new literature presented at a WSC Conference are initiated at a regional level. These are submitted in writing to the proper sub-committee of the WSC ninety (90) days prior to a WSC Conference itself in order to be considered for placement on the agenda. Sixty (60) days before a WSC Conference meets, copies of the agenda are mailed out to the regions by the WSC Secretary for group conscience discussion. [Editorial note: Although this paragraph was not modified specifically, these time sequences have been superceeded by action of 1984 WSC, -see page 33.] [See also page 56 for details pertaining to new Literature.]

ELECTIONS OF RSC OFFICERS

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

REGIONAL SERVICE REPRESENTATIVE

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

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

Each year an RSC elects a Regional Service Representative-Alternate from among the qualified members in their region. An RSR normally serves for a period of two (2) years: the first as an alternate representative and the second as a voting representative.

The RSR-Alternate also fills in if the RSR is absent for any reason or is unable to complete their term in office.

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

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

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

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

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

WORLD SERVICE

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

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

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

THE WORLD SERVICE OFFICE

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

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

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

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

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

One of the most difficult jobs of the World Service Office is dealing with public anonymity breaks. Due to the nature of our fellowship, no part of our service structure should ever serve as a disciplinarian; this would not be in keeping with our basic principles.

When public anonymity breaks do occur, the WSO does function in an educational role. We try to explain to the individual or group and the media involved that actions of this type are in violation of our Traditions, and that this type of publicity can potentially cause grave problems which could threaten the survival of our fellowship. It is never our place to attempt to punish - we can only try to prevent the reoccurrence of this type of problem.

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

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

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

THE BOARD OF TRUSTEES

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 addict who still suffers.

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

III. The membership of the Board of Trustees of Narcotics Anonymous conforms with the following:

A. The number of Trustees serving at any time is limited to a maximum of Fifteen (15). There need not be a full complement of Trustees serving at any given time; ultimately, the number of Trustees will be determined by need.

B. Trusteeship is one of two basic types: Addict or non-addict. Of the Trustees, at least two thirds (2/3) are recovering drug addicts.

C. The qualifications required of Addict Trustee include:

1. The willingness to serve as a member of the Board.

2. Nomination and elected by separate election for each Trustee position by a majority vote of the World Service Conference.
3. A commitment to service as shown by experience working as a member of other N.A. service committees, and his or her contributions to the continuation and growth of the fellowship.
4. The time and resources necessary for active Trusteeship.
5. A minimum of eight (8) years' continuous abstinence from drugs.
6. A good working knowledge of the Twelve Traditions and Steps of N.A.

D. The qualifications required of our Non-Addict Trustees are:

1. The willingness to serve as a member of the Board.
 2. Nomination and election at the World Service Conference.
 3. The time and resources necessary for active Trusteeship.
 4. A good working knowledge of the Twelve Traditions of N.A.
 5. A good understanding of the nature of the addict and of our program of recovery.
- E. A Trustee is selected by the Following procedure: Candidates for the Board are nominated and elected at the World Service Conference.

F. The term of Trusteeship for a member of the Board of Trustees of Narcotics Anonymous is five (5) years.

G. A Trustee may be removed from office for due cause.

H. The resignation, retirement or removal of a Trustee does not exclude him or her from future nomination and election at the World Service Conference.

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

- A. The officers of the Board of Trustees include:
1. The Chairperson.
 2. The Vice-Chairperson.
 3. The Secretary.
- B. The duties of these officers are:
1. The Chairperson of the Board of Trustees:
 - a. Presides over all Trustee meetings.
 - b. Holds such powers and performs such duties as may be required, from time to time, by the Board.
 - c. May appoint and define the duties of committees as authorized by the Board.
 - d. Is elected from, and is a member of the Board.
 2. The Vice-Chairperson of the Board of Trustees:
 - a. Performs all the duties, and holds all the powers, of the Chairperson in his or her absence.
 - b. Holds such powers and performs such duties as may be required, from time to time, by the Board.
 - c. Is elected from, and is a member of the Board.
 3. The Secretary of the Board of Trustees:
 - a. Keeps a record of the proceedings of the Board and of the Trustees.
 - b. Prepares and publishes accurate minutes of the meetings of the Board within thirty (30) days of such meetings.
 - c. Is selected because of ability, and need not actually be a member of the Board.
- C. These members are elected by the Board at the final regular Trustee Meeting of each calendar year, and serve for the following calendar year.
- D. The officers of the Board of Trustees may serve more than one (1) term of office, provided that they are re-elected for each term.

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

A. The Trustees hold regular quarterly meetings on the first Saturday of the months of February, May, August, and November.

B. Additional Special Meetings are held whenever needed upon two (2) weeks notification by the Chairperson.

C. The regular quarterly Trustee meetings are open to members of the fellowship as non-participant observers.

D. The attendance of at least two-fifths (2/5) of the active Trustees at a meeting constitutes a quorum for conducting the business of the Board.

E. Each Trustee is expected to attend at least two (2) regular 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 meetings. 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 World Service Conference committees.
 - 2. To be an available source of information, experience and 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 has passed.
- B. The Standing Committees include:
 - 1. Internal affairs; concerned with what occurs within our Fellowship and Service Structure; with emphasis on WSO, WSC, finance, activities, etc.
 - 2. External Affairs; concerned with how our fellowship and structure interface with society with emphasis on Hospitals and Institutions, Public Information, Public Relations, Relations with the Medical Profession, 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 WSB Chairperson because of his or her experience in a specific area. Other members of these committees include other Trustees, members of the fellowship, or non-addicts as appointed by the committee Chairperson.

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

VIII. 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 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 World Service Conference.

THE WORLD SERVICE CONFERENCE

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

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

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

From this general meeting, the conference splits up into eight (8) committees at which all suggestions, questions, and problems which have been submitted are discussed. These topics can include anything of major importance to N.A. as a whole.

These committees include: Administrative, Policy, Finance, Literature, Institutional, Public Information, Conventions and International Affairs. Each representative serves on one committee; each committee contains at least one trustee; and those committees which have equivalents in the WSO or WSB meet in conjunction with them. The purposes of the committees

are to discuss all input within their scope, resolve items which do not require major policy decisions, and prepare resolutions for policy items. These resolutions are designed to occupy as little general meeting time as possible and include a simple statement of the resolution, arguments for and against, and the facts which support these arguments.

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

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

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

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

Everything that occurs in the course of N.A. Service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that this work

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

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

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

WORLD SERVICE CONFERENCE

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

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

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

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

B. The site of the conference is within commuting distance (approximately 25 miles) of the World Service Office.

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

1. Duly elected World Service Conference Officers.
2. Duly elected Regional Service Delegates.
3. Members of the Board of Trustees.
4. President of the Board of Directors of the World Service Office.
5. Sub-committee chairperson from previous year and this year's conference.
6. In the absence of a duly elected Regional Delegate, the conference will recognize a qualified replacement from that region.

NOTE: An individual can only participate as one of the aforementioned; e.g., A World Service Officer who is coincidentally a Trustee can only participate as one or the other, not both. Also all sub-committee chairpersons decline any delegate positions to avoid confusion over voting since they already have a vote at the World Service Conference.

D. Only Conference participants are allowed to vote, make motions, or address the Conference. The World Service Office Manager will be allowed to address the conference, to make reports, answer questions, and discuss matters of his responsibility when requested by the conference.

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

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

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

H. Input for consideration at the Conference be submitted to WSC-Chair 120 days prior to Conference, and distributed to the Fellowship for review 90 days prior to the Conference.

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

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

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

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

D. ACTUAL VOTES WILL BE TAKEN AS FOLLOWS:

1. The chairperson will call for a vote.
2. If the outcome is unclear, if any participant challenges the judgement of the chair, or if any participant challenges the validity of the vote in any way then a standing vote is called.
3. For a standing vote the chairperson will ask all in favor of the item to stand and remain standing.
4. The number of participants standing will then be counted by three independent counters (the tallies of these 3 counters must agree prior to continuing the voting process).
5. Those in favor will then be asked to sit, and the procedure will repeat for those opposed to the item in question.

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

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

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

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

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

1. The Chairperson of the World Service Conference:
 - a. Presides over all of the activities of the World Service Conference.
 - b. Has such powers and performs such duties as may be required from time to time by the World Service Conference.
 - c. May appoint and define the duties of special sub-committees as authorized by the World Service Conference.
2. The Vice-Chairperson of the World Service Conference:
 - a. Performs all duties of and has all the powers of the Chairperson in their absence.

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

THESE OFFICERS ARE ELECTED BY THE FOLLOWING PROCEDURES:

- 1. Nominations for any elective World Service Conference position are accepted from Conference participants. All sub-committee chairpersons must submit a list of all sub-committee members one month prior to the next WSC.
- 2. Nominations must be seconded.
- 3. The nominee is entitled to decline the nomination.
- 4. The names of the nominees are posted prior to the vote and each nominee will briefly qualify.
- 5. A standing vote is taken and repeated until a single nominee receives the majority support of the Conference participants.
- 6. In order to expedite the voting process in a case where no single nominee receives the support of a clear majority, the nominee who received the least support will be excluded prior to each subsequent vote.

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

- A. Administrative Committee
- B. Policy committee
- C. Finance Committee
- D. Institutional Committee
- E. Public Information Committee
- F. International Affairs Committee
- G. Convention Committee
- H. Literature Committee

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

1. The World Service Conference ADMINISTRATIVE Committee consists of the newly elected World-Service Conference officers and the officers of the current Conference. This committee serves the administrative needs of the Conference (e.g., locates and arranges for the next year's conference).

2. The World Service Conference POLICY Committee deals with those things which are the policy of N.A. The general policies of Narcotics Anonymous are expressly stated in the Traditions; however, the application of these traditions is the concern of this committee.

3. The World Service Conference FINANCE Committee is concerned with the utilization of funds

within Narcotics Anonymous to further our primary purpose. Finance Committee sends out the money they have to the sub-committees on a monthly basis. (The procedures for handling money have changed since this language was adopted. The WSC Treasurer handles all funds of the WSC and the Finance Committee is responsible for development of procedures and policies concerning management of N.A. funds for possible adoption by the Conference.)

4. The World Service Conference LITERATURE Committee deals with our primary purpose as it is achieved in writing. This committee seeks the input of the Fellowship, compiles this input and presents it to the World Service Conference.

5. The World Service Conference INSTITUTIONAL Committee acts as a resource to regions, areas, groups and individual members in their efforts to carry the message into institutions such as jails, hospitals, detoxification centers and recovery houses. Its goal is to help avoid Tradition violations while carrying our message to those who cannot come to us.

6. The World Service Conference PUBLIC INFORMATION Committee deals with how Narcotics Anonymous interfaces with society; Narcotics Anonymous image, and how we can get those outside of the Fellowship to carry our message to addicts we cannot reach. This committee deals with matters of attraction through the media, (e.g., supplies regions and areas with the information necessary to initiate public information campaigns).

7. The purpose of the INTERNATIONAL AFFAIRS Committee is to provide outreach services to the Fellowship outside the continental United States.

8. The CONVENTIONS COMMITTEE is directed to formulate guidelines for WSC Conventions.

THE SUB-COMMITTEES OF THE WORLD SERVICE CONFERENCE ARE GUIDED BY THE FOLLOWING:

1. These committees are chaired by a Conference participant elected to the position during the conference.
2. Each committee includes at least one Trustee.

3. No committee has a preponderance of members from any particular geographical area or region.
4. Committees are composed of Conference participants who may appoint additional committee members as needed.
5. The new committee Chairperson for next year and the old committee Chairperson for this year meet with each committee during the sub-committee session.
6. The Committee will discuss each item of input during the Committee sessions. The Committee will then draft a brief report on the discussion (including all important points, pro-con). The report will later be presented to the World Service Conference as a whole.
7. The discussion of a committee need not be limited to specific input they have received, but each particular committee is expected to limit itself to its area of specialization.
8. All sub-committees should submit their issues of business to the Administrative Committee 120 days prior to the WSC.
9. All sub-committees must submit a quarterly financial report to the ~~Finance~~ Committee [WSC Treasurer.]

NOTE: IT IS IMPORTANT THAT WE REMEMBER THAT THESE COMMITTEES CANNOT DO THE DAY-TO-DAY WORK.

(The Policy Committee doesn't actually make policy; the Finance Committee doesn't actually provide funds, etc.) Only the members can do these things.

V. BASIC FORMAT OF THE WORLD SERVICE CONFERENCE

SESSION ONE

- A. Opening
- B. World Service Conference Officers Report
- C. World Service Business Report
- D. Sub-Committee reports

SESSION TWO

Elections of officers and Sub-Committee Chairpersons.

SESSION THREE

Sub-Committee Deliberations

SESSION FOUR

Sub-Committee Presentations to World Service Conference.

SESSION FIVE

Committee Planning

SESSION SIX

Closing

VI. AMENDMENTS TO THE GUIDELINES

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

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

Literature approval was adopted. In this case all Amendments pertaining to the old language which is inconsistent with the new procedures has been omitted.

DATE CARRIED 5/4/80

It is permissible to either pass or display H&I cans at any N.A. meeting or function.

DATE CARRIED 5/4/80

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

DATE CARRIED 5/3/81

The name NARCOTICS ANONYMOUS cannot be used on flyers for dances, conventions, etc. The symbol (NA) can be used on flyers.

DATE CARRIED 5/3/81

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

DATE CARRIED 5/3/81

No outside enterprises be listed in the meeting directories.

DATE CARRIED 5/5/83

That the report of the Vice-Chairperson, concerning the compilation of the N.A. Service Manual be accepted and that it be titled A TEMPORARY WORKING GUIDE TO OUR SERVICE STRUCTURE.

DATE CARRIED 5/6/83

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

DATE CARRIED 5/6/83

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

DATE CARRIED 5/6/83

To reword our literature approval procedure to lengthen the literature review period to a "minimum of one year."

DATE CARRIED 5/6/83

That all literature be reviewed by WSB prior to 180 days deadline for Tradition inconsistencies.

DATE CARRIED 5/6/83

That "approval literature" submitted by WSC Literature Committee to the WSC be marked and labeled as literature for approval and be sold along with our approved literature by the WSO and that "approval literature" be sold only to groups, areas, or regions that are registered with the WSO. All review material should be obtained for cost and mailing during the time for review until time of approval.

DATE CARRIED 5/7/83

That this WSC permit the WSC PI sub-committee to produce and distribute N.A. PI material after approval within 60 days by the WSB without the necessity of Fellowship review and WSC approval.

DATE CARRIED 5/7/83

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

DATE CARRIED 4/25/84

That the Procedural Guidelines for the creation and development of new literature be approved. (The guidelines are attached as Addendum 3.)

DATE CARRIED 4/25/84

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

DATE CARRIED 4/25/84

That no one - addict or non-addict - be elected at this Conference unless such nominee is present at this conference to respond to questions from the floor pertinent to qualifications and willingness to serve.

DATE CARRIED 4/26/84

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

DATE CARRIED 4/26/84

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

DATE CARRIED 4/27/84

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

DATE CARRIED 4/27/84

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

WORLD SERVICE

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

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

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

NOTE: THE THREE PARAGRAPHS ABOVE ON WORLD SERVICE ARE FROM THE PROPOSED REVISED POLICY MANUAL (GREEN MANUAL) (1982). IT IS SIMILAR TO LANGUAGE THAT WAS PREVIOUSLY PUBLISHED IN THE SERVICE MANUAL AND NOT REMOVED WHEN THE FIRST FIFTEEN PAGES OF THE GREEN MANUAL WERE ADOPTED. THE LANGUAGE ABOVE IS REDUNDANT TO THAT SHOWN ON PAGE 19 AND HAS BEEN PLACED HERE TO AVOID CONFUSION.

ADDENDUM 1.

N.A. WAY MAGAZINE

ORGANIZATION AND RESPONSIBILITY

The WSO should have overall management responsibility for the Fellowship magazine. WSO shall receive all input, prepare layouts, print and distribute the magazine. WSO shall have responsibility to edit, but editing will be limited to correction of grammatical 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 reorganization or rewriting. 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).

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

EDITORIAL BOARD

1. There shall be an Editorial Board that shall have the responsibility to edit. Editing will be limited to the correction of grammatical 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. Except as noted in the following paragraph, the Editorial Board shall have authority to decide what is put in each issue and to decide which articles are 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. *(The underlined portion of this paragraph was not deleted but additional language was added to the approval that instructed that these items not be included in the magazine.)

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 Chairperson of WSC will appoint a

qualified replacement within 30 days. The appointed replacement shall serve for the unexpired term of service until the next regular scheduled election.

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

REVIEW PANEL

1. Articles submitted as stories, poems, etc., shall be reviewed by an additional review panel prior to their consideration by the Editorial Board for inclusion in the magazine. The review panel shall be composed of the following and their appointment shall be for a period of not less than two years. All members of the review panel must have not less than 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 panel 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 panel, but may not include in the magazine articles that a majority of the review panel 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 panel, 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. The editors who desire to participate in the selection of members for the review panel or serve on the review panel 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 panel. The three so selected shall not include the Trustee selected to be a member of the Editorial Board. In the event that the Trustees fail to select any of the required number of members (or select fewer than three) to serve in this capacity or if the Trustee selected individually fail to perform assigned duties during any 30 day period, the review panel 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 panel. Each of the members of the review panel 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 panel shall fail to complete their period of service, the Chairperson 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

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.

ADDENDUM 2.

FINANCIAL GUIDELINES

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 out service centers.

The moment the member drops his/her hard-earned money in the basket at a meeting, out 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.

MEMBER
GROUP

AREA SERVICE COMMITTEE
REGIONAL SERVICE COMMITTEE
WORLD SERVICE CONFERENCE

WORLD SERVICE BOARD

WORLD SERVICE OFFICE

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 experiences 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 preferable) 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. Preferable 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 and 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 "purdent 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."

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 \$500,000.00.

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 through 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.

ADDENDUM 3.

PROCEDURAL GUIDELINES FOR THE CREATION AND DEVELOPMENT OF NEW LITERATURE

I. PREPARATION

A. 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 KEEP IT SIMPLE! 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.

B. Service committees and groups choose projects or volunteer to work on projects assigned by the World Literature Committee. In turn, source material from the WSC Literature Committee files is sent to the service committee upon request.

C. 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 committees or any committee dedicated to carrying the message in written form.

D. The completed rough draft is then sent on to the World Literature Committee.

II. EVALUATION

A. All drafts received by the WSC Literature Committee by November are distributed to registered active members at cost for evaluation. Evaluation includes:

CATAGORY "A" Distrubute to the fellowship for review and input;
CATAGORY "B" Needs more work prior to review by the fellowship (input attached);
CATAGORY "C" Discontinue work on this draft and channel material to WSC Literature Committee resource file.

B. Mailed responses are tallied by the Chairperson and Secretary of the World Literature Committee. A simple majority in Catagory "A" initiates action. A 2/3 majority causes action of Catagory "C" to be taken. Otherwise, the draft is placed into Category "B", which is then workshopped at the World Literature Conference.

III. REVIEW PROCESS

A. 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.

B. All Category "B" (needs more work) drafts are placed on the agenda for the next World Literature Conference. Priority is given to those drafts which received a large number of "A" responses, but not a majority.

C. 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 Literature Conference.

IV. APPROVAL PROCESS

D. 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 paragraph III, G.)

E. 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.

F. 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.

G. 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.

H. If the work is not approved, the material returns to the World Literature 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

