

Section Two, Part Four includes five alternatives for distribution of surplus funds generated from the World Convention. Only one alternative can be adopted.

ACTION TO BE TAKEN ON SECTION TWO, PART FOUR

ALTERNATIVE ONE X 1

ALTERNATIVE TWO 2

ALTERNATIVE THREE 3

ALTERNATIVE FOUR X - POSS 9

ALTERNATIVE FIVE 25

And then
X

*really don't like
any alternatives*

*Purpose of WCNA was Originally
to Support World Services*

*what about other %'s
To Complicated*

*How about \$5000.00 to
surplus funds up to \$5000.00 to
next WCNA + remainder*

*50%/50% WCNA/WSC up to \$10,000.00
any excess above 10,000 to WSC*

PART FOUR

SURPLUS FUNDS DISTRIBUTION

Some conventions show a positive balance at the end when all expenses have been paid. This money is not profit because it is not disbursed to those whose efforts brought it about. Their reward is service and a feeling of usefulness. Excess funds from a convention go directly to the service efforts of reaching addicts seeking recovery. Since most convention do produce a surplus of funds, it has been found necessary to determine in advance, how these funds will be distributed.

Distributuion Plan for WCNA

Alternative One

After convention expenses are met, the proceeds are distributed in this manner:

1. Five thousand dollars (\$5,000.00) is forwarded to the next world convention committee. If less than five thousand dollars surplus is produced, the entire amount is forwarded to the next world convention committee.

2. If more than five thousand dollars (\$5,000.00) surplus is produced, it is divided according to the following formula:

- A. Sixty percent (60%) of remaining surplus is forwarded to the World Service Conference Treasurer.

- B. Forty percent (40%) of remaining surplus is forwarded to the host regional service committee.

Alternative Two

After convention expenses are met, the surplus is distributed according to the following formula:

1. Five thousand dollars (\$5,000.00) is forwarded to the next world convention committee. If less than five thousand dollars surplus is produced, the entire amount is forwarded to the next world convention committee.

2. If more than five thousand dollars (\$5,000.00) surplus is produced, it is divided according to the following formula:

- A. Fifty percent (50%) of remaining surplus is forwarded to the World Service Conference Treasurer.

- B. Fifty percent (50%) of remaining surplus is forwarded to the host region.

Alternative Three

After convention expenses are met, the surplus is distributed according to the following:

1. Five thousand dollars (\$5,000.00) is forwarded to the next world convention committee. If less than five thousand dollars surplus is produced, the entire amount is forwarded to the next world convention committee.

2. If more than five thousand dollars (\$5,000.00) surplus is produced, it shall be divided according to the following:

A. Forty percent (40%) of remaining surplus is forwarded to the World Service Conference Treasurer.

B. Sixty percent (60%) of remaining surplus is forwarded to the host region.

Alternative Four

If any surplus funds become apparent after all expenses are paid, fifty percent of the surplus funds are forwarded to the next world convention and the remaining fifty percent is forwarded to the World Service Conference. If the surplus funds from the World Convention are between \$5,000.00 and \$9,999.99, the next World Convention will automatically receive \$5,000.00, with the remainder then forwarded to the World Service Conference. If the surplus funds from the world convention are between .01 cents and \$5,000.00, then all of the surplus funds go directly to the next world convention.

Alternative Five

If any surplus funds from a World Convention of N.A. become apparent after all expenses have been paid, then all of those funds are held in an escrow account by the Treasurer of the World Service Conference Convention Committee to be dispensed by the World Service Conference Convention Committee to the current awarded World Convention Committee, for the purpose of putting on a world convention.

Section Two, Part Five provides the geographical boundaries for each of the zones within which a World Convention may be held. This allows the convention to rotate into different locations around the world.

ACTION TO BE TAKEN ON SECTION TWO, PART FIVE

APPROVE _____

DISAPPROVE _____

Multinational mod
Amend
Zone 8 → 2 zones
Zone 10 Europe
Zone 11 S. America

PART FIVE

WCNA CONVENTION GEOGRAPHICS

The world convention will be held in different locations each year according to an optional rotational system described below. Conceivably the convention could be held in each of the nine zones before recurring in any one zone. There is a requirement that the convention not be held in one zone more frequently than every four years. The zones consist of 6 in the continental U.S., 1 in Canada, Australia and 1 in Europe/Asia.

ZONE 1 (Northeastern)

Maine, New Hampshire, Vermont, Mass, Conn, Rhode Island, New York, New Jersey, Pennsylvania, Maryland, Washington D.C., West Virginia, Ohio, Indiana, Michigan,

ZONE 2 (Southeastern)

Virginia, Kentucky, Tennessee, North Carolina, South Carolina, Mississippi, Alabama, Georgia, Florida, Virgin Islands, Puerto Rico,

ZONE 3 (Central Northern)

Illinois, Wisconsin, Minnesota, Iowa, Nebraska, South Dakota, North Dakota,

ZONE 4 (Central Southern)

Kansas, Missouri, Arkansas, Oklahoma, Louisiana, Texas,

ZONE 5 (Northwestern)

Alaska, Washington, Oregon, Idaho, Montana, Wyoming,

ZONE 6 (Southwestern)

Hawaii, California, Nevada, Utah, Colorado, New Mexico, Arizona,

ZONE 7

Canada

ZONE 8

Eurasia

ZONE 9

Australia

New Zealand?

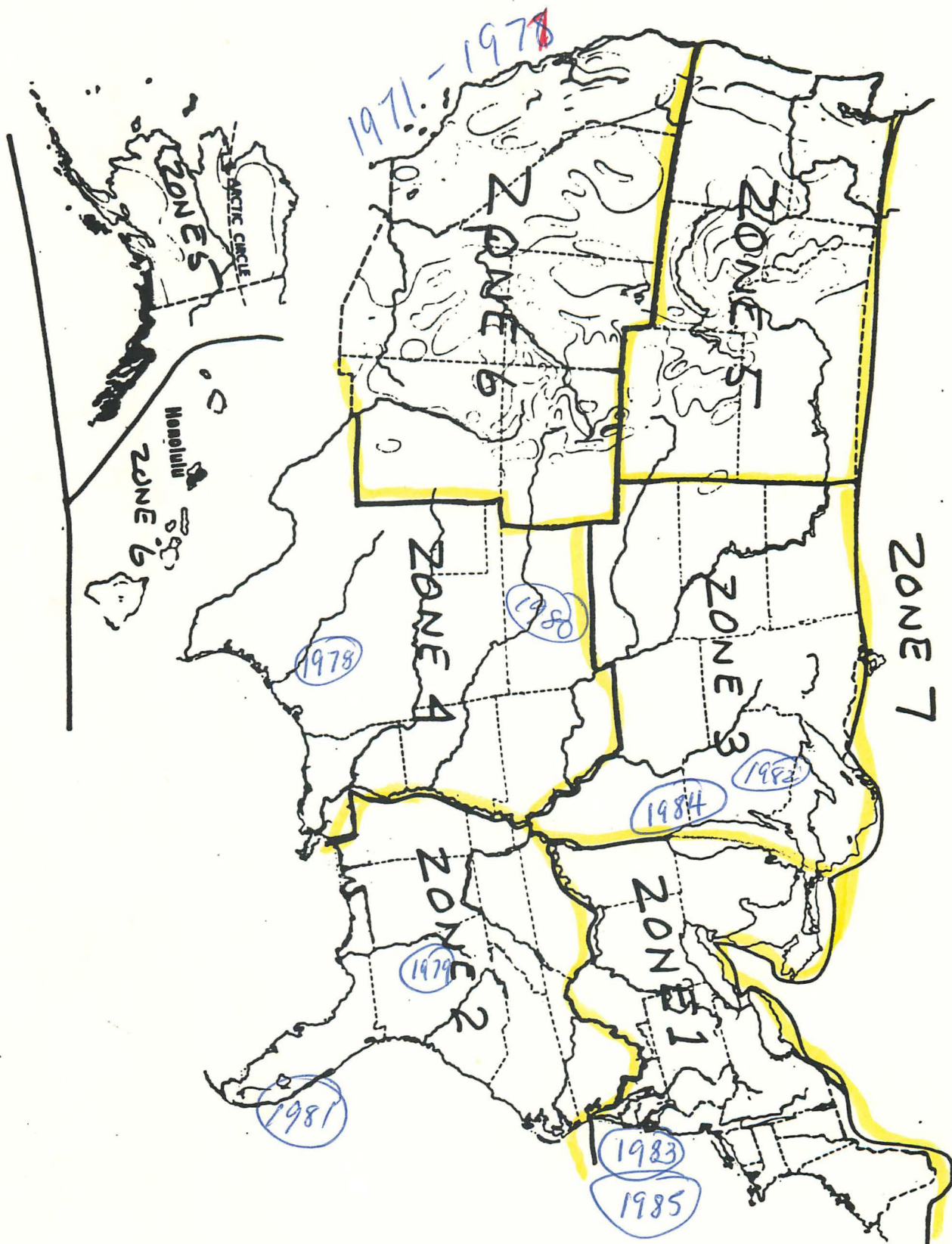
South America?

Europe
Eurasia

What about Europe

Foreign Countries
as yet

at this
time
don't rep.
that many
meetings



WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

16155 Wyandotte Street
Van Nuys, CA 91406
(818) 785-7884



To the Fellowship:

We, the WSC Finance Committee, submit to you the Fellowship our Treasurer's Handbook for approval at the 1985 World Service Conference. Many areas and regions have developed their own financial guidelines and procedures for record keeping. Our handbook is not necessarily intended to replace accepted methods of record keeping for the established groups, areas and regions. This handbook is intended to be an available source of information to those who want to use it. We recommend Fellowship approval for that reason. Much of the information in the proposed handbook was approved as Finance Guidelines at the 1984 World Service Conference. The procedures for accurate record keeping were submitted to the Fellowship in review form last year. Most of the input we received on the procedures requested that we simplify them. This we have done in the approval form. This proposed handbook is a first draft, and if approved will be published as the first edition. Future editions of this material should be developed by future WSC Finance Committees based on the need and the will of the Fellowship.

Dale R. Andrews, Chairman

WSC Finance Committee, 1984-85

Handwritten notes in red ink:
Almost
to
Through
Approval
process
with
1 year

TREASURER'S HANDBOOK

for

NARCOTICS ANONYMOUS

First Draft

1985

**World Service Office, Inc.
16155 Wyandotte Street
Van Nuys, CA 91406
(818) 780-3951**

CONTENTS

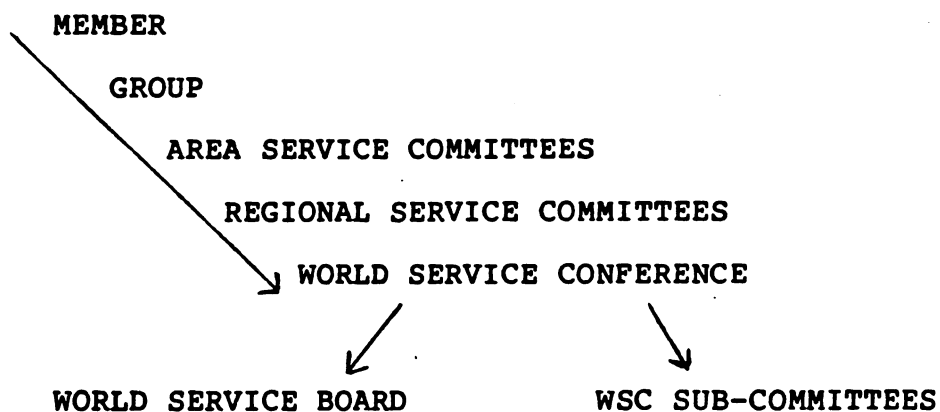
	Page No.
INTRODUCTION.....	ii
GUIDELINES FOR THE MEMBER.....	1
GUIDELINES FOR THE GROUP (AND ITS TREASURER).....	1
PROCEDURES FOR ACCURATE RECORD KEEPING--GROUP.....	2
BANK STATEMENT RECONCILLATION FORM.....	4
GROUP CHECK REGISTER FORM.....	5
GROUP FINANCIAL REPORT FORM.....	6
GUIDELINES FOR THE AREA SERVICE COMMITTEE (AND ITS TREASURER).....	7
GUIDELINES FOR THE REGIONAL SERVICE COMMITTEE (AND ITS TREASURER).....	8
PROCEDURES FOR ACCURATE RECORD KEEPING--AREA/REGION.....	8
AREA/REGION CHECK REGISTER FORM.....	11
GROUP/AREA CONTRIBUTION RECORD FORM.....	12
SUGGESTED PROCEDURES FOR AUDITING (ASC OR RSC LEVEL OF SERVICE)...	13
GUIDELINES FOR THE WORLD SERVICE CONFERENCE (AND ITS TREASURER)...	14

INTRODUCTION

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 staff service centers.

The moment the member's hard-earned money is dropped in the basket at a meeting, our responsibility as trusted servants 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 will serve as a guide for the flow of funds throughout our Fellowship.

FLOW OF FUNDS



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.

GUIDELINES FOR THE MEMBER

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

GUIDELINES FOR THE GROUP (AND ITS TREASURER)

1. We suggest that your group's treasurer have a minimum of six (6) months continuous abstinence from all drugs. If this is not possible, then we would suggest that your group try to pick a person who is the best qualified, through his/her experience, to be responsible for the funds of your group. When this is done, try not to abandon the treasurer; REMEMBER HE/SHE CANNOT DO IT ALONE.
2. It is a good idea for the group's 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 to not 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, and strongly recommend 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 he/she serves. If it is not feasible to have a bank account, we suggest that the treasurer account regularly to another officer (GSR preferably) in order to be accountable to the group members. It is further suggested that your funds 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 month's group expenses, for such things as rent, literature and coffee. REMEMBER OUR FIFTH TRADITION. "Each group has but one primary purpose, to carry the message to the addict who still suffers." Let your funds flow to the next level of service. Do not divert us from our primary purpose by hoarding funds.
7. There should be only one person handling the funds in your group, preferably the treasurer.

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

PROCEDURES FOR ACCURATE RECORD KEEPING—GROUP

Each group with sufficient funds should have its own checking account. If the group chooses not to have a checking account, receipts should be used each time cash is received or paid out. Groups without checking accounts should use money orders for their expenses and donations.

A check register, which may also be used for cash and money orders, should be kept up-to-date at all times. Otherwise, it will become very time consuming. The check register should be reconciled with the bank statement monthly so that a correct balance can be maintained. If the check register is not neat and kept up-to-date, straightening it out will be a very difficult job. When it is kept up-to-date and written neatly, maintaining it will only take a few minutes each month.

I. Filling in the Group Check Register Form

The following procedure for preparing a check register should be repeated each month.

A. Beginning balance (Line 1): this will be the beginning balance for the first day of the month. Enter the date and go over to the "balance" column and enter the amount of the beginning balance. The ending balance for one month becomes the beginning balance for the following month.

B. Procedure for entering checks: when entering the check, enter the date of the check in the "date" column, the payee and the purpose of the check in the "description and purpose" column, the check number and the amount of the check and the "amount" column. Subtract the amount of the check from the previous balance to arrive at the current balance.

C. Procedure for entering deposits: enter the date of the deposit in the "date" column, state where the money came from under the "description and purpose" column, and enter the amount of the deposit under the "deposit" column. Add the amount of the deposit to the previous balance, and enter the total under "balance."

II. Procedure for reconciling the Group Check Register Form to the bank statement

This must be done monthly. When the treasurer receives the bank statement, he/she should reconcile it with the check register as soon as possible. Doing this each month will ensure a correct balance for the account, and any mathematical errors will be found. The attached Bank Statement Reconciliation Form provides simple, step-by-step instructions.

III. Record keeping without a checking account

Groups that choose not to use checking accounts may use the same record system and form included in this handbook. The use of money orders for group expenses and donations may be helpful.

IV. Group financial reporting

The group should receive a financial report at least monthly. This responsibility is too often over looked. A written report based upon the Group Financial Report Form included in these guidelines is recommended. Information contained in this report should be taken from the Group Check Register Form.

Bank Statement Reconciliation Form

Each month the checkbook balance as shown on the Check Register Form should be reconciled with the bank statement received from the bank. The following format may be used.

Checking account reconciliation for the month ending:_____

- A. Bank statement balance: _____
(ending balance on your
current bank statement)
- B. Deposits "in transit": _____
(Total of all deposits made which have
not yet cleared the bank—those that were
not included on the bank statement:
a check-mark should be made on the Check
Register Form by deposits that have
cleared the bank to aid in locating these
each month)
- C. Add the answers to steps A and B above _____
- D. Checks "outstanding": _____
(Total of all checks written which
have not yet cleared the bank—
these will be the checks in the
Check Register Form which do not
appear on the bank statement; place a
check-mark by checks that cleared this
month as in step B above)
- E. Ending balance: _____
(Subtract D from C above—this should
equal the balance in your register as of
the date listed above)

If those figures don't match exactly, one of the following mistakes may have occurred:

1. A mathematical error somewhere in the Check Register Form.
2. A mistake in entering (or failure to enter) a check or deposit in your Check Register Form.
3. A mathematical error somewhere in steps A through E above.
4. Entering the wrong figure in step A above.
5. Failure to subtract service charges or add interest in your Check Register Form.

GROUP CHECK REGISTER FORM

NAME OF GROUP _____
 CHECK REGISTER
 DATES COVERED _____ TO _____

Prepared By _____

Approved By _____

	1	2	3	4	5	
	DATE	DESCRIPTION & PURPOSE	(column) CHECK NO.	AMOUNT	DEPOSIT	BALANCE
Line 1		Beginning Balance				
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						

1900s (184000s)
 2000s (188000s) - Green

GROUP FINANCIAL REPORT FORM

MONTHLY REPORT FOR: _____ GROUP.

FOR THE MONTH ENDING: _____ YEAR: _____

BALANCE FROM LAST MONTH(Beginning Balance): _____

BEGINNING BALANCE (Ending Balance from last month): \$ _____

INCOME:

COLLECTION: \$ _____

LITERATURE: \$ _____

OTHER: \$ _____

TOTAL INCOME: + \$ _____

EXPENSES: \$ _____

RENT: \$ _____

LITERATURE: \$ _____

SUPPLIES: \$ _____

OTHER: \$ _____

\$ _____

\$ _____

TOTAL EXPENSES: - \$ _____

ENDING BALANCE: \$ _____

THIS INFORMATION SHOULD BE AVAILABLE AT GROUP MEETINGS AND SHOULD BE INCLUDED
WITH YOUR GROUP SERVICE REPRESENTATIVE (G.S.R.) REPORT
TO THE AREA SERVICE COMMITTEE.

**GUIDELINES FOR THE AREA SERVICE COMMITTEE
(AND ITS TREASURER)**

1. It is suggested that the ASC 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 the bookkeeping of both the group and ASC.
3. Do not borrow funds from the ASC treasury. Our experience tells us that treasurers and others who make this a practice tend to not 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 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 expenditures 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 month's operating expenses. All funds in excess of the prudent reserve should be forwarded to the next level of service. It is our experience that prudent reserves established for subcommittees have a tendency to stagnate, thus hampering the Fellowship in our primary purpose. Therefore we recommend that subcommittees 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.

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

GUIDELINES FOR THE REGIONAL SERVICE COMMITTEE (AND ITS TREASURER)

The suggested guidelines for a regional service committee are the same as those for an 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."

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

PROCEDURES FOR ACCURATE RECORD KEEPING—AREA/REGION

Each area/regional service committee should have a checking account. Donations from group's/area's, funds from literature sales, funds from fund-raising events and all other ASC/RSC funds are usually kept in this account. The funds are allocated to the subcommittees of the ASC/RSC and are recorded as outlined below. Excess funds are usually sent to the next level of service (Region or World Service Conference).

I. Filling in the check register

The following procedure for preparing a "Check Register" should be repeated each month.

A. Beginning Balance (Line 1) - this will be the beginning balance for the first day of the month. Enter the date and go over to the "Balance" category. On line 1 (columns 14-18) enter the beginning balance for each committee.* Under the "Total" column, enter the total for all the balances added together. If you do not know the beginning balance for each committee, you should calculate what the current bank balance is. Then the area/region should decide what amount of money should be given to each committee. These amounts, when added together, should equal the current bank balance. The ending balance for the month becomes the beginning balance for the following month.

*NOTE: If there are more committees than shown on the form, add additional columns in the appropriate categories.

B. Procedure for entering checks

1. When entering the check, enter the date of the check in the "date" column, the payee and the purpose of the check in the "description" column, the check number and the amount of the check under the appropriate committee. All check numbers should be accounted for.

2. Add the amount of each check to the "total expenses" under the category "expenditures."

3. Under the "balance" category, subtract the amount of the check from the appropriate committee and the "total" column. When the balances for the committees are added together they equal the "total" balance. This is a double check for mathematical accuracy.

C. Procedure for entering deposits

1. Enter the date of the deposit in the "date" column.

2. Enter the source of the money under "description." For example, from literature sales or contributions from groups, etc.

3. Enter the amount of the deposit under the appropriate committee under the "deposit" category (columns 8-11).

4. For contributions or donations from groups, enter the amount of the deposit made as a whole on the "Check Register." A record of the amounts contributed from each group can be kept on a separate page entitled "Contributions From Groups." On this record a separate column is used for different dates. The amount on the "Check Register" and the total for the date on "Contributions From Groups" should always be equal. In this way, anytime you need to know how much money a particular group has donated, you can make a total column on the "Contributions From Groups" record and add across for each group.

5. On the "Check Register" add the amount of the deposit to the previous figure in the "total deposits" column to arrive at a total deposit figure for the month.

6. Under the "balance" category, the deposit is added to the previous balance for the appropriate committee and to the "total" column (column 18) to arrive at the current balance.

D. Procedure for Transfer of Funds

If a transfer of funds is made between committees, this should be indicated on the "Check Register." These are footnoted with a "T" (for transfer) and checked so they will not be included when balancing the "Check Register." These entries offset each other and do not appear on the bank statement. Again the total for each category and the balances should be brought current.

II. Procedure for Reconciling the Check Register to the Bank Statement

This must be done monthly. When the treasurer receives the bank statement he/she should reconcile it to the check register as soon as

possible. Doing this each month will assure a correct balance for the account, and any mathematical errors will be found. Simple step-by-step instructions for this can be found on the Bank Statement Reconciliation Form earlier in these guidelines.

[illegible]

TO _____
DATES COVERED _____

[illegible]

**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 WORLD SERVICE CONFERENCE
(AND ITS TREASURER)

1. It is suggested that the World Service Conference 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 ^{shall} issue a receipt for all donations and document all monies disbursed. ^{Sh 9 12}
4. ~~It is suggested that each~~ WSC subcommittee 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 RSC's.
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 made 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~~ ^{Accounting} firm. ^{Accounting}

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

WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

16155 Wyandotte Street
Van Nuys, CA 91406
(818) 785-7884



TO THE FELLOWSHIP

At the World Service Conference in April 1984 a Committee was established to work on the material that had been proposed by the Policy Committee (83/84) which would have rewritten and replaced the existing Temporary Working Guide to the Service Structure. The Committee has spent considerable effort and time in this work, including the review and synthesis of input from across the Fellowship.

As the work has progressed, it has become more complex and lengthy. The Committee discovered that to produce a single document incorporating the service structure, guidance to service and have the work of quality that will serve the fellowship for a number of years is a difficult task. It would have been relatively simple to do a quick rewrite of the material proposed last year from the Policy Committee. However that would have done an injustice to the fellowship and a dis-service to everyone involved in service.

The Committee has had to move much slower than the Committee would have liked and the work is not yet complete. The Committee has felt however, that it is imperative to have a comprehensive draft that is substantially complete before it is distributed throughout the Fellowship.

The Committee is sorry for the delay, but has found no alternative to quality service. The draft, when complete will be distributed widely for review and input. A workshop will be held after input has been received and a final proposal will probably be made available for consideration at the World Service Conference meeting in 1986.

Yours in loving service to the Fellowship

Robert Rehmar
Chairperson

WORLD SERVICE BOARD OF TRUSTEES OF NARCOTICS ANONYMOUS

16155 Wyandotte Street
Van Nuys, CA 91406
(818) 785-7896



To the Fellowship of Narcotics Anonymous:

We are quickly approaching another World Service Conference and this is the last opportunity for issues that need resolution at the Conference to go out to the Fellowship. It is also a time of inventory taking and as such it is important to take a look at what has been accomplished, what needs to be accomplished and report in an honest open fashion to the Fellowship.

Over the past two years the World Service Board has changed from being primarily a passive Board to an active involved Board. In this process we have done some things right and have made some mistakes but have hopefully learned from both. The Fellowship has asked the Trustees to assume a more active role in the Fellowship and some Trustees have done this.

The Trustees have continued to write articles on the traditions for the Newslines published by WSO. The Trustees are open to input from the Fellowship and would like to know what issues the membership would like to see addressed in these articles. In addition, material has been put together from our correspondence which contains questions the Trustees have been asked over the past couple of years and Trustee responses to those questions. The material needs work before it can be made available to the Fellowship but it is my hope that this material can be provided to every RSR at the World Service Conference in April. The Trustees continue to seek ways to provide the Fellowship with more information on the traditions and especially in newly developing areas, which usually have enormous enthusiasm and little long term recovery experience on working the steps and traditions.

Our World Service Board of Trustees acquired some valuable first hand experience in working with newer areas and regions this past year. An individual in one region wrote regarding a controversy that was threatening to split the region, fortunately the other function involved also wrote the WSB. Because of the intensity of the feelings expressed it was decided to send a Trustee to that region to assess the situation and see what could be done. The visit proved to be a great success and turned into more of a question and answer session and an exchange of ideas after the problem was addressed. As a result a new region has a better understanding of how the traditions work, how the service structure functions and thus feels much more a part of the Fellowship. The World Service Board of Trustees working with WSO and WSO sent a representative to the Australasian Convention thus

helping to develop within the Fellowship a feeling of a world wide Fellowship rather than a region, area or national Fellowship. A full report of the Australasian Convention experience is included in a later section in this report.

The trustee held three meetings this year and one more is scheuled for early February. Two years ago the meetings were one or two hours in length and held only a few times during the year. Meetings this year have growh to take the better part of two full days. These meetings have been productive as well as lengthy. Copies of the minutes of these meetings have been provided to the RSR's. With respect to the upcoming World Service Conference the Board of Trustees have input in several areas and these can best be broken down by each Sub-committee discussed and then listing the recommendation and the reason for that recommendation.

Literature:

The Board of Trustees had several lengthy discussions regarding literature in general at each Trustee meeting. The general conclusion was that at the World Service Conference two years ago a number of pamphlets were approved in a very hasty fashion and that some of the pamphlets are at best inadequate and poorly written. The WSB recommends that the Conference and the World Literature Committee carefully review these and make an evaluation and take steps to rewrite many of them.

In the case of several pamphlets, delayed action should be avoided. For example, the pamphlet Am I an Addict was discussed at length and it was the concensus of the WSB that the pamphlet contained questionable language and should be revised or rewritten. The pamphlet focuses on the specifics of addiction and in particular the use of certain drugs. The WSB believes that the attitudes and feelings that are intregal part of addiction should be addressed instead. There are much better questions contained in the publication Living Clean, so the Trustees acted to bring the issue to the fellowship in this manner;

"The World Service Conference at the April 1985 meeting act to replace the questions contained in Am I an Addict with the thirty five questions from Living Clean." Conference participants should come prepared to act on this matter.

Another problem is found in the Starter Kit. On page 6, item #11 it states, "that usually members join in a circle and close with the Lord's Prayer" at the end of each meeting. The WSB believes it inappropriate for our literature to suggest what type

of prayer to close with and as a result recommends to the Conference the following:

"That item number 11 on page 6 of the Starter Kit be changed to

Midtown

Opening prayer
of choice

Modus

Midtown

110

Mar 11th
no

Mid town
yes

OK

read, 'Usually members join in a circle and close with a prayer of their choice.'

The Board also discussed at great length the pamphlet For Those We Love and Others. It was the unanimous decision of the WSB that the pamphlet was not suitable Narcotics Anonymous literature and should be deleted from the inventory of approved literature by the following action;

"The WSB recommends to the conference that approval of the pamphlet, For Those We Love and Others be removed and its use in the Fellowship be discontinued."

The WSB suggests that possibly another pamphlet might be prepared by the Fellowship which is written by addicts containing helpful information for handling within the family issues.

The World Service Board of Trustees provided considerable input to the World Literature Committee's work in progress on the Twelve Steps and the Twelve Traditions. Three trustees attended the Literature Committee's workshop on this material in San Diego. The draft of material was then reviewed by members of the WSB. At our December 3, 1984 meeting the work was discussed. It was decided by unanimous vote "to draft a letter to the WSC Literature Committee recommending that procedures be changed regarding this work to allow for outside professional assistance in the development of this material."

Last summer the WSC was once again asked by the World Literature Committee, and by the WSC Administrative Committee to recommend that a minor change be made in the Third Edition of the Basic Text "Narcotics Anonymous." By unanimous vote the Board voted to recommend that the phrase "I urinated on Stalin's tomb be deleted." For many of the Board members this action was reminiscent of the WSB action with respect to Tradition Four and Nine which caused so much controversy two years ago.

The Board after much discussion voted unanimously to ask the Fellowship through the World Service Conference for permission to make minor changes in our Literature. This would be authorized by a change in the Temporary Working Guide to the Service Structure on page 27, by adding the following language to the end of the first sentence of section IX, after the word, "Board: except when two-thirds of the World Service Board of Trustees agree that a Tradition violation has occurred, the Trustees be empowered to collectively exercise their obligations to the Fellowship by attempting to resolve any breach of our Traditions in favor of a clearer, 'understanding and application' of the Traditions."

Public Information:

Throughout the year the WSB has engaged in extensive discussions related to Public Information. Two very serious breaks in anonymity occurred this year; one happened as the

you didn't tell anyone

vp from director

what doesn't this give

lots of science

Phulchow
NO

Murphy
no

Phulchow
NO

Murphy
no

result of a film which will be widely distributed throughout the country. N.A. members identified themselves as N.A. members by name and talked about their recovery in Narcotics Anonymous. Many of the Board discussions involved how to avoid this.

The Board decided to recommend to the Fellowship and to the P.I. Committee that "The committee should utilize non-addict trusted servants for any national media or regional media requests for a representative or spokesperson where there is danger of a break in anonymity. The only two individuals currently available for this purpose are Michael Bohan (Trustee) and Bob Stone (WSO Manager).

The Board further believes that with respect to national television, that no local, area or regional P.I. Committee should attempt to make any arrangement for, or send any member to be on any national news program, talk show or any nationally televised show of any type. In order to respond to the needs that will develop over national media exposure, the WSB recommends that the Conference adopt the following motion.

"That individuals participating in any national television program be selected jointly by the World Service Board of Trustees, the WSC P.I. Chairperson and the WSC Administrative Committee Chairperson."

ok
but how
do you
insure

We believe that in this area the potential harm coming from individuals acting on self will or ego is tremendous and the Conference needs to safeguard the Fellowship from the disastrous consequences of such actions.

The World Service Board of Trustees had considerable discussion with respect to Public Information Videos. The WSB reviewed a number of videos that had been made by Regional or local P.I. Committees. The Board was concerned about the overall quality of the Videos and felt that those which emphasized recovery and appropriate use of language rather than the specifics of the disease were preferable. The Board was particularly concerned over the issue of whether or not non-addicts were used in the Videos which showed people. It was not indicated whether these individuals were actors or members of the Fellowship. The Board felt that a policy should be developed which provides indications in such videos that the individuals are not addicts, but actors and perhaps an even better solution would be the adoption of a policy whereby faces never appeared in a video developed for use by the Fellowship. In addition it was proposed to formulate a policy that will provide for trustee participation in the review of video productions or use prior to the final production, as is currently being done. A Committee was established for the purpose of developing overall policy recommendations on video review prior to production.

Mark
yes

Marietta
yes

The Board further resolved that it is the policy of the Board to maintain the highest standards of integrity and honesty in all its dealings and to ensure that its actions are in the best interests of the community.

We believe that in this area the potential harm resulting from the Board's action on this will be minimal and that the Board's action is in the best interests of the community. The Board further resolved that it is the policy of the Board to maintain the highest standards of integrity and honesty in all its dealings and to ensure that its actions are in the best interests of the community.

International Committee:

The International Committee has been plagued with a series of problems. Its chairperson has become inactive, and then resigned. In addition receipts have not been received for funds expended. The Trustee liasions of that committee suggests that as a safeguard to the Fellowship should it become advisable to formulate new sub-committees that those sub-committee be established with only a very limited budget and a period of one year be set aside for that new sub-committee to provide the Conference with its guidelines and a list of goals and objectives along with a plan of action for achieving those goals or objectives. OK

Convention Committee:

The World Service Board of Trustees will provide the Fellowship with the Board's opinion with respect to the relationship of conventions to the Fellowship. A Trustee adhoc committee was created to review the proposed convention handbook and the Trustee recommendations will be made prior to the April 1985 World Service Conference.

Hospital & Institutions:

The issue of what constitutes an H&I meeting was raised and discussed at the September meeting of the Board. An adhoc committee was appointed to review this area of conflict and report back to the full Board at the February meeting. The Trustee report will be made available to the Fellowship at the earliest possible moment.

The members of the World Service Board of Trustees are looking forward to a very productive conference and wish as this time to thank the Fellowship for allowing us to be of service.

In loving service,

Sally E., Chairperson
World Service Board of Trustees

What about
the membership
status of those
who attend N.A.
institutional
meetings?

WORLD SERVICE BOARD OF TRUSTEES OF NARCOTICS ANONYMOUS

16155 Wyandotte Street
Van Nuys, CA 91406
(818) 785-7896



TO THE FELLOWSHIP:

After several lengthy discussions between the World Service Office, WSC Chairperson, the WSB Chairperson and individual members of the Board of Trustees it was decided to send a Trustee to the First Australasian Regional Convention of Narcotics Anonymous. The Fellowship had been started twice in Australia and failed each time. The remoteness of this fellowship from the strength of the fellowship in the United States may have always been an important but negative factor. Sending a Trustee was thought to be an important investment in this new effort to build NA in Australia. This Convention was to be held in Sydney, Australia from September 28 to October 1, 1984. I was privileged to have been the Trustee to attend.

I arrived in Sydney Wednesday morning at 6:00 am following a 13 hour flight. I had plans to get a hotel, get some sleep and to call some of the contact people whose phone numbers I had. But this was not to be. When I completed the customs inspection two members of the N.A. Fellowship were waiting for me. We went to breakfast, saw some of the local sights, carried on a running conversation about N.A. in Australia and the states and went to a 12:00 pm meeting in Sydney which was attended by approximately 40 recovering addicts. This was followed by a scheduled interview on a radio station talk show which included Public Information about the upcoming convention and Narcotics Anonymous in general. From the radio station we went to the Australian Federal Department of Correctional Services for a meeting at which the N.A. Fellowship was attempting to convince top administrators that Narcotics Anonymous meetings should be introduced into their correctional institutions. And so began one of the most memorable weeks of my recovery.

Australia's Convention was attended by approximately 350 addicts from all over Australia and New Zealand. The enthusiasm was tremendous. The Convention began on Friday with an opening meeting with participants from all over, each one speaking briefly. Saturday contained a full day of workshops: Fellowship, Sexuality, Transition from Rehabilitation, Sponsorship, Live and let live etc. On Sunday morning a spiritual meeting started the day, followed by what the Australian Fellowship termed a public meeting, which was a very innovative P.I. endeavor. Weeks before Doctors, Solicitors, Public Officials, Treatment People and individuals involved in Correctional Services as well as anyone who dealt on a regular basis with addicts had been contacted and invited to this meeting for the purpose of learning something about Narcotics Anonymous. N.A. members had spoken on radio shows inviting those wishing to learn more about "Narcotics

Anonymous, a twelve step program of recovery from drug addiction," to attend this meeting. The public meeting was called "The Living Proof Meeting" and was a great success. A farewell meeting that evening ended the convention, and an N.A. picnic along Australia's Coast was attended by very tired addicts the following day. Many of us slept on and off thus ending the four day celebration of recovery in a relaxing way.

The Fellowship of Australia is extremely tradition conscious. The following is a quote from the history section of a convention bulletin prepared by the Convention Committee. "In Australia attempts had been made for twenty years to establish both Drugs Anonymous and Narcotics Anonymous, but the Twelve Traditions, particularly the third, sixth and seventh were not adhered to, hence there was little success." In 1981 three addicts got together and held the first contemporary meeting of Narcotics Anonymous. Today there are 24 meetings in Sydney, eight in rural New South Wales, two in South Australia, four in Queensland, eight in Victoria, three in Western Australia, three in Ackland and eight in New Zealand. There are 60 meetings a week in this region and the number is growing. One new meeting was started while I was there. Another quote from the convention booklet states "The Traditions are followed without any deviation. Time has reinforced the fact that N.A. does not grow if the traditions are not carried out to the letter." The Australasian Region had tragic first hand experience with results of deviation from the traditions and as a result they have a firm commitment to them today, and they are growing because of that commitment. The Australasian Region is "Living Proof" that the program works and that our Traditions are the umbrella that make it possible for the Fellowship to grow.

The Fellowship has opened an office and is maintaining a system of communications with the fellowship in the United States and throughout the large area that makes up the Australasian Region. They are beginning to experience the need for legal standing with the government and are interested in exchanging experiences with other regions which may be grappling with this question. In addition they publish a monthly Newsletter and would like to exchange Newsletters with other areas and regions which publish them. If your area or region is currently publishing a news letter and you wish to receive one from Australia mail your Newsletter to N.A. today, PO Box 440, Leichhardt, Sydney 2040 Australia and they will send you a copy of theirs.

Many of us think of our Fellowship of N.A. as being our area, our region, our country, however, the fellowship of Narcotics Anonymous is a world wide fellowship which transcends languages, national boundaries, countries and continents. It has its own language, the language of the heart. The Fellowship of Australia opened its homes and hearts to me and loved and cared for me just as the Fellowship of this country has and continues to do. There is no organization in the world where you can go half way around the globe and immediately find the same love and acceptance that you find in your own back yard.

I believe the Australian fellowship benefited from the visit and I

know that I personally gained insight, experience, strength and hope from meeting with them. It is with deepest gratitude to the members of the Australasian Region and the fellowship of Narcotics Anonymous that this report is respectfully submitted.

Yours in service,

Sally E.
Chairperson WSB



WORLD SERVICE OFFICE, Inc. NARCOTICS ANONYMOUS

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

January 1985

REPORT TO THE FELLOWSHIP

The year 1984 was one of unparalleled growth for the World Service Office. We have expanded in every way to provide the services to the Fellowship that are required or asked of us. The growth in the office has been representative of the growth in the Fellowship and in direct response to needs of the Fellowship.

During the past twelve months the office received new group registrations for over 1,500 new meetings. Information on these was published in four World Directory updates along with information on about 200 meetings that closed and information that changed concerning other meetings. This increase of 1,500 new meetings, when including the adjustment for the 200 closed meetings, moved the number of Narcotics Anonymous meetings from 2,200 (in January 1984) to over 3,700 active meetings at the end of December 1984.

The recording of meeting information, correcting existing data, adding new information, responding to requests for general information about N.A., sending starter kits and communicating to new groups became a full time job for one employee. This work had been done by one employee on a part time work assignment.

The financial operation of the office took a quantum jump during the past twelve months. This increase has many causes, including greater efficiency of the office, an expansion of the number of hospitals and treatment centers using our material and simply a greater number of sales to members, groups, areas and regions. Although the 1984 year-end financial statement has not been prepared by the Certified Public Accountant, the preliminary figures reflect an increase in gross income from \$329,000 (reported as the year end figure for 1983) to over \$800,000. Statistics maintained by the staff reveal that over 55% of all sales were to non-Fellowship purchasers. This is an increase in direct sales outside the Fellowship over the previous year.

This increase in shipping of approved literature necessitated increasing the number of employees in the accounting/shipping department from three to four.

The office expanded the distribution of the NEWSLINE, although there have been continuing scheduling delays (the NEWSLINE is important, but not the highest priority item for the staff to work on). The office now sends over 3,400 copies of

each issue. The volume of information in the NEWSLINE increased substantially when the Conference officers and committee chairpersons began to utilize this as their primary communications tool to reach the Fellowship.

By including much of the WSC information in the NEWSLINE, there has been less disruption in office routine in getting WSC information to the Fellowship than was experienced when the bulky Fellowship Reports were made quarterly. The Fellowship Report which includes this letter is a good example; the total report has consumed over 150 hours of staff time in a two week period, in the typing and changing required to report exactly what the different committees and service arms chose to say.

The office has continued to provide increasing secretarial support to the Conference and Conference committees. Several committees, Public Information, Literature and Hospitals and Institutions, for example, have substantially benefited from this increased staff time availability. Some of the work contained in this Report might not have been accomplished by the deadline, and would not be available for Fellowship consideration, had the WSO staff not been utilized for clerical and administrative support.

This increased assistance to the Conference has resulted in an increase in the number of employees assigned to provide this service.

The Office undertook to fulfill the responsibility assigned at the April 1984 meeting of the Conference for the production of the N.A. Way Magazine. The first issue produced by the WSO was the June publication. It may not have been the best looking issue and it was late, but each subsequent issue improved in quality and scheduling. The billing for the magazine had become entangled in the transitional fears that WSC might not have continued the magazine, so there was considerable work to be done to settle the subscriptions on an individual basis. Billing notices were sent, along with second and third notices in order to accommodate renewals from those interested, and in December a special sales offer was made for new subscriptions. The adjusted total of subscribers as of December 31, 1984 was 1,004 paid readers. And the number of new subscribers continues at a tremendous rate even though the December sales promotion is over.

The WSO did conduct a Fellowship wide search to find an Editor for the magazine as specified in the policy adopted for the magazine at the 1984 WSC. We were fortunate to have found and employed Ron H. from North Dakota for this position. He began serving as Editor while still in North Dakota while he finished the remaining months required by his college work. He recently moved to the Los Angeles area and is doing a terrific job as Editor.

In the course of his service as Editor, he has worked with the Review Panel and Associate Editors as prescribed in the adopted policy. There has however, evolved a difficulty with the specific language of the approved policy and he has recommended

change in the policy in order to improve the magazine quality. The Board of Directors studied his proposal and approved it for submission to the Fellowship for consideration and possible adoption at the Conference when it meets this April. It is attached to this report as addendum #1.

Although the number of subscribers at this time will not generate enough income to pay for the direct magazine expenses (printing, postage and labor), the rate of increase indicates the break-even point may be reached during 1985.

The printing and distribution duties of the office, our primary responsibility, has been fraught with perplexing problems all year. Scheduling the periodic re-orders for the Second Edition of the Text and estimating when the Third Edition would be available were not precisely matched. Having the Third Edition include new stories, which necessitated new type setting, proof reading and review presented more problems. These issues were discussed in the NEWSLINE, and each of the other service arms were consulted in the development of a unanimous resolution to the problems before printing took place. It has been gratifying to experience the unity involved in the production of this Edition of the Text when compared to the difficulties experienced with the First Edition.

The financial outlay for printing of the Third Edition demonstrates the need and result of the increase in gross income mentioned above. The office, as of the date of this report had to expend over \$95,000 in direct payments to the printer to make the Third Edition Texts available.

The office embarked on a project to produce translations of all of the approved literature during the past year. An effort was first made to utilize members of the Fellowship as volunteers from the countries where translations were needed and would be used. This proved to be agonizingly slow and inefficient. Eventually it was decided to find university instructors in the Los Angeles area to prepare the draft translations. Translations were made of the White Booklet and five pamphlets into French, German and Italian, and a start was made on the Portuguese translation. The Spanish translations were expanded, and now include not only the White Booklet and the Number One IP, but other IP's as well. We did not anticipate any problems, so the translations were typeset, readied for printing and notice provided on the order form. Unfortunately a major problem did arise at this point.

Draft copies of these translated materials were sent to Fellowship members in countries where the items would be used. In each case the response was to disagree with some of the words used in the translations to describe or relate the message from the original English version. This, although understandable, was unexpected. The Trustees have been asked to become involved with the translation issue and work with the staff and translators to resolve the disagreements over the use of non-English words to

describe language of approved literature. The distribution of non-English literature has been suspended until the issues are carefully reviewed and all parties satisfied that the approved language is correctly translated.

The translation problem resulted in the development of a proposed policy for non-English language materials which is enclosed for Fellowship approval. This is presented as Addendum #2.

Concerning another inventory item, there has been considerable discussion about the development and use of metal medallions to commemorate clean time. Responding to the motion adopted by the Conference last spring, the office did receive a number of suggested designs. They were reviewed and the most attractive designs are included in Addendum #3 for review. Only one design should be approved by the Fellowship, as having more than one design would substantially increase the inventory cost and complicate the ordering process.

The office initiated a speaker tape review and approval process in the last few months. The process has not, as of this date, resulted in the inclusion of tapes to the inventory, but that is expected in the near future. The Board originally intended to have this policy adopted by the Fellowship at the Conference by including the specific policy language in this report. However, because the policy has not yet proven to be workable or efficient, we decided to wait until next year in order to determine if the policy proposed is actually the most logical and practical solution.

The WSO Board of Directors has operated efficiently during the past year. The meetings are usually four or five hours in length and work from printed agendas. All of the major issues considered and adopted by the Board have been presented to the Board in writing in advance of the meeting. In this way, full understanding and analysis of important matters can be accommodated without rushed action by the Board. There has been some confusion concerning election of members to the Board of Directors. This resulted from the changes in the by-laws since 1982, which have not matched action by the Conference. In reviewing the by-laws, the Board decided to make two changes, only one of which requires action by the Fellowship. That item is explained as Addendum #4 and each voting participant should arrive at the Conference prepared to act on the recommendation.

The Conference had instructed the WSO to prepare a report on financial/legal information for Fellowship needs. That report has been under consideration by the Office Manager and the WSO attorney. Enclosed as Addendum #5 is a letter from the attorney discussing these subjects as well as the concerns raised last year over the use of the tax identification numbers assigned by the IRS to the WSO. A more comprehensive report is now being prepared by WSO which will incorporate some of the information from the attorney. It is anticipated that the report will be

announced in the NEWSLINE, and copies can then be obtained by regions, areas, or groups as they find they have a need for it.

In the reports from the WSO Literature Committee Chairperson and the Board of Trustees are brief notations that it is desirable to utilize talented professionals in the finalization of literature. The WSO has been approached to provide funds for this service and the WSO Board has expressed willingness to do so, providing that the WSO Literature Committee and the Trustees exercise responsibility to manage the work and keep the WSO out of the creative end of such relationships. More about this will be available as actions are taken to accomplish this need.

In another project of similar character, the Public Information Committee has requested the WSO provide funds for the production of public service announcements for use on television. The WSO Board has consented to this also, providing that the WSO responsibility is primarily management of the contractual relations rather than decision making on the content. A special committee has been created to manage this project, as reported by the WSO Public Information Committee Chairperson. As this project moves forward, more information will be made available. *good*

From the pages above, in this report from WSO, it is very clear that the WSO is directly related to supporting the activities of the Conference Committees. This working relationship has developed in positive directions with the Conference Committee providing the direction and decision making and the WSO providing the support or assistance that is requested. The WSO Board has endorsed this relationship as it provides the most reasonable and feasible means of helping the Fellowship carry the message of recovery to the still suffering addict. This relationship has broadened the base of fellowship wide decision making to include trusted servants from every geographical sector of the Fellowship.

It is felt by the WSO Board and staff that the days of conflict between the WSO and other elements of the Fellowship have passed. This working together has produced a feeling of harmony and unity that has made this year the most productive year for the world level trusted servants.

The WSO is looking forward to the Conference with positive anticipation and confidence that carrying the message is the common goal and conflicts will be minimal.

In service to the Fellowship

Robert B. Stone
Office Manager

Midtown
KID
Maneth
wo

In addition to the fellowship

Robert B. Stone
Off. Manager

ADDENDUM #1

N.A. WAY MAGAZINE

It is recommended that a change be made in the language on page 45 of the Temporary Working Guide to the Service Structure, paragraph one, line 6 by deleting the words; "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."

Insert the following words to replace those deleted; "and structural problems in an effort to promote continuity without altering the content or flavor of the article."

This change is desirable because of the actual need for the authority to make revisions that the existing policy prohibits. The proposed change is consistent with intent of a fellowship magazine containing stories of experience, strength and hope which reflect the actual experiences of addicts, while at the same time is a readable, well written publication.

The change would bring the editorial authorities closer to the realities of how similar publications are managed. To a certain degree the difference are semantic while in some ways the difference are a result of the fact that none of the members involved in the creation of the current language had professional journalistic education or experience. A clearer understanding of how the appropriate words are used, and their common meanings will be helpful.

1. Style: A dictionary definition: "A customary manner of presenting printed material, including usage, punctuation, spelling, typography and arrangement" and "the way in which something is said, done, expressed or performed."

OK The World Service Office is striving for consistency of style through all its publications and communications. This consistency is in keeping with and in conjunction with the style policies adopted and in use by the WSC Literature Committee. This includes specific rules of punctuation and capitalization as well as preferred usage, such as "clean," "recovery," etc. The editor of the N.A. Way should have the latitude to make such stylistic changes to maintain that consistency.

2. Reorganization and rewriting: Much of the input we receive for the N.A. Way carries a substantive message of recovery, but is not written or organized well enough for that message to come across clearly in one reading. While it is important that the substance of the article not be changed by editing, it is equally important that the substance be clear to the

OK but
who
determining
this?

will
reader. In order to accomplish that, the Managing Editor should be given the latitude to restructure and rewrite such material, using the author's phrasing wherever possible, and adhering to the author's intent and content. In most cases the editor may communicate with the author by phone or mail to discuss those changes. Given that the magazine should have standards of readability and quality, the alternative to allowing such latitude is to print only articles written by skilled writers. Such arbitrary exclusion of everyone else would prevent a large portion of the Fellowship from participating in the magazine and would be unacceptable. The above language changes are proposed to avoid those limitations.

should seek
author's consent
for changes
& work with them
in changes

ADDENDUM 2

NON-ENGLISH PRINTING OF LITERATURE AND THE TEXT

WSO has continually been asked about our schedule for translations for all of the literature and especially the Basic Text into a variety of non-English languages. For each of these inquiries, we have responded that a limited translation program is in progress to translate the White Booklet and the pamphlets, but no translations are planned for the Basic Text until the Fellowships using those languages have grown enough to substantially support the costs involved in production of the Text.

If translations of the pamphlets aids in the growth of the Fellowship in those languages, as we suspect it will, then the wait for those Fellowship's to be able to support a substantial costs of the Text will only be a year or two. In anticipation of that growth and the eventual demand (orders with payments) for the Basic Text in non-English languages, it is prudent to develop specific policies relative to the Basic Text in non-English languages that are not applicable to the English language publication.

The following are policy statements that are prudent plans on the part of the Fellowship for translation of N.A. literature.

BASIC TRANSLATION POLICIES

It shall be the policy of the Fellowship of Narcotics Anonymous that all of the approved literature of the Fellowship be made available to addicts the world over. The message of recovery in Narcotics Anonymous must always be contained in literature approved by the World Service Conference of Narcotics Anonymous acting for the group conscience of the Fellowship and produced by the World Service Office.

The basic literature that describes and explains the program of Narcotics Anonymous shall always be written primarily in the English language. Translations of the basic literature of the Narcotics Anonymous Fellowship shall be made under careful scrutiny of the World Service Office and the Board of Trustees.

In order to carry the message of recovery from addiction through Narcotics Anonymous, a phased translation schedule shall be followed. This schedule shall be adopted for the explicit purpose of carrying the message in the hope that no addict with a desire to stop using need die because the message of recovery was not available in a language of there use.

There shall be no direct or literal translation of the second part (Book 2) of the Basic Test from English to other languages.

*we start
may
getting
substantial
material
from other
countries!*

~~1. The text is not a translation of the English text. It is a translation of the English text into the language of the country of origin.~~

12/19/2020

[Handwritten notes:]

- V
- add v's

It shall be the policy of the Fellowship that when stories are printed in non-English language versions of the Basic Text, those Texts shall contain stories of recovery, approved by the World Service Conference, which are originally written in the language being printed. (Stories from French speaking/reading members of the Fellowship will be included in the Basic Text when printed in French, etc.)

Mildred
OK

This shall encourage the members of non-English speaking Fellowships to take an active part in the development of literature in their own languages. There are additional and practical reasons for this policy. Many languages do not have exactly comparable words or concepts for words to those in English. Similarly there are words in other languages that do not have a precise literal meaning in English. Much of the slang and colloquialisms used in each language (particularly the language of addicts) will make understanding very difficult if translated into other languages. It will be difficult enough, to make accurate translations of the basic literature. Stories to be included in non-English publications of the Text will be handled by the World Service Conference Literature Committee in accordance with their policies for literature development and approval.

PHASE ONE

Mildred
OK

The World Service Office shall have translations prepared of the White Book and five of the approved pamphlets during 1984/85, into each of the principal European languages (French, German, Italian and Spanish), the Spanish and Portuguese derivations common to the Western Hemisphere, Japanese and one of the principal Chinese dialects.

Russian?

PHASE TWO

In the 1985/86 period four additional European languages and three additional Asian languages will be selected for translations of the white book and five pamphlets. Translations during this period will also include the remaining pamphlets and handbooks for those languages started in Phase One. Translations will be completed for Book One of the Text for those languages where translations were started in phase one.

PHASE THREE

Translations into other languages will be selected by the WSC in 1986 and the remaining pamphlets and handbooks for those languages selected as part of Phase Two will be completed. Book One of the Basic Text will be translated into languages initiated in Phase Two.

ADDENDUM #3

FELLOWSHIP MEDALLIONS

The World Service Conference meeting in April 1984, authorized the World Service Office to include a variety of non literature items in the inventory, including medallions. The office has received a continuous number of requests for medallions, as many do not use or like the key tags or chips that are very prevelant. The WSO Board concurred with the directive from the Conference, but felt that the Fellowship should make the decison on what message should be contained on the medallion. A number of options were suggested, and the best suggestions are shown below from which one design should be selected.



1



2

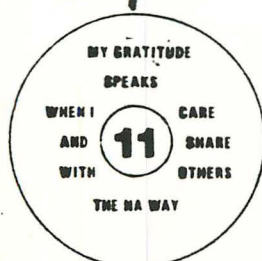


3

Marvett



4



5



midtown

1st Choice

2nd choice Marvett

2nd Choice

ADDENDUM #4

AMENDMENT TO THE BY-LAWS OF WORLD SERVICE OFFICE

The by-laws of the WSO currently provide for twelve (12) Directors. Four Directors are elected by the World Service Conference directly, and these Directors serve for a one year period. The Conference elects members to be part of a "pool" of potential Directors from which the Board of Directors selects additional Directors. The Board of Directors, selects four Directors to serve three year terms in two different years and selects no Directors from the pool in the third year.

This presents an unbalanced service period for Directors. Because the language provides for three year terms and four are selected in certain years, there is one year in which no new Directors are required from the pool. A much simpler system would be to have the Conference select by direct election only three members to serve for one year. Have the Board select from the "pool" three directors each year to each serve for three years.

In this manner the number of Directors remains the same (12) and the rotation of Directors is easier to follow. The election of Directors from the "pool" then makes more sense.

Although the Conference does not approve the by-laws of the WSO, the Conference does directly elect four Directors and selects members for the "pool." Accordingly, the Fellowship should be asked to concur with the change in the form of the following motion to be presented at the Conference. Additionally there is no language in conference policy to fill vacancies of Directors that are elected directly by WSC.

Moved, that: At each annual meeting of the World Service Conference, the Conference elect three (3) members to serve on the World Service Board of Directors for a period of one year. In the event of a vacancy created by resignation or removal of a Director elected by the Conference, the member who was fourth highest in the number of votes cast will fill the vacancy. OK

At each annual meeting of the World Service Conference, the Conference selects three (3) or more members to be added to a selection "pool" of potential members of the Board. The Board of Directors selects three members from the "pool" to become members of the Board for three (3) year terms of office. In the event of vacancies from resignation or removal, the Board may select replacement Directors from the "pool."

Madison OK

Law Offices
ROBERT D. ROSSO
A PROFESSIONAL CORPORATION

December 14, 1984

Robert B. Stone
World Service Office, Inc.
16155 Wyandotte Street
Van Nuys, California 91406

Dear Bob:

This report is prepared as an attachment to the Minutes of the November 3, 1984 meeting of the Board of Directors of World Service Office, Inc. ("WSO"), and is intended to summarize the position I have taken with regard to the IRS matter as presented to the directors at that meeting.

My basic position is that under the facts presented, I see no legal or ethical reason requiring WSO to initiate communication to the Internal Revenue Service for the purpose of "rectifying" the misuse of WSO's Employer Identification Number ("EIN"). Furthermore, I see no useful purpose in asking the IRS for direction on how the fellowship should manage its own financial affairs and report its income. I take these positions for the following reasons:

1. The use of of the E.I.N. by persons other than WSO has not caused the evasion of any state or federal income tax. Accordingly, there is no legal need to contact IRS, nor is there anything that would be accomplished by initiating a dialogue with IRS personnel. My conclusion that inadvertent tax evasion has not occurred is based on two points:

(a) In 100% of the cases of which we have direct knowledge (with one possible exception), the bank accounts for which the E.I.N. was used were non-interest bearing checking accounts. Because of this, no income was generated which would be potentially taxable. You can't have income tax evasion without any income. *what exception*

(b) Even if any income was generated through these bank accounts and erroneously reported as WSO's, it is very unlikely that any tax would be due thereon. From a profit and loss

Page Two
Re: World Service Office, Inc.
Date: December 14, 1984

standpoint, WSO has been in essentially a loss position for the past several years. Because of WSO's non-profit status, it has not been necessary to be aggressive from a tax and accounting standpoint. However, assuming that WSO was not non-profit (or that it became subject to tax through a retroactive loss of non-profit status), a reasonably aggressive and entirely supportable position would result in no tax due at all.

Since there has not been an evasion of tax that should have been paid, there is nothing to resolve by communicating with IRS.

2. Even though there is no legal need to contact the IRS, is there still a moral or ethical requirement that would dictate such a communication? This question was posed by the directors, and I feel that the answer is "no". Realizing that the use of the E.I.N. may have been an inadvertent technical violation of some rule or regulation, the key element is intent, or more specifically the absence of intent. According to the information you have provided, the widespread use of the E.I.N. resulted from a good faith mistake by WSO personnel and actions by members of the Fellowship not within the control of WSO. The same ignorance of any potential tax code violation was undoubtedly shared by the various groups of the Fellowship that used the E.I.N. As soon as the mistake was discovered, the improper use was stopped. Thus there has not been a single instance of knowing violation of the law. In light of this, I find nothing in the traditions and policies of the Fellowship that would suggest that any officer or director of WSO, or any other member of the Fellowship, needs to contact the IRS on moral/ethical grounds.

3. It has been suggested that advice should be solicited from the IRS as to how the Fellowship and its various entities should manage and report their financial affairs. My feeling is that a communication to the IRS for this purpose is unnecessary and would prove unfruitful. Although there are procedures for seeking "Technical Advice" from the IRS, they relate only to information concerning specific matters under examination by the IRS, such as an audit of a return, or to the interpretation and application of the tax law to a specific set of facts. I am fairly certain that a generalized request for direction on the manner of tax reporting would not be answered by the IRS.

Moreover, the Service's advice is really not needed for

Page Three
Re: World Service Office, Inc.
Date: December 14, 1984

this purpose. Between the professional staff of WSO and its tax, financial and legal advisors, any specific questions regarding internal financial organization or tax reporting could be competently answered.

In conclusion, I believe that no legal or ethical reason exists for contacting the IRS about the use of the E.I.N., or for any other matter other than to file the annual reports which are required by law. There is far more to lose through such efforts (if nothing more than the time and effort of WSO's staff and professional fees), and truly nothing to gain. Because of the immediate action of the WSO staff to terminate the misuse of the E.I.N., the subsequent investigation into whether contacting the IRS is necessary, and the basic fact that no tax evasion has occurred, I have no concern for any individual liability (criminal or civil) of WSO's officers and directors. My specific advice is to continue and strengthen the steps taken to insure that misuse of the E.I.N. does not occur again, and then to turn your attention to the ongoing needs and challenges that the Fellowship presents.


Robert D. Rosso

RDR:mal

Mud four — chips
wants plastic
from WSO

ACTION PAGE FOR WSO PROPOSALS

Addendum #1: Should the existing language in the Temporary Working Guide to the Service Structure, page 45, line 6 be changed by deleting the following language: "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." and shall the following be inserted in its place: "and structural problems in an effort to promote continuity without altering the content or flavor of the article."

YES X NO _____

Kidtown
NO
mar No

Addendum #2: Should the proposed Non-English language printing policies be adopted?

YES X NO _____

Kidtown YES
Ad Review Phase I
mar yes

Addendum #3:

Should any of the following proposed medallions be adopted by the Fellowship?

YES X NO _____

Kidtown YES
mar yes

If yes, which should be adopted?

Option #1 _____
Option #3 _____
Option #5 X *(mar)*

Option #2 mar
Option #4 _____

Kidtown YES

Addendum #4: Should the Conference elect three members directly to the WSO Board each year for one year terms and select members to serve on the "pool" of potential directors for selection as Directors for three to be elected each year for three year terms as proposed by WSO?

YES X NO _____

Kidtown YES
mar - no



NARCOTICS ANONYMOUS OF SOUTHERN NEVADA

p.o. box 26636, las vegas, nv 89126

REPORT TO THE WORLD FELLOWSHIP

December 31, 1984

Southern Nevada has a small but active fellowship. We have been meeting in a city of 500-thousand steadily for seven years, and before that sporadically for five more. We now have 16 regular weekly meetings and about 150 addicts attending, better than doubling figures of two years ago. 30% of membership is active in service either at the Group or Area level. Commitment to unity, especially in the Home Groups, has grown. An awareness is slowly dawning on some that our Fellowship is the sole 12-Step program for addicts, and that our survival and that of addicts yet to recover depends on NA unity. A significant number of new members are coming from other 12-Step fellowships, either seeking identification with other addicts or unable to stay clean with a substance-based disease concept. We have experienced frequent turnover in membership and in service-- only one member of our ASC has more than three years clean at present-- but that appears to be settling somewhat as we gain in numbers, experience and stability.

The local service structure has drawn much interest in 1984. In January our Groups approved ASC guidelines compiled from minutes and the Temporary Working Guide. They have been helpful when used, but too often go unread or not understood. There has been intense conflict over issues related to divergent concepts of Group Conscience and the Trusted Servant. At one point this year all Area service business was taken to Groups for decision. Time and energy diverted from the Groups' primary purpose; inability of Groups to take informed consciences (2/3's of our membership has less than a year clean, 1/3 less than ninety days); severe impairment of the service committee's ability to fulfill its charter; all quickly brought back support for active trusted servants responsible to those they serve. Oddly enough, what restored perspective was a renewed focus on the identity of the Home Group-- an autonomous, apolitical base of recovery-- and a desire to protect that base from distractions.

Services provided in 1984 include:

- 1) CONVENTIONS-- The 1st Western States Unity Convention was attended by approximately 500 NA members, primarily from CA, NV, and AZ. Plans have begun for the 1st Southern Nevada Convention, tentatively scheduled for late February 1986. WSUC-2 will be held June 21-23, 1985 in Phoenix, AZ.
- 2) H&I-- We have pulled back to one adolescent treatment unit and two prison meetings. For the first time we have an active committee doing this work instead of Lone Rangers. Poor screening at the adolescent unit meeting, coinciding with drug traffic into the unit, led to the staff temporarily closing us out. A closed, screened panel now presents NA recovery there. In addition to H&I Committee outreach, 60% of regular Group meetings are held in treatment facilities. 2/3's of our members' effective first contacts were in such facilities.
- 3) POLICY-- An attempt to form a Policy Committee was not successful. The idea was to remove political discussions from ASC meetings to a cooler place. Too many ASC members feared it would become an elite, closed forum. Instead, GSR's will hold special sessions in following months to form statements on procedure, Group Conscience, and the Trusted Servant.
- 4) NEWSLETTER-- An Area newsletter, The Journey, was published seven times but went by the wayside for lack of participation in the committee. It was good while it lasted.

hotline (702) 369-3362

Mr. T. W. ...
 No. 1
 Mr. T. W. ...
 No. 2

Mat No. Wave Hg No.

- 5) **SPEAKER MEETING**-- Our monthly speaker meeting has been held for over two years now. Guest speakers from outside the Area have stimulated recovery and a broader sense of unity. Those tapes passing the new screening process, from this and WSUC-1, should be available in 1985.
- 6) **ACTIVITIES**-- This committee has held four or five dances, two casino nights, a pot-luck dinner, and two campouts. Area services still depend on Group contributions for almost all operating funds. Special fundraisers will be held for the Arizona Region's WSUC-2 organizing work and for RSR's expenses in April.
- 7) **PUBLIC INFORMATION**-- Print and broadcast PSA's have been maintained well. We are investigating outreach to outlying communities and better, more consistent contacts with professionals and the public. Interviews with anonymous NA members, referring primarily to the White Book, have appeared in newspapers and on radio and TV.
- 8) **SPANISH-LANGUAGE MEETINGS**-- There is small but strong interest. Progress should be seen as soon as literature is available from WSO.
- 9) **WORKSHOPS**-- Our first service workshop was held in early December with light attendance. Future workshops will be held quarterly.
- 10) **HOTLINE, LITERATURE**-- We have continued area literature and 24-hour hotline services.
- 11) **GROUP SUPPORT**-- The ASC has attempted to facilitate support for Groups in need. Free literature has been provided when necessary. Mini-workshops for Group members have been conducted by the RSR on purpose, membership, and structure. Some meetings have folded, but more are now sponsored by stable Home Groups and stronger than ever. A Group Resource Kit, compiled from the WSO Group Starter Kit, the Temporary Working Guide, local ASC Guidelines, and the old WSO Group officer booklets is in the works. It will include a Group Inventory sheet borrowed from Southern California.
- 12) **WSC LITERATURE REVIEW**-- An ad hoc committee has been formed for review of and input to It Works; How and Why, our new Step and Tradition book.

Southern Nevada is one of only two Areas claiming status at WSC-85 as a designated Region. After discussions with representatives of Northern Nevada, Arizona, and Southern California-- the former two of which formally declined requests for merger-- Southern Nevada decided to take its own place in the world fellowship. We are 300 miles from our nearest neighbor, and can practically administer no services in common with any other Area. We have contributed input to the work of Conference Select, Public Information, Finance, Literature, and Convention committees. Input to Policy and H&I committees will be forthcoming. We have visited and maintained regular contact with neighboring Regions. We have donated close to \$1000 to the WSC operating fund. Our RSR and RSR-Alternate are prepared to accept appointments to Conference committees in April. We are growing strongly and steadily. We no longer wish to be isolated from the Fellowship as a whole. We need you, and we need to share with you what we have. We can think of no other practical course for the moment than the one we are following.

If there is any way we can be of service to you or your service board or committee, please do not hesitate to contact us immediately. We remain trusted servants.

In loving service,

Lee
Lee Manchester, RSR 84-85 -- (702) 737-7357

Anita
Anita Macias, RSR-Alternate 84-85 -- (702) 382-3550

*split
50/50 North
+ South*

what's wrong

NO
*World Director with N. Nevada
(Renov?) - time update
lists 34 meetings in
Nevada - get it
together!*