

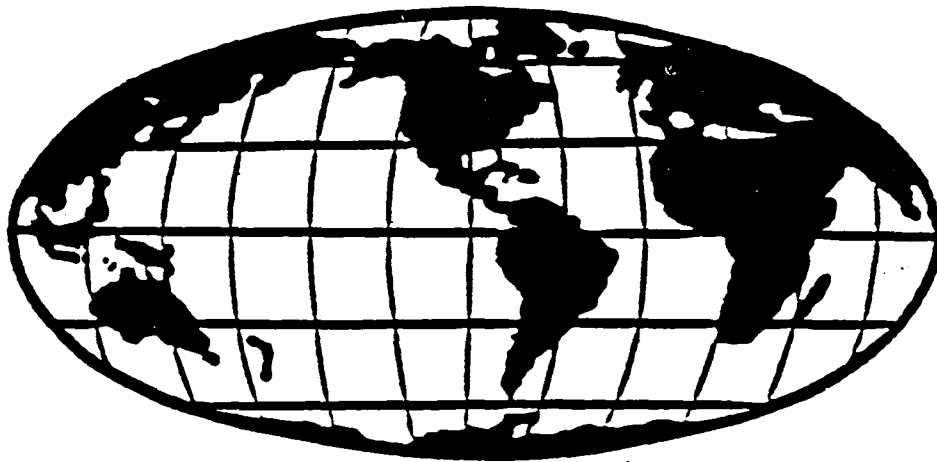
CONFERENCE  
AGENDA REPORT  
1992



WORLD SERVICE CONFERENCE  
OF NARCOTICS ANONYMOUS

APPROVAL MATERIALS FOR ANNUAL MEETING  
APRIL 25—MAY 2, 1992  
DALLAS, TEXAS, USA

CONFERENCE  
AGENDA REPORT  
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**WORLD SERVICE CONFERENCE  
OF NARCOTICS ANONYMOUS**

**APPROVAL MATERIALS FOR ANNUAL MEETING  
APRIL 25—MAY 2, 1992  
DALLAS, TEXAS, USA**

### **1992 Conference Agenda Report**

World Service Conference of Narcotics Anonymous

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World Service Office, Inc.  
P.O. Box 9999  
Van Nuys, CA 91409  
USA

## INTRODUCTION

This *Conference Agenda Report* represents the portion of the work done by conference committees and boards over the past year which has resulted in motions for conference action at WSC'92. A copy of this report has been distributed at conference expense to each participant of the World Service Conference and to each registered regional service committee. This fulfills the responsibility of the WSC to notify the fellowship of items being considered at the 1992 annual meeting. Additional copies, however, can be purchased from the WSO by any member, group, or service committee.

We will make every effort to follow the tentative agenda found in this report. Any unforeseen developments necessitating changes in the agenda will be announced at the meeting.

Board and committee motions include estimated financial impacts. The cost estimates are figured at a "middle of the road" rate, neither conservative nor "padded." The WSC treasurer used average figures for transportation and lodging plus the standard meal allowance. These estimates may be either high or low, depending on the distance of travel for whichever individuals the conference elects, the number elected to various boards and committees, and our ability to negotiate favorable rates for sites away from Van Nuys. Please note also that these financial impact estimates include only costs to the conference. It was not possible to include costs to the World Service Office in support of the proposed actions due to lack of money and manpower to provide such estimates. We hope to have those figures available by the World Service Conference.

The *Conference Agenda Report* is quite large due to the necessity of providing complete texts of several items to participants. The actual number of motions from committees and boards has continued to shrink. If you read through the reports and motions, you will be referred to the relevant addenda. For convenience and ease of use, each section is followed by a blue divider page. The addenda are also separated by lighter weight blue pages.

The North East Atlantic Region and the Northern New England Region are newly formed and will be asking to be seated at the World Service Conference. Invitations have been sent to eleven regions or areas outside North America to attend this year's WSC. We also expect several other non-USA attendees to come at their own expense. Not all of the invited participants had been heard from by the time we completed this *Conference Agenda Report*. Due to the time required for translations and mail, we are not sure which of them will seek to be seated by the conference. They have been asked to provide reports.

While the reports, motions, and addenda are fairly straightforward, this year's agenda differs from previous conferences. Two days will be used for a multinational forum. Most of Monday will be devoted to WSC/fellowship finances and financial discussions. Starting Monday evening and continuing to the Tuesday dinner break,



you will notice topics listed under "A" and "B." These letters are in no way intended to indicate anything about the relative importance of the issues on each list. "A" panels and discussions relate to *Conference Agenda Report* motions. "B" panels and motions do not have a related motion in the *Conference Agenda Report*. It is hoped that all relevant motions or amendments can be discussed during panel sessions so we may resolve our differences and reach compromises whenever possible before we go into business sessions, where we are restricted to parliamentary procedure.

All motions from either regions, boards, or committees listed in this *Conference Agenda Report*, and any amendments to these motions, may be made during old business sessions of the appropriate board or committee. Old business, new business, and elections will all take place within each board or committees' business session. It is highly likely that new business items which are introduced during the first business session will either be referred to a board or committee or have an RSR group appointed to deal with them, to be reported back for action during the Saturday new business session. According to the *Temporary Working Guide to our Service Structure*, motions must be referred to a board or committee before they can be brought to the conference floor. Committees meet for the first time Sunday night. More information of this type will be provided in the March orientation package for participants.

Elections are also different this year. Anyone who is willing to serve in a position should fill out one of the resumes included in Addendum 10 of this *Conference Agenda Report*. RSRs who intend to nominate members for positions who do not have to be present to be elected should bring the service resumes of these individuals with them so they can all be turned in by the Tuesday deadline. Nominations for WSCLC members are due on March 24, 1992. Nominees for the WSO board do not have to be present for election, but the actual elections are conducted on the conference floor. Slates will be prepared and handed out for other positions which do not require nominees' presence. Participants will vote for these positions without taking any floor time, and the results of those elections will be back in after the other elections are completed. Nominations for each board or committee will close ten minutes before the start of the business session during which those elections will be held.

We hope that the conference moves further toward openness and discussion. Please direct any questions you may have to the World Service Office, whose staff will either provide answers or refer you to the appropriate trusted servant.

**WORLD SERVICE OFFICE, INC.**  
**P.O. BOX 9999**  
**VAN NUYS, CA 91409 USA**  
**(818) 780-3951**

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9. WSC Literature Committee Work Lists
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11. Procedure for Seating of Regions at WSC,  
and Admissions Panel policy
12. Regional Motions
13. Order form for additional  
copies of approval-form items

## WSC'92 TENTATIVE AGENDA

### SATURDAY, APRIL 25

Open WSC'92 ..... 9 am to noon  
    Introductions; adoption of procedures;  
    approval of WSC'91 minutes; seating of new regions  
Lunch..... noon to 2 pm  
Multinational Development Forum, Session 1 ..... 2 to 6 pm

### SUNDAY, APRIL 26

Multinational Development Forum, Session 2 ..... 9 am to 1 pm  
Recess for lunch ..... 1 to 2 pm  
Multinational Development Forum, Session 3 ..... 2 to 6 pm  
Recess for dinner ..... 6 to 7 pm  
Board, committee meetings ..... 7 to 10 pm

### MONDAY, APRIL 27

WSC treasurer's report ..... 9 to 11 am  
    Handout of budgetary items for consideration  
WSO financial report ..... 11 am to 1 pm  
Recess for lunch ..... 1 to 2 pm  
Interim Committee report, panels..... 2 to 4 pm  
    *Topics:* committee continuance; travel policy; discussion of budget handout  
Panel discussion: funding world services..... 4 to 6 pm  
Recess for dinner ..... 6 to 7:30 pm  
WSO/WCC panels..... 7:30 to 9:30 pm  
    *"A" Panel topics:* special interest meetings motion; use of contract writers  
    *"B" Panel topics:* tax issues; WSO sales policy

### TUESDAY, APRIL 28

WSC Administrative Committee panels ..... 9 to 11 am  
    *"A" Panel topics:* NAS, JAC, translation motions  
    *"B" Panel topics:* multiregional forums; Guide to Service project  
Deadline for turning in service resumes ..... 11 am  
Trustee panels ..... 11 am to 1 pm  
    *"A" Panel topics:* WSB procedures and guidelines; intellectual property trust  
    *"B" Panel topics:* prejudice; WSC participation and decision making  
Recess for lunch ..... 1 to 2 pm  
WSC Policy Committee panels..... 2 to 4 pm  
    *"A" Panel topic:* regional seating proposal  
    *"B" Panel topic:* national/zonal representation at WSC

## **TUESDAY, CONTINUED**

WSC Literature Committee panels.....	4 to 6 pm
<i>"A" Panel topics:</i> In Times of Illness; Just for Today; "A" work list	
<i>"B" Panel topics:</i> steps project; approval process for steps, traditions materials; "C" and "D" work lists	
Recess for dinner .....	6 to 8 pm
WSC H&I Committee panel.....	8 to 8:45 pm
<i>"B" Panel only:</i> internal guidelines, handbook; external project; tape project; outreach	
Combined H&I, PI panel .....	8:45 to 9:15 pm
<i>"B" Panel only:</i> cooperative project	
WSC PI Committee panel .....	9:15 to 10 pm
<i>"B" Panel only:</i> survey; PI video; cooperation with outside sources	

## **WEDNESDAY, APRIL 29**

Trustee nominations, elections, business.....	8 to 11 am
WSC Administrative Committee business, nominations, elections.....	11 am to 2 pm
Recess for lunch.....	2 to 3 pm
WSC H&I Committee nominations, elections	
WSC PI Committee nominations, elections.....	3 to 3:30 pm
WSC Literature Committee business, nominations, elections .....	3:30 to 6 pm
Recess for dinner .....	6 to 7:30 pm
WSO/WCC business, nominations, elections.....	7:30 to 10 pm

## **THURSDAY, APRIL 30**

WSC Policy Committee business, nominations, elections.....	9 to 10:30 am
Deadline for returning budget priority lists .....	10:30 am
Multinational Development Forum, Session 4 .....	10:30 am to 1:30 pm
Recess for lunch.....	1:30 to 3 pm
Budget session.....	3 to 6:30 pm

## **FRIDAY, MAY 1**

Board, committee meetings.....	all day
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## **SATURDAY, MAY 2**

New business .....	9 am to noon
Recess for lunch.....	noon to 1 pm
New business .....	1 to 3 pm
Adjourn WSC'92 .....	3 pm



**SECTION 1:  
REPORTS FROM NEW REGIONS**

DEC 18 1991

North East Atlantic Region  
c/o Rick Goodine-RSR  
45 Mayland Court  
Fredericton, N. B., Canada  
E3B 2T6

December 9th, 1991

World Service Conference  
c/o Steve Sigman  
P. O. Box 9999  
Van Nuys, Ca., 91409

The North East Atlantic Region was formed on October 13th, 1991. Two of the areas involved, (South Shore Valley and New Brunswick) had previously been a part of the New England Region, and had participated in their ad-hoc committee on Regional Growth for more than a year. A third area, (Nova Scotia), having no formal connection with any Region, had been operating in isolation since it formed in 1989.

An increased need to co-ordinate services among these areas brought about discussion of Regional formation in late 1990. During the next year further discussions were held through open forums at several multi-area learning days. Guidance was sought from both the New England Region and World Services.

The New Brunswick Area formed an ad-hoc committee to look at the feasibility of Regional Formation. Based on recommendations from this ad-hoc committee, that area hosted a Regional Formation meeting on October 13th, 1991. Letters were sent to neighboring areas and isolated groups inviting them to participate in this meeting. Officers of the New England R.S.C. were also asked to assist. Since that time we have elected officers, developed guidelines and compiled a regional meeting list.

It is our intention to attend the World Service Conference (W.S.C). in 1992 and be introduced by the New England Region. Therefore, we request that the W.S.C. Policy Committee include our introduction and request for voting participation as an item of business in the conference agenda.

In Service & Fellowship.



Rick Goodine  
RSR. N.E.A.R. N.A.

DEC 13 1991

Northern New England Region  
P.O. Box 1752  
Portland, ME 04104

December 14, 1991

World Service Committee  
P.O. Box 9999  
Van Nuys, CA 9149-9999

To Whom It May Concern:

On September 15, 1991 four service Areas known as Granite State, Seacoast, Southern Maine and Central Maine formed the Northern New England Region Service Committee of Narcotics Anonymous. The formation of this new Region grew out of the restructuring process within the New England Region that began May 7, 1989. Last year the Mountain Valley region emerged from this process and was seated at WSC '91. Our member Areas have participated in the New England Region Ad Hoc on Restructuring as well as Area level Ad Hoc Committees on Regional Growth. Attached you will find a brief history of the restructuring process including Area participation at both Area and Regional meetings, a map to identify the Areas and Minutes from our meetings. Guidelines are in the final stages and will be forwarded.

It is our intention to be introduced by the New England Region to the WSC as a new Region at the World Service Conference in April 1992. At that time we will ask to be recognized as a voting participant. We respectfully request that the Policy Committee include our introduction and request for voting participation as an Agenda Item for the April World Service Conference at Dallas, TX.

The Northern New England Regional Service Committee meets on a monthly basis and continues to support the New England Region both spiritually and financially.

Nominations for Trusted Servants were taken at our October meeting and again prior to elections at our November meeting. All trusted servants positions were filled by members from the four Areas. Also elected were chairpersons to the following functioning subcommittees: H&I, PI, Literature, Outreach and Activities.

The Northern New England Region was formed in the belief that the Fellowship within the member Areas will be better served by a smaller, more efficient service structure. We will also continue to reach out to the Northern Maine Area to help them determine their needs.

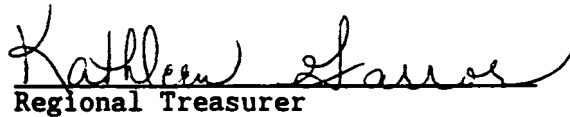
We gratefully acknowledge the support and direction received from the New

England Region and look forward to serving the members of our Region as well as the Fellowship as a whole.

  
Regional Chair

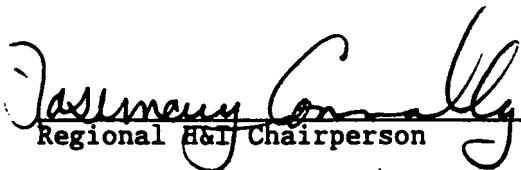
  
Regional Vice Chair

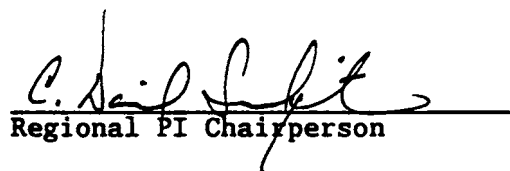
  
Regional Secretary

  
Regional Treasurer

  
Regional Service Representative

  
Regional Service Rep. Alternate

  
Regional H&I Chairperson

  
Regional PI Chairperson

  
Regional Literature Chairperson

  
Regional Activities Chairperson

  
Regional Outreach Chairperson

ASR's:

  
Granite State Area

  
Seacoast Area

  
Central Maine Area

  
Southern Maine Area

### **NOTE**

As most of you are aware, a number of representatives from outside North America will be attending the World Service Conference annual meeting for the first time this year. Some or all of them may seek recognition as WSC'92 voting participants. Time constraints have prevented them from including written requests for recognition in this year's *Conference Agenda Report*. However, those seeking recognition will present reports to the conference during its opening session and will be available at that time to answer questions from the floor.



**SECTION 2:**  
**WORLD SERVICE COMMITTEE AND BOARD**  
**REPORTS AND MOTIONS**



## WSC ADMINISTRATIVE COMMITTEE

During WSC'91, two motions dealing with regional input were referred to the WSC Administrative Committee. From the Florida Region: "That in the *Fellowship Report*, input conscientized by RSCs be included on an equal basis with world board and committee input. There will be no limit on length or type of input for regions," and from the California Mid-State Region: "That the World Service Office produce an interregional newslite publication to take place on a bimonthly basis. Input is to be one page (one side of a piece of paper) per region."

After discussing the first motion, we realized that regions already have access to the *Conference Report*, but that this fact is not well known and has not been utilized in the past.

At present, there is neither staff nor funding to accomplish what the second motion asks. One possibility is to ask *The NA Way Magazine* and its editorial board to consider this idea. The maker of the motion intended simply to provide a written forum for regions.

We support meeting the needs expressed by both motions. We believe that the following resolution will fulfill the intent of both motions, and we ask conference participants to adopt it.

**#1. Be it resolved that regional service representatives have the same access to the Conference Report as do all conference participants. All material submitted for publication in the Conference Report is subject to the same editorial review by the chairpersons of the WSC Administrative Committee, the World Service Board of Trustees, and the WSO Board of Directors.**

*Intent: To formalize awareness of access to the Conference Report.*

*Financial impact: No significant financial impact.*

There were several motions committed to WSC boards or committees at the 1991 annual meeting for which their recommendation is "no action" at WSC'92. In most cases, the intent of the motion has already been accomplished or is being addressed by another process. The annual reports of each WSC committee or board will be published at the end of March and will contain detailed discussion of these recommendations.

*Barbara Jorgensen, Chairperson*

<p style="text-align: center;"><b>WORLD SERVICES TRANSLATION COMMITTEE</b></p>
--

The Translation Committee has one motion to present to the conference this year. Although we only met once this year, it quickly became apparent that there is an enormous amount of work that needs to be done in the area of translations. Our objectives, ideals, and function are clearly described in Addendum 1, "World Services Translation Committee and Policy." As many of you will remember, that policy was implemented by the WSC last year for a one-year period.

The WSO Translation Department has been working for some time without the benefit of a WSC committee or direction. Both the WSO staff and our committee agree that the decisions required for this type of work need a broad range of experience and consultation. Decisions about the order of priorities, discussions about the translation projects, interaction with local translation committees, and financial considerations are examples of how we can interact in this department along with a variety of other related matters. We believe that the Translation Committee can offer valuable assistance to the fellowship by working closely with the WSO in these regards.

The focus for our one meeting was centered on the numerous projects, correspondence, and requests for assistance. Due to our time constraints, the guidelines were given a cursory look-over to insure that there weren't any obvious flaws in it. We think it wise to continue operating under these guidelines for another year so that we can have more time to evaluate their usefulness. Therefore, we respectfully ask consideration of the following motion:

**#2. To approve the implementation of Addendum 1, "World Services Translation Committee and Policy," for an additional year; and to direct the Translation Committee to bring its recommendations concerning both its status and its guidelines to WSC'93.**

*Intent: To allow the Translation Committee adequate time to evaluate its role in translation projects and examine its guidelines.*

*Financial impact: Cost of \$5,900 to \$14,500.*

I would like to conclude by stating that the implementation of the translation policy has already produced many benefits: we have established direct communication with translation committees, become more aware of their immediate needs, and guided the WSO staff in setting preliminary priorities. In addition, I want to thank the conference and the committee for allowing me to serve our fellowship in this capacity, and I look forward to this coming year.

*Vivianne Ronneman, Chairperson*

<b>WSC AD HOC COMMITTEE ON NA SERVICE</b>
---

The committee has two items to present to the conference. They pertain to the Twelve Concepts for NA Service and our plans for the completion of *A Guide to Service in Narcotics Anonymous*.

### **Twelve Concepts for NA Service**

In the course of revamping the NA service manual, the committee realized it needed additional guidance from the fellowship. There seemed to be no universally recognized principles describing the formation of NA service boards and committees, the final service authority of the groups, the delegation of service authority, the nature of NA leadership, or the fundamentals of decision-making in the NA service structure. How could the service structure be adequately described, this ad hoc committee asked, without such principles?

That question was first put to the fellowship in March 1988. By the end of that year, the committee had roughed out eight service principles on paper, seven of them specific, the eighth a kind of "catch-all" for what hadn't already been covered. Over the next three-and-a-half months, those principles were further defined. A clarification of the role of group conscience in the decision-making process was developed in January 1989.

On April 12, 1989, the first draft of the concepts--known then as "The Twelve Principles of Service for Narcotics Anonymous"--was released for fellowship examination and discussion. As a result of input, gathered primarily from world services, they were revised and released for review by the fellowship in September of 1989. They were now titled the Twelve Concepts for NA Service. A considerable amount of input was received by mail, and workshops were held to obtain input first-hand. As a result of the input received and the discussions from those workshops, the concepts took on a slightly different form and the accompanying essays were virtually rewritten from scratch. This effort resulted in the final-review form of the concepts, which was released in March 1991 for a last round of fellowship review. The input received was then considered and the approval form of the Twelve Concepts for NA Service was completed in November 1991.

Each NA group, each service board, each committee, each assembly, each conference is encouraged to use the Twelve Concepts in guiding its service affairs. The concepts set out to accomplish the following:

- \* free up our groups so that they can devote more of their time and energies to carrying our message directly to the addict who still suffers;

- \* help the groups to carefully and responsibly delegate authority to the service structure, allowing our NA boards and committees to develop and maintain services that further our fellowship's primary purpose while preserving the final responsibility and authority of the NA groups;
- \* be helpful in selecting effective NA leaders and carefully defining their responsibilities, eliminating confusion, delay, and duplication while providing for ready accountability;
- \* recall us to our spiritual foundation, reminding us to actively invite a loving God to influence us when we make service decisions;
- \* promote better, broader communications throughout our fellowship;
- \* encourage equity and open-mindedness in our decision-making processes;
- \* enhance our respect for the individual trusted servant; and,
- \* further the responsible management of service funds.

If the concepts help us fulfill these ideals, they will have proven themselves valid.

Toward that end, we present the Twelve Concepts for NA Service for your approval.

**#3. To approve the booklet, "Twelve Concepts for NA Service" (Addendum 2).<sup>1</sup>**

*Intent: Adoption of this motion will place the booklet, Twelve Concepts for NA Service, in the WSO inventory as World Service Conference-approved literature.*

*Financial impact: No direct financial impact.*

### **Guide to Service**

The process of developing *A Guide to Service in Narcotics Anonymous* has been a long one, and it's not quite yet over. With the completion of the Twelve Concepts, the WSC Ad Hoc Committee on NA Service believes it is now in a position where it can finish the *Guide*.

In 1984, when we were asked to take over the WSC Policy Committee's assignment to "rewrite the service structure," most members of both the conference and the committee assumed that this would be a simple job. We would take the guidelines and motions that had been passed from 1979 forward and use them to write up a simple expository book on how NA service worked from the group to the world level.

When we actually got into the task, however, we realized it was not a simple matter at all. The Narcotics Anonymous service structure was not yet a finished thing. To merely write up a description of this still-evolving structure would do no more good than would the *Temporary Working Guide to our Service Structure*,

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<sup>1</sup> Additional copies of the approval form of "Twelve Concepts for NA Service" can be purchased at cost from the WSO. See the order form (Addendum 13) at the end of this year's Conference Agenda Report.

which we already had. No, to put together a workable *Guide to Service*, we would have to look at the service structure not only as it already existed, but as it might become. That meant we would have to experiment, coming up with innovative ideas that would then have to be widely discussed before they could be adopted by the fellowship.

Three points in particular gave us trouble. First, while we had the Twelve Steps to guide individual recovery and the Twelve Traditions for group unity, Narcotics Anonymous lacked a set of guiding principles specifically designed for its service structure. The lack of such principles had repeatedly resulted in delay, dispute, and division within both the service community and the fellowship itself. We've crafted the Twelve Concepts to meet this need. The committee has worked on them since early 1988, and they have been widely discussed in the NA service community since April 1989. By voting the concepts up or down at this year's annual meeting of the World Service Conference, you will tell us whether you think we've done a good job on them or not.

The second point that has troubled us is the final authority of the NA groups in all service matters, a principle we believe is beyond question. Almost all of us in NA service recognize that, practically speaking, the areas and regions and conference cannot directly poll every single group on every single motion that comes before them and still be able to accomplish anything. In the *Guide*, we call for the creation of regional assemblies, bringing GSRs together to hear reports from the RSR on fellowshipwide issues. The GSRs would then be able to develop an informed conscience, offered directly through their region's representative to the World Service Conference. Not only that, they would *elect* the RSR, further strengthening the ties of accountability between the regional representative and the groups. Our committee believes that conference approval of the Twelve Concepts and its affirmation of the final authority of the groups will be a clear indication of fellowship support for more direct involvement of the NA groups in the service structure.

The third point we've had to address in putting together a workable *Guide to Service* is the way our world service structure has developed. Today, we have three parallel service arms at the world level: the conference committees headed by the WSC Administrative Committee, the World Service Board of Trustees and its committees, and the WSO Board of Directors. None of them are answerable to any of the others yet, somehow, they must work together between conference meetings to administer the day-to-day affairs of world services. Duplication of efforts, conflicts of authority, and lack of coordination among the various bodies are regular occurrences. At last year's WSC, the conference created something it called the Interim Committee to provide a single point of decision for NA world services until the next WSC meeting. However, almost all of us recognized even

as we voted to approve the proposal that creation of the Interim Committee was only a temporary solution to the long-standing problem of disorganization in the world service structure. Somehow, we need to consolidate all of our world services.

Over the past couple or three years, our committee has experimented with various consolidation models, including the one that appeared in the Spring 1990 and 1991 editions of *A Guide to Service* in the guise of a national conference for the USA. Many of the features described in those models have gradually been adopted into current conference policy or are being considered for adoption at this year's WSC meeting. Overall, however, the consolidation models have looked so completely different from what exists today that almost everyone, no matter what their philosophical bent, has choked on the idea of adopting them; the innovations they've proposed have been simply too massive to digest.

For this reason, we've taken a very careful look at the details of consolidation, trimming away the more exotic innovations. We believe that we can develop a plan for a world-level service structure that can be implemented with a considerably lesser amount of transition but which will also allow us to grow and adapt to meet our ever-changing needs.

We've been eight years on this project, and the time has come to wrap it up. Please help us, so that our fellowship and our world services can get on with the business of *serving* instead of arguing endlessly about *how* to serve.

### **1992-93 Conference Year**

We believe that completing our work on the *Guide* without obtaining the assistance of various elements of world services, most notably the World Service Board of Trustees and the WSC Policy Committee, would be unwise. We have held some discussions with the leadership of the WSC Policy Committee and the Internal Affairs Committee of the WSB to determine how best we could arrive at a concerted unified effort to complete our work. Our discussions ranged from shared membership, to "farming out" portions of the *Guide* to these service bodies for completion, to requesting them to review specific sections of the material and provide input to our committee which would then be factored into the finished product.

At the time of this report, we have the support of the leadership of the WSC Policy Committee and the WSB Internal Affairs Committee for the following plan. We are proposing to ask the WSB Internal Affairs Committee and the WSC Policy Committee to review the various sections of the *Guide* dealing with national and world services and provide specific input to us which we would then factor into the material. In the meantime, we would complete the revision of the group, area, and region sections of the *Guide*.



Within our committee discussions, we agreed unanimously that the membership of our committee needs to be expanded to nine members in order to complete our task next year. To that end, we will be requesting that the chairperson of the conference make additional appointments to fill out the membership of the committee. Additionally, we will ask that we be allowed to invite trusted servants with specific expertise to help us with certain sections of the material. We strongly believe that a balanced membership from world services--perhaps two members from the WSB (preferably from the Internal Affairs Committee), two members from the WSC Policy Committee, two members from the WSO Board of Directors, one WSC Administrative Committee member, and two other experienced trusted servants--will help us to achieve our goal.

At WSC'90, the conference overwhelmingly approved a motion which read: "That the Ad Hoc Committee on NA Service continue work on *A Guide to Service* until it is completed and a final draft is distributed." Our understanding of that action is that once we have completed our work on the *Guide*, it is to be turned over to the conference. In keeping with that perception, we are asking the conference to provide us with a show of confidence by approving the following motion and allowing us to complete our work by the end of the next conference year.

**#4. To continue the WSC Ad Hoc Committee on NA Service for the 1992-93 conference year, its task to be completed by WSC'93.**

*Intent: Adoption of this motion will allow the ad hoc committee to complete its work within a specified timeframe. After the distribution of the Guide to conference participants, their assigned work will be complete.*

*Financial impact: Cost of \$37,000 to \$39,000.*

In conclusion, we are pleased that we have finally completed our work on the Twelve Concepts, and are looking forward to finishing our work on the *Guide*. With your support at this year's conference, we are certain that we can finally realize our dream of presenting the fellowship with a detailed guide to providing service in the Fellowship of Narcotics Anonymous. We thank you for allowing us to be of service.

*Dave Tynes, Chairperson*

## JOINT ADMINISTRATIVE COMMITTEE

The WSC Administrative Committee met in January for the first time since the Saturday after WSC'91. The chairs and vice chairs of the WSC Policy, H&I, and PI committees were able to meet informally the night before the Joint Administrative Committee meeting and made recommendations to the entire body which resulted in the following discussions.

The discussions centered on the value of committee leadership meeting together in order to exchange information, educate each other about their committee's work, mutually establish priorities, and engage in long-range planning. Committees are trying to work with trustee committees to avoid duplication of effort and to coordinate services and projects. They are also moving toward some joint projects among committees. For these reasons, the Joint Administrative Committee members felt that while it was important for them to be able to meet together, it was not a requirement that these meetings take place at an event labeled "JAC." Further, they believed that attending and meeting at trustee meetings would be more productive and less costly to the conference.

Therefore, the WSC Administrative Committee asks the conference to adopt the following motions:

**#5. That the chairpersons and vice chairpersons of WSC standing committees be funded to attend a minimum of two World Service Board of Trustees meetings each conference year.**

*Intent: To allow committee leadership to meet to work with each other and the World Service Board of Trustees.*

*Financial impact: Cost of \$13,680.*

If the conference adopts the above motion, the following motion will be made.

**#6. To dissolve the Joint Administrative Committee and delete from the Temporary Working Guide to Our Service Structure the following paragraphs (1991 edition, pp. 21-22):**

**"Joint Administrative Committee.** The Joint Administrative Committee (JAC) is composed of the following trusted servants: chairperson, vice chairperson, second vice chairperson, and treasurer of the conference; the chairperson and vice chairperson of each of the conference standing committees; the chairperson and vice chairperson of the WSB; and the chairperson and vice chairperson of the WSO board, who are all voting members of this committee. The Joint Administrative Committee meets at least twice each year. The first meeting is held within forty-five days after

the close of the annual World Service Conference meeting. This first meeting is for the purpose of familiarizing new members with the procedures used in accomplishing WSC committee responsibilities, setting dates for reports and reviewing the work of each committee, etc. This meeting facilitates the smooth transition of committees and the conference from one year to the next, as well as coordination of efforts within the committees and boards of world services.

"The last scheduled meeting of the Joint Administrative Committee is held in early January. The January meeting is an opportunity for the chairpersons to jointly review the material being included in the *Conference Agenda Report*. The Joint Administrative Committee should exercise prudent judgment in recommending changes to clarify reports or proposals, or adding motions or additional reports.

"All matters of conference budget (policies, development, review, and reporting) are the responsibility of the JAC. When the JAC meets to discuss WSC financial affairs, it will be chaired by the WSC treasurer."

**and all other references in the Temporary Working Guide to our Service Structure to the Joint Administrative Committee.**

*Intent: To eliminate duplication of responsibilities among the Joint Administrative Committee, the Interim Committee, and the World Service Board of Trustees.*

*Financial impact: Savings of \$17,360.*

*Barbara Jorgensen, Chairperson*

<b>INTERIM COMMITTEE</b>
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At WSC'91, the motion which created the Interim Committee specified that the committee "will report and offer recommendations on a permanent process by which decisions can be made when the World Service Conference is not in session." Each time we met this year, we discussed our thoughts about what these recommendations might be. Our experience this year has been productive and beneficial, replacing a system which had proven itself to be neither. The report from the WSC treasurer in the January *Conference Report* describes our approach in detail, but it is fair to summarize by saying that this process worked well during the past year. Once the conference made decisions about priority projects and activities, the committee's task was to evaluate and classify funding requests according to WSC direction. Based on these evaluations and the availability of funds, it was then relatively easy to make fair and reasonable decisions concerning allocations.

Our experience has indicated that a somewhat larger group on the Interim Committee might help maintain consistency in our decision-making process, and could also help us communicate more effectively both with the fellowship and with others in world services. We feel that adding three more members would be sufficient for these purposes without making the committee too large to work effectively. We believe that adding the vice chairpersons of the WSC, the WSB, and the WSO board will provide both for continuity in the committee and training in the budget process.

The WSC treasurer has been an integral part of the committee, supplying essential information and suggestions to the other committee members but not really having the need to vote. We believe the treasurer should continue to be a member of the committee in an advisory capacity.

The committee's experience and discussions have resulted in agreement to present the following recommendation:

**#7. That the fiscal responsibilities for the World Service Conference be assigned to the Interim Committee. The committee shall be composed of seven members:**

- \* World Service Conference treasurer, in an advisory capacity;**
- \* World Service Conference chairperson and (first) vice chairperson, as voting members;**
- \* World Service Board of Trustees chairperson and vice chairperson, as voting members; and,**
- \* WSO Board of Directors chairperson and vice chairperson, as voting members.**

**Further, the Interim Committee shall make necessary decisions affecting NA world services when the World Service Conference is not in session, mindful of priorities previously established by the World Service Conference. The Interim Committee shall report its actions throughout the year in the Conference Report.**

*Intent: To continue the Interim Committee, with the addition of the vice chairpersons of the World Service Conference, the World Service Board of Trustees, and the WSO Board of Directors.*

*Financial impact: Cost of \$11,170.*

In addition to its other work this past year, the Interim Committee has taken responsibility for decisions related to world services travel, partially fulfilling the functions described in the World Service Travel Committee Operational Plan presented in Addendum 2 of last year's *Conference Agenda Report*. The committee plans to do the same this year, and will present a travel policy proposal in next year's *Conference Agenda Report*.

**INTERIM COMMITTEE  
WSC 1992-93 SPENDING PRIORITIES**

The following lists appear in the *Conference Agenda Report* because participants will be asked to vote to adopt spending priorities once the conference has set what those priorities are to be.

The Interim Committee members felt that the action of last year's conference in establishing spending priorities was invaluable and wanted to continue to expand the process. In order to allow for maximum impact by the conference on spending, we have labelled "fixed" only those activities which are called for in the *Temporary Working Guide to our Service Structure*. "Fixed" items would be funded first for each quarter of the year. Please note that conference action, such as passing the Joint Administrative Committee motions, would change the fixed list.

When we reviewed all the items submitted by the committees and trustees that were not included on the fixed list, it seemed we needed to go further. The Interim Committee members felt that in order to be responsible to the conference, we needed to communicate what our own funding recommendations would be. Consequently, we divided the remaining items into two groups. These lists, labelled "recommended" and "discretionary," are attached. We are asking you to rank both lists together--you can rank an item on the recommended list #1, an item on the discretionary list #2, etc. **However, please do not come to the WSC locked in to a specific ranking.** As stated above, the final lists you will be asked to prioritize and adopt may well be different as a result of conference action.

We have prepared the lists, as much as possible, in terms of projects or services. You will note that estimated dollar amounts have been attached only to the fixed expense items on these lists. Amounts for both recommended and discretionary items will be available when the WSC meets in April. Those amounts will show both WSC costs and WSO costs. **For the time being, we suggest that you look at the services represented by each item and discuss priority rankings on that basis only.** The Interim Committee believes this will put the conference in a far better position to evaluate actual expenses related to those services when the WSC'92 budget session begins.



### FIXED PRIORITIES

WSC 1993 annual meeting. \$39,075.

World Service Board of Trustees meetings (four). \$39,720.

Two WSC "quarterly" workshops (both with full funding for participation of WSC Literature Committee members). \$37,360.

Administrative expenses. \$19,000.

*Conference Report* and *Conference Agenda Report* publication and distribution. \$11,700.

*Conference Digest* translation, publication, and distribution. \$7,200.

Joint Administrative Committee meetings (two). \$17,360.

**Total fixed priority estimated costs: \$171,415.**

### RECOMMENDED PRIORITIES

**Assign priority rankings to each item on this list and the discretionary list on the following page (1 highest priority, 19 lowest priority)**

- \_\_\_\_\_ *It Works: How and Why* (steps and traditions projects)
- \_\_\_\_\_ Exchange, participation among world service boards and committees
- \_\_\_\_\_ WSB Additional Needs Panel
- \_\_\_\_\_ Translations of service periodicals
- \_\_\_\_\_ World Services Translation Committee
- \_\_\_\_\_ *Guide to Service* project
- \_\_\_\_\_ H&I literature stockpile
- \_\_\_\_\_ PI video project
- \_\_\_\_\_ Conference committee newsletters (*Reaching Out*, *PI News*, and *Newsletter for Professionals*)
- \_\_\_\_\_ Follow-up on participation in international public information events we have attended in the past
- \_\_\_\_\_ Interim Committee meetings

## DISCRETIONARY PRIORITIES

### Assign priority rankings (continued from recommended priorities)

- \_\_\_\_\_ Further work to develop international public relations (so far, we've attended two or three international non-NA events a year; we would like to attend more, and also coordinate a process for long-range international PI development)
- \_\_\_\_\_ Participation of outside facilitator in a trustee planning meeting (to help in the process of formulating long-term goals for NA world services)
- \_\_\_\_\_ Continued international participation at WSC annual meetings (this year, eleven representatives from outside North America will attend the WSC at conference expense)
- \_\_\_\_\_ International development (creation of a development support network, production of service materials for young NA communities, coordination of development forums, and continued direct support for emerging NA communities including visits by world service personnel)
- \_\_\_\_\_ World services attendance at fellowship events (such as multiregional learning days, conventions, *Conference Agenda Report* workshops, etc.)
- \_\_\_\_\_ Travel funding for WSC committee members to attend committee meetings (specifically requested by the WSC Policy Committee; currently, only members of the WSC Literature Committee are given travel funding)
- \_\_\_\_\_ Conference committee working group meetings (specifically requested by the PI and policy committees)
- \_\_\_\_\_ Distribution of the *Conference Digest* with the *Newsline* (the *Digest* is currently distributed to RSCs and ASCs, and is mailed to individual members only upon specific request; the *Newsline* mailing list targets a much broader segment of the fellowship)
- \_\_\_\_\_ Additional exchange, participation among world service boards and committees

## WORLD SERVICE BOARD OF TRUSTEES

This report and the January *Conference Report* are my first "official" acts as the incoming chairperson of the World Service Board of Trustees. For those who did not see the last *Conference Report*, Garth P. from Australia is the new vice chairperson. Having spent two and a half years as vice chair, I had expected to feel better prepared. It is a little overwhelming, but a privilege at the same time. I want to take this opportunity to thank Jack B. for his support and friendship, his many years of service on the board, and his leadership as our chairperson.

This report contains the four items the World Service Board of Trustees are presenting for action at the 1992 World Service Conference: the World Service Board of Trustees Operational Procedures, the WSB Internal Guidelines, a one-year proposal for dual membership on the boards of trustees and directors, and the Fellowship Intellectual Property Trust.

Our general discussion sessions and panels often prove to be the most valuable time spent during the annual WSC. Without the pressures of our business sessions, these discussions usually lead to a better understanding of ourselves as trusted servants and how we can serve our fellowship's needs. The WSB section of the January *Conference Report* contains several items we want to address during these discussions, items that need the attention of all conference participants. These items include the second Multinational Development Forum, the work of the traditions ad hoc committee, prejudice in NA, fellowship funding concerns, and participation and representation at the World Service Conference. Other important items and issues from many of the WSC committees and boards are also included in the January *Conference Report*. We encourage you to come prepared to discuss them.

### **Fellowship Intellectual Property Trust**

At the 1991 World Service Conference, two motions were passed concerning publication, distribution, protection, and ownership of NA's literature and intellectual properties.

*"To reaffirm that the World Service Office, Inc. is the exclusive publisher and distributor of all World Service Conference-approved literature, including all books, pamphlets, handbooks, and other intellectual and physical properties, as directed by the Fellowship of Narcotics Anonymous through the World Service Conference."*

*"To reaffirm and ratify that the ownership of all of NA's intellectual and physical properties prepared in the past, and to be prepared into the future, is held by WSO, Inc., which holds such title in trust on behalf of the Fellowship of Narcotics Anonymous as a whole, in accordance with the decisions of the World Service Conference."*

Prior to the conference in 1991, a working group began preparation of a "trust" document describing how the properties of the fellowship are administered and the procedures to follow to affect future changes. This group was composed of the then-chairperson of the WSO board, the then-vice chairperson of the WSB, a WSO staff member, and several interested NA members. The basis of the work centered on the relationship between the WSC and the WSO and reflected past actions of the WSC, WSB, and WSO board in reference to the development, approval, printing, and distribution of conference-approved NA literature. It was also consistent with the current WSO bylaws. Early on in the process, we made a decision that this document should only reflect current practices; any changes to our service structure and/or decision-making processes should be made separately, especially those concerning the relationship of the WSC to the fellowship at large.

Several conference calls were held and written input was distributed among the group members. The input and discussions indicated that a stalemate existed and that a compromise was not attainable to satisfy both sides without significant changes to the existing service structure. This was reported to the WSO Board of Directors at its June meeting. The WSO board then decided that its work was done and that it would be more appropriate for another group to handle this project. The WSC Administrative Committee then assumed oversight of the document and recommended that the WSB Internal Affairs Committee handle the final review. After further review and clarification, the document was presented to a combined world services meeting attended by the trustees, directors, and WSC Administrative Committee members in October 1991. The consensus of the combined meeting was to present the document in the *Conference Agenda Report* as a motion from the World Service Board of Trustees.

The trust document was mailed to all conference participants in early December 1991 so that it would have more time for review and discussion in the fellowship. That document is duplicated in this report as Addendum 3.<sup>1</sup>

The motions passed by WSC'91 afforded the fellowship immediate protection of its properties. The Fellowship Intellectual Property Trust follows those actions through by establishing a clear policy for the operation and administration of NA's intellectual properties. It is the consensus of the World Service Board of Trustees

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<sup>1</sup> Additional copies of the approval form of the Fellowship Intellectual Property Trust can be purchased at cost from the WSO. See the order form (Addendum 13) at the end of this year's Conference Agenda Report.

that this document is now finished and ready for WSC approval. Postponement of its approval will not provide any particular advantage, but we stand ready to accept the postponement of consideration of the trust if the WSC is clearly not prepared to approve it.

The World Service Board of Trustees therefore recommends that the World Service Conference adopt the following motion:

**#8. To approve Addendum 3, "The Fellowship Intellectual Property Trust."**

*Intent: To establish a trust that defines how the intellectual properties of the NA Fellowship are to be administered and protected.*

*Financial impact: No direct financial impact.*

**WSB Operational Procedures**

The section describing the World Service Board of Trustees in the *Temporary Working Guide to our Service Structure* has not changed significantly since 1984. During conference year 1987-88, the board began evaluating its guidelines to improve its ability to serve the fellowship. Shortly thereafter, we initiated the use of our committee system and consolidated several of the responsibilities presently outlined in the *Temporary Working Guide*. We now have a total of three operating committees. The WSB Internal Affairs Committee has been working on a revision of our existing policies and guidelines for the bulk of that time.

Certainly the primary reason for wanting to change our operational guidelines has been our increased workload, coupled with an inadequate complement of trustees. Last year, we operated within the procedures we are proposing and found them to be very helpful in meeting the challenge our work often poses. We also believe the new procedures will improve our interaction with the WSC committee leadership, benefiting our overall effectiveness and service to the conference.

We are proposing our work in three separate motions. Motions 10 and 12 delineate WSC policy from WSB internal guidelines. The separation of WSC policy from internal guidelines is in keeping with motions passed at WSC'91 regarding both WSC PI Committee and WSC Literature Committee guidelines.

The World Service Board of Trustees therefore recommends that the World Service Conference adopt the following motion:

**#9. To delete the section identified in the 1991 Temporary Working Guide to our Service Structure (pp. 13-16) as "The Board of Trustees," and to replace it with the procedures shown in Addendum 4, "World Service Board of Trustees Operational Procedures," which will become policy of the World Service Conference. Any change to these procedures must be made by the WSC and requires a two-thirds vote.**

*Intent: To establish new WSC policy regarding the operational procedures of the World Service Board of Trustees.*

*Financial impact: Cannot be determined.*

The next motion we have for your consideration concerns how Section 3, Paragraph F (procedures for WSO board/WSB dual membership) of the WSB Operational Procedures will be implemented for the next year. As many of you know, the requirements for election to each board are different, and we were unable to forward you a simple process by which these members would be selected by the WSC and what their particular qualifications would be. It is for these reasons that we are now only asking for your concurrence to proceed with this section for the next year. We intend to propose a more permanent process at WSC'93.

The World Service Board of Trustees therefore recommends that the World Service Conference adopt the following motion:

**#10. To adopt Addendum 5, "Dual Membership Proposal for WSB and WSO Board for Conference Year 1992-93," for a one-year period.**

*Intent: To allow for the implementation of Section 3, Paragraph F, of the WSB Operational Procedures during the next year.*

*Financial impact: Cost of \$3,280.*

The proposed WSB Internal Guidelines are intended to be just that: separate internal working guidelines. They focus on the duties and responsibilities of WSB officers and committees and how WSB meetings are conducted. The WSB Internal Guidelines are included as Addendum 6.

The World Service Board of Trustees therefore recommends that the World Service Conference adopt the following motion:

**#11. To approve Addendum 6, "World Service Board of Trustees Internal Guidelines." Any changes to the WSB Internal Guidelines would be reported to conference participants in the next scheduled issue of the Conference Report. The WSC may reverse any such change by a majority vote.**

*Intent: To allow the WSB the flexibility to change its internal guidelines, and to establish how any changes are to be reported and/or reversed.*

*Financial impact: Cannot be determined.*

*Becky Meyer, Chairperson*

<b>WORLD CONVENTION CORPORATION</b>
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Over the last several years the World Convention Corporation has been confronted with the issue of special interest meetings. Each host committee has raised the issue of including men's, women's, and gay/lesbian meetings in the convention program. Each year the corporation has responded that special interest meetings are not to be specifically scheduled and that the committee should attempt to address those needs through workshop topic selection, which is consistent with a statement in the *Convention Guidelines*.

In 1989 the WSC Ad Hoc Committee on Special Interest Meetings released a statement asserting that special interest meetings were a consistent practice of many local NA communities and, as a result, did not believe them to be inappropriate. The board of directors of the World Convention Corporation, after being presented with the issue of inclusion of these meetings once again, decided at their annual meeting to ask the fellowship whether or not they felt that these meetings should be included in the program schedule if the local host committee requested them. The board therefore would like for the fellowship to consider the following change to the *Convention Guidelines* which would remove the statement that addresses this issue.

**#12. To remove the following statement from the Convention Guidelines (4/88 version, pg. 26):**

**"5. What about special interests? To what extent should special meetings or activities be provided at the world convention?"**

"NA world conventions are many things to many people, but most NA members would agree that the world convention is primarily a celebration of our shared recovery, a living testimony to our worldwide unity, and a public statement of our common purpose--to help the addict who still suffers.

"We believe that NA world conventions are not an appropriate place for special interest meetings of Narcotics Anonymous. Unity, however, is something that can always be increased and enhanced. World conventions offer an opportunity for recovering addicts from different backgrounds and lifestyles to learn about each other and, by doing so, break down any remaining barriers between us. The more we know about each other, the more we can help each other.

"It is recommended, therefore, that world convention committees be particularly sensitive to the differences in backgrounds of NA members and be careful to select NA speakers who represent a variety of experiences

and lifestyles and who carry a message of commonality and unity in recovery."

*Intent: To give the WSC the opportunity to lift existing restrictions prohibiting special interest meetings at NA world conventions.*

*Financial impact: No direct financial impact.*

*Bill Winterfeld, Chairperson*



## WSC LITERATURE COMMITTEE

The World Service Conference Literature Committee has had a very energized and productive year. Many of you have been just as busy supporting our efforts by planning and holding literature workshops to review the material we have sent your way. We are very grateful for your assistance in bringing the daily book and *In Times of Illness* projects to fruition and the steps project further along than we had imagined it would be at this stage.

This year, the WSC Literature Committee has three motions to present to the 1992 World Service Conference. All three of these motions represent persistence, dedication, and productivity of world, regional, and area literature committees.

### **In Times of Illness**

This proposed booklet is presented in Addendum 7 in this *Conference Agenda Report*. It has followed the literature production process and was reviewed by the fellowship in 1988-1989. The WSCLC factored the resulting input during the following two conference years. The sensitive nature of the theme of this IP resulted in many drafts of the approval form you see in this report. It was released for approval at the end of the 1991 WSC to conference participants and was sent to regional literature committees shortly thereafter. This booklet has also been available to any region, area, group, or individual who wished to purchase it this year.

#### **#13. To approve the booklet, "In Times of Illness" (Addendum 7).<sup>1</sup>**

*Intent: Adoption of this motion will place In Times of Illness in the WSO inventory as World Service Conference-approved literature.*

*Financial impact: No direct financial impact.*

### **Just for Today**

This book has been in process for a long time. The bulk of fellowship source material was submitted during a five-year period between 1984 and 1988. During the 1990-1991 conference year, the WSCLC established the groundwork for the project, setting purpose, audience, and stylistic parameters to guide the work. During that year, a review panel approach to create drafts based on fellowship source material was used. Because of financial constraints, however, the process was halted in November of 1990.

The 1991 World Service Conference was presented with a production proposal for the daily book project. This plan called for an acceleration of the

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<sup>1</sup> Additional copies of the approval form of "In Times of Illness" can be purchased at cost from the WSO. See the order form (Addendum 13) at the end of this year's Conference Agenda Report.

review panel process, using four panels rather than one. It also promised the conference that the book would be completed in 1991 and appear in the 1992 *Conference Agenda Report*. We believed that it was possible to complete this project this year for a couple of reasons. First, the fellowship had been involved in generating material for this book for a long time. There were over 900 pieces of fellowship source material to use as a basis for the drafts. In 1989, general and registered members of the WSCLC had edited some of the entries, and that gave us a group of essays that were closer to the mark. Secondly, because of the nature of this project, each entry could stand alone; by its nature, this book would not need to have the cohesiveness of a book on the steps and traditions or a booklet on illness in recovery. We believed that if we established criteria for monitoring the work, then altered the criteria as fellowship input was received, we could responsibly complete the project without sending out every single entry.

We greatly appreciate the trust that the conference granted us by allowing us to use a modified review process for this project. We were clear at the 1991 conference that we would need to submit material for review in sample batches and make revisions based on input received from those batches as we progressed. Committees and individuals responded to the 60-day review periods very responsibly, and we believe that we received a good cross-section of responses reflective of the diversity of our fellowship. The precise changes made concerning certain features in the book and the manner in which we used fellowship input will be discussed in detail in our annual report.

A copy of this book appears in Addendum 8. It was sent to regional literature committees in early December and has been available for purchase to other interested groups and individuals since mid-December.<sup>2</sup>

**#14. To approve "Just for Today: Daily Meditations for Recovering Addicts" (Addendum 8).**

*Intent: Adoption of this motion will place Just for Today: Daily Meditations for Recovering Addicts in the WSO inventory as World Service Conference-approved literature.*

*Financial impact: No direct financial impact.*

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<sup>2</sup> Additional copies of the approval form of "Just for Today" can be purchased at cost from the WSO. See the order form (Addendum 13) at the end of this year's Conference Agenda Report.

### 1992-1993 Literature Committee "A" Work List

The WSCLC is proposing that two items be considered our priorities during the 1992-1993 conference year.

*The steps portion of It Works: How and Why.* We plan to use a combination of a review panel and working group approach to complete the approval form of the steps. Fellowship input will be factored by panels who will submit their work to the staff team. Resulting drafts will be reviewed and revised by working groups. The review period for Steps One through Six has already commenced. That six-month period will end June 30, 1992. If drafting the review form continues to progress as it has so far this year, we may have the review form of the entire second half of the book ready by the 1992 WSC. Otherwise, Steps Seven through Nine will be released following the WSCLC meeting in March, and Steps Ten through Twelve will be released following the 1992 WSC. With this plan, the fellowship will receive the approval form of the first half of the book in September and the last half in November of 1992. The steps portion of *It Works* will be presented to the 1993 WSC for approval. This will allow us as a fellowship to work toward completing both the steps and traditions parts of this book during this coming conference year.

I am taking the time here to discuss this so that regions are aware that the WSCLC has a definite plan for completing this book. If input is heavily in disfavor of the concepts represented in the review form of the steps, it is clear that we cannot finish the book under this time frame. This plan is also dependent upon the resources being available to hold two working group and two WSCLC meetings to work on the steps and the continued availability of staff assistance.

*Step writing guides.* We are proposing that the step writing guides be moved to the "A" work list. A number of these guides were originally submitted by members of the fellowship as source material.

Generally, these guides exist in a worksheet format with questions related to each step. You may recognize this piece by the "Sponsor/Sponsee Worksheet" title, which is one of the prototypes we have in our files. During the 1990-1991 conference year, source material was sent to regional and area literature committees for further evaluation and development. We believe that we have accumulated the source material and input from committees necessary to begin working on a review form of this project.

The WSCLC has other works on its "C" and "D" lists. These lists may be found in Addendum 9 of this *Conference Agenda Report*.

We request that the 1992 WSC adopt the following motion to establish the literature "A" priority list for this year:

**#15. To approve the following as the WSC Literature Committee's "A" work list for the 1992-1993 conference year:**

- 1) The steps portion of It Works: How and Why.**
- 2) The step writing guides.**

*Intent: Adoption of this motion will make these two items the priority projects of the WSCLC.*

*Financial impact: Cost of \$56,600.*

### **Committee nomination form**

Among the items in Addendum 10 you will find the WSCLC's nomination form. We encourage regions to nominate members who meet the qualifications for registered membership and who have the time and willingness to serve. The qualifications are listed on the nomination form. What the nomination form does not indicate, however, is the amount of work participants on this committee do throughout the year. Besides meetings, there are regular and demanding assignments to complete. We hope that you will consider the responsibility of membership on this committee as you make your nominations. Nominations must be received at least *30 days before* the World Service Conference.

*Mary Jensen, Chairperson*

## WSC POLICY COMMITTEE

For a number of years, the WSC Policy Committee has been working on a set of guidelines for the seating of regions at the World Service Conference. In the early years, the committee was split by some basic philosophical differences. One approach said, in effect, that you are a region when you say you are, and therefore automatically eligible to become a WSC participant. The other approach was that the WSC could and should set criteria for the formation of a region before the region could become eligible for WSC participation. These differences kept the committee from reaching consensus for many years. In 1989, the conference changed the motion giving direction to the policy committee from requirements for formation *and* seating of regions at the WSC to *only* requirements for seating of regions at the WSC. This focused the committee away from the formation issue and onto a procedure for the seating of regions as conference participants.

At WSC'91, a proposal which was included in the *Conference Agenda Report* was discussed in a panel presentation. The conference stated the proposal was too restrictive, and passed a motion giving the WSC Policy Committee a vote of confidence to continue working on the regional seating issue. Based on input received from the WSC'91 panel discussion, the committee developed and sent out a survey to conference participants in June 1991. The results were factored into our work during the Tulsa workshop, along with input from the World Service Board of Trustees Internal Affairs Committee, the WSC Ad Hoc Committee on NA Service, and the WSC Administrative Committee. The resulting major changes to last year's proposal provide for an admissions panel to "report" rather than "recommend" to the conference, eliminate the two-year process required for full participation, "require" a response to the information packet, and provide for a limited ability to address the conference by a non-seated region. The WSC Policy Committee believes that adopting this proposal will enhance the overall effectiveness of the WSC.

**#16. To adopt the Procedure for Seating of Regions at WSC and the Admissions Panel policy (Addendum 11).**

*Intent: To give the WSC a procedure for the seating of regions.*

*Financial impact: Cost of \$2,560.*

The Admissions Panel, if adopted, will assume some of the responsibilities presently assigned to the WSC Policy Committee. So that we do not have two service bodies whose guidelines in the *Temporary Working Guide to our Service*

*Structure* show them to have identical purposes, the WSC Policy Committee will propose the following motion if the Admissions Panel is approved:

**#17. To delete certain portions of the statement of purpose contained in the WSC Policy Committee guidelines (TWGSS'91, p. 40) as follows:**

~~"The purpose of the Policy Committee is twofold; the first of which is to evaluate suggestions in conference policy or procedure and proposed changes or modifications to the service structure. The second purpose of this committee is to compile information on requests for the addition of new regions within a state, province or country, according to the need for improvement of services and/or communication with the local structure.~~

~~This information is to be included in the Conference Agenda Report."~~

*Intent: To update WSC Policy Committee guidelines in light of the creation of the Admissions Panel.*

*Financial impact: None.*

*Mitchell Soodak, Chairperson*

**ADDENDUM 1:  
WORLD SERVICES TRANSLATION  
COMMITTEE AND POLICY**

**ADDENDUM 1:  
WORLD SERVICES TRANSLATION  
COMMITTEE AND POLICY**

This proposal was designed to work within the existing service structure. It can easily be modified to conform with any structural modifications that may be implemented in the future.

**OBJECTIVES**

1. To ensure that all translations of NA conference-approved literature maintain the spirit of the NA message as well as the integrity of the Twelve Steps and Twelve Traditions.
2. To provide a consistent and coherent manner in which translations can be developed.
3. To provide assistance for translations when a need has been defined or if a specific NA community is unable to initiate the translations themselves. This could occur in countries where the fellowship is isolated geographically, has no service structure, or lacks members with the skills to work on translations.
4. To secure all legal documentation, copyright releases, etc., needed to protect the translation of NA material.
5. To provide a general yearly production schedule for all projects. All financial considerations and arrangements are referred to the WSO Board of Directors.
6. To assist in determining a priority translation schedule for each language.

**MEETINGS**

1. Meets as a committee three times a year. These meetings should be determined by coordination with the international fellowships' assemblies. Currently, the European Conference and Convention meets mid-summer, so it would be advantageous to schedule a meeting either right before or after that conference. Since this committee is concerned with matters that directly affect NA communities outside the USA, meetings should be scheduled to meet their needs. Although reports are made at the annual WSC, translation work is not based on the WSC work year. The three meetings could be held in May, September, and February.
2. Meets by conference call as needed.



## COMPOSITION

1. Voting members
  - a. Two members of the WSO Board of Directors.
  - b. Two members of the World Service Board of Trustees.
  - c. Three non-USA members appointed by the WSC chairperson.  
Recommendations for these members are sought from NA national assemblies or conferences.
2. Non-voting members
  - a. Two WSO Translation Department staff members. These members are assigned by WSO management and are involved in the day-to-day work.
3. Ad hoc members
  - a. Additional members added, as needed, by majority vote of the Translation Committee.

## TERMS

1. All terms are for two years, with the exception of the WSO Translation Department staff members whose terms are determined by assignment of WSO management. *Translations are very complex projects. It would be advisable to have a beginning term of two years for the entire committee to allow adequate time for everyone to become thoroughly familiar with projects, schedules, production processes, legal matters, etc. A consistent committee for a defined period of time will allow for greater planning and implementation of translation projects. At the end of two years, the committee would implement a proposal to introduce new members by staggered terms, appointment, rotation, or whatever seems feasible.*
2. The chairperson and vice chairperson are elected by the committee itself.
3. Ad hoc members serve for the duration of the particular project to which they have been assigned.

## RESPONSIBILITIES

1. Chairperson
  - a. Chairs all meetings and sets agenda.
  - b. Responsible for all Translation Committee reports.
  - c. Gives a report at the annual WSC.
  - d. Responds or gives direction to staff for responses to correspondence.
  - e. Initiates all conference calls as needed.
  - f. Maintains monthly contact with WSO staff for progress reports on all projects.

- g. Is responsible for written updates to keep the committee apprised of the status of the various projects.
- 2. All members
  - a. Review and approve assistance for translations.
  - b. Make proper agreements with individuals or groups of individuals to develop translations within the parameters of the standard translation process.
  - c. Receive and review all correspondence and reports about works in progress.
  - d. Discuss any development concerns that the standard translation process doesn't cover--for example, any proposed changes in the Twelve Steps or Twelve Traditions or any concerns about wording that can't be resolved by those members producing the translation.
  - e. Attend any local working committee meetings on translations, as needed.
  - f. Give approval for the printing of finished translations.
- 3. Staff members
  - a. Initiate, maintain, and coordinate communications and correspondence with all communities who request translations assistance.
- 4. Ad hoc members
  - a. Attend all meetings that relate to their assigned projects.
  - b. Receive and review all correspondence that relates to their assigned projects.

### **OBJECTIVES OF TRANSLATION PROCESS**

The translation process follows a fairly standard procedure. The main purpose for this procedure is to insure that the integrity of the Twelve Steps and Twelve Traditions, both in and of themselves and as they are embodied in our literature, remains consistent when they are translated into other languages.

There are two distinct parts to the translation process. The first section outlines the manner in which the conceptual content is examined, while the second section outlines how the work is handled in progress. Further, this entire process enables local working committees the opportunity to benefit from previous translation experiences by direct communication with a coordinating body such as the World Services Translation Committee. This general procedure will allow for a coordinated and consistent management of translation projects.

### **TRANSLATION PROCESS**

Translations come from a variety of sources. Regardless of the source of the translated material, all translations are handled in a similar fashion. While there is a standard manner in which translations proceed, it is important to maintain a

sense of flexibility regarding this task. Each language has corresponding cultural values that may require modification to any standard development plan. Any language group requesting translation assistance will initially be sent a standard packet of information. It will contain information on how to form a translation group, words that typically pose difficulty during translations, and suggestions about language, style, and composition. Legal arrangements, including acquisition of any copyright releases needed, will be initiated as soon as possible to facilitate protection of our copyrighted material.

1. Process to determine conceptual fidelity of translated material and proper usage in that language; social and cultural situations also considered during process.
  - a. Translated material received from NA members will be sent to a professional translator as well as, whenever possible, other NA members who have skills in that language for translation of specific selections. These selections will be used to determine conceptual fidelity and technical accuracy. Technical accuracy here means correct sentence composition and style for that language.
  - b. Translated material received from non-NA sources will be sent to a professional translator as well as, whenever possible, NA members who have skills in that language for translation of specific selections. These selections will be used to determine conceptual fidelity and technical accuracy. Technical accuracy here means correct sentence composition and style for that language.
  - c. Material initiated by the Translation Committee will be sent to a professional translator for translation into the specific language. NA members with skills in that language will be solicited to review the translation for conceptual fidelity and technical accuracy. Technical accuracy here means correct sentence composition and style for that language.
  - d. Staff will prepare a report for the Translation Committee from these initial reviews to identify any concerns relating to the translation, with recommendations for further work. This initial process will be used to help determine whether the submitted material can be used for further development or whether another draft will need to be created.
  - e. The chairperson of the World Services Translation Committee will either arrange a conference call or place the item on the agenda for the next scheduled committee meeting. The committee will then decide whether or not assistance can be arranged for the proposed translation project. When a decision has been reached by the Translation Committee to begin a translation project, the next outline is followed.

2. Production of technically accurate translations (i.e. composition, grammar, spelling, and punctuation).
  - a. A hard-copy first draft is produced for the local working committee. Each draft is printed in standard review format and is assigned a file address and an ISBN number. A technical tracking sheet and document cover page are attached.
  - b. All correspondence, communication, and work pertaining to the translation is maintained by WSO Translation Department staff members. This will include the Translation Committee's review of all drafts of any work in progress.
  - c. When a working committee has completed its final draft, a status report is sent to the World Services Translation Committee. "Final draft status" means that the draft has been completed to everyone's satisfaction. At this point, the Translation Committee will approve printing of the translation.

### **APPROVAL OF TRANSLATIONS**

Once the printing for a translation has been approved, the actual publishing process will begin. There are several steps to this process, including design work, typesetting, and proofing of the final draft. The final step requires a signature from the local working committee's designated representative(s) approving either the "blue line" draft or the "art boards." These final copies are an exact camera duplication of the final publication format. The representative(s) check these final copies for typographical errors, margins, pagination, and blemishes.

All literature that has been translated and approved for printing will have as part of the publishing legend the wording: "This is a translation of NA conference-approved literature." This wording will clearly indicate that the translation itself is not conference-approved, but that it is a translation of conference-approved literature. If in future printings there seem to be notable concerns with the word choices, phrases, or expressions in the translation, a revision process can be set up according to the section "Revisions to Translations."

### **REVISIONS TO TRANSLATIONS**

1. Revisions to existing translations are considered every five years. During the interim period between revisions, all input, suggestions, or comments are maintained by WSO. Upon receipt, each suggested revision will be sent to a professional translator for comment on technical accuracy and conceptual fidelity.

2. WSO staff will present a report listing all input, suggestions, and comments pertaining to each item the year it is available for revision to the World Services Translation Committee.
3. The Translation Committee will review and evaluate the proposed revisions. They will prepare a report with the proposed revisions, to be sent to the responsible committee, board, or group in the country in which the language is spoken.
4. After an agreement is reached between the two respective committees about the revisions, work will begin on the revision.
5. Upon receipt of revised material, it will be sent to a professional translator in order to determine conceptual fidelity and technical accuracy.
6. Staff will prepare a report for the Translation Committee to identify any concerns related to the revisions.
7. If any concerns exist, work will continue until agreement between the Translation Committee and the working committee is reached.
8. When the revision is completed, it is sent to the respective country for a 90- to 180-day approval period. Each country will have the responsibility to develop its own approval process. For example, a large assembly or a committee may be given the authority to approve a new translation. Its written approval of the revised item is then sent to the Translation Committee.
9. Upon receipt of written approval, the Translation Committee will approve a new printing.
10. If a system is not available in any given country to approve the revised translation, the World Services Translation Committee will approve the printing of the revised translation itself.

### **PROBLEM RESOLUTION**

Occasionally, there may be problems that cannot be resolved by the ordinary means of communication outlined elsewhere in this policy. The Translation Committee will refer any such issue to the World Service Board of Trustees and the World Service Conference Administrative Committee. These two bodies will be given any written communication, reports, and minutes that relate to the particular matter. If their recommendations fail to resolve the matter, the matter will be presented for consideration at the next scheduled meeting of the World Service Conference.

### **NEW, ORIGINAL MATERIAL**

New, original literature written in languages other than English will be translated into English so that it can be submitted to the world service body responsible for the review and evaluation of new literature. Translation of original

material will follow the same procedure as outlined in the section "Translation Process," Part 1, Items a and d. The report prepared by staff will be sent to the appropriate world service body. *(Currently, the WSC Literature Committee is responsible for evaluating new recovery-oriented proposals; however, the wording of this section is meant to allow for the possibility of future changes in world service procedures.)*

**ADDENDUM 2**

**NARCOTICS ANONYMOUS  
APPROVAL-FORM LITERATURE  
WSC AD HOC COMMITTEE ON NA SERVICE**

**TWELVE CONCEPTS FOR NA SERVICE**

**UNAPPROVED LITERATURE.  
NOT FOR USE IN NA MEETINGS.  
FOR APPROVAL OR DISAPPROVAL  
AT WSC 1992.**

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**Seventh Concept.** All members of a service body bear substantial responsibility for that body's decisions; therefore, all of them should be allowed to fully participate in its decision-making processes. NA service is a team effort. The full participation of each member of the team is of great value as we seek to express the collective conscience of the whole. **Page 15.**

**Eighth Concept.** Regular communication is essential to the fulfillment of all these concepts, and to the integrity and effectiveness of our services themselves. **Page 16.**

**Ninth Concept.** To check judgment, to guard against hasty or misinformed decisions, and to invite the sharing of new ideas, our services must consider all viewpoints when making plans. This is essential to the development of a fair, wise, balanced group conscience. **Page 18.**

**Tenth Concept.** The Tenth Concept encourages us to treat each other with respect in the service environment, and provides us with a means of making amends when we wrong others. The essay describes ways in which an individual who feels he or she has been wronged can go about seeking redress of his or her grievance. **Page 20.**

**Eleventh Concept.** The Eleventh Concept establishes the sole absolute priority for the use of NA funds: to carry the message. The importance of that priority calls for total fiscal accountability. Direct contributions to each level of service help us focus on our primary purpose, and enhance accountability. **Page 22.**

**Twelfth Concept.** Within the context of the Twelve Concepts, as a body, this concept serves much the same function as Tradition Twelve in the context of the traditions. It brings our consideration of concepts for NA service back to the spiritual root of selfless service. "A structure based on that foundation could only be one of service, never of government." **Page 25.**

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## INTRODUCTION

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Narcotics Anonymous, as a fellowship, is defined by its principles. Our Twelve Steps detail our program for personal recovery. Our Twelve Traditions relate experience that can help NA groups maintain their unity. And our Twelve Concepts are guiding principles for our service structure. The concepts summarize the hard-won experience of our fellowship's first forty years with such things as responsibility, authority, delegation, leadership, accountability, spiritual guidance, participation, communication, open-mindedness, fairness, and finances. The Twelve Concepts, together, help insure that our fellowship's service structure remains forever devoted to *service, not government*.

The Twelve Concepts for NA Service are a relatively recent addition to our fellowship's body of guiding principles. Since NA's inception in the early 1950s, we have used the Twelve Steps as guidance in our personal recovery and the Twelve Traditions to steer our groups. The traditions empower the groups to create a service structure, directly responsible to them. The traditions also offer fundamental ideals to guide all our collective efforts. Our common welfare and unity, the ultimate authority of a loving God, leadership as service instead of government, group autonomy, our fellowship's primary purpose, cooperation without affiliation, self-support, the employment of special workers, attraction rather than promotion, public anonymity—without a doubt, the principles of our Twelve Traditions offer guidance for everything we do as a fellowship. Yet the Twelve Traditions themselves were designed especially to guide the NA *groups*; they were never intended to provide our *service structure* with the specific direction it needs to serve by. The Twelve Concepts for NA Service were created to meet that need.

Beginning with Concept One, they describe the creation of the service structure by the groups, the groups' final responsibility and authority for NA services, and the practical authority delegated by the groups to our fellowship's boards and committees for the development and maintenance of services on behalf of NA as a whole. The concepts recognize that service authority must be delegated with care, highlighting the qualities to be considered in selecting responsible NA leaders and emphasizing the importance of regular, open communication throughout our service structure in maintaining service

accountability. To minimize confusion in assigning, fulfilling, and answering for NA services, the concepts recommend that each service responsibility be clearly defined right from the start. In addressing the decision-making processes used in our services, the concepts recall our spiritual foundation as well as the practical and ethical wisdom of inclusiveness and open-mindedness. To guard against the misuse of delegated authority, individual trusted servants are provided with a grievance process. The responsible management of NA funds, often a sore spot in service discussions, is dealt with directly. And finally, just as the traditions conclude by summarizing all twelve in a single word, *anonymity*, so the Twelfth Concept offers a fundamental ideal that underlies all the concepts: "our structure should always be one of service, never of government."

Now, the Twelve Concepts for NA Service are *yours*, the NA Fellowship's. The concepts offer practical guidance for the conduct of our services, from the group all the way to world level. How "valid" are the Twelve Concepts? Your experience in applying them will determine their validity. They are *valid* only to the extent that they prove *helpful*. However, just as the steps relate our collective experience in recovery, and the traditions our experience in group unity, the Twelve Concepts summarize a vast amount of experience in NA service, experience we would all do well to consider and apply wherever appropriate.

## TWELVE CONCEPTS FOR NA SERVICE

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The Twelve Traditions of NA have guided our groups well in the conduct of their individual affairs, and they are the foundation for NA services. They have steered us away from many pitfalls that could have meant our collapse. Our various service units *serve*, for example, they do not govern; we stay out of public debate; we neither endorse nor oppose any of the many causes that our members may feel strongly about; our approach to addiction is a non-professional one; we are fully self-supporting. The traditions have provided our fellowship with essential guidance throughout its development, and they continue to be indispensable.

The Twelve Concepts for NA Service described here are intended to be practically applied to our service structure at every level. The spiritual ideals of our steps and traditions provide the basis for these concepts, which are tailored to the specific needs of our fellowship's service structure. The concepts encourage our groups to more readily achieve our traditions' ideals, and our service structure to function effectively and responsibly.

These concepts have been crafted from our experience. They are not intended to be taken as the "law" for NA service, but simply as guiding principles. We find that our services are stabilized when we conscientiously apply these concepts, much as our steps have stabilized our lives and our traditions have stabilized and unified our groups. The Twelve Concepts guide our services and help insure that the message of Narcotics Anonymous is available to all addicts who have a desire to stop using and begin practicing our way of life.

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.

5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

### FIRST CONCEPT

**To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.**

Our fellowship's primary purpose is to carry the message "that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live." One of the primary means by which that message is carried, addict to addict, is in our meetings. These recovery meetings, conducted thousands of times each day by NA groups around the world, are the most important service offered by our fellowship.

However, while recovery meetings are NA's most important service, they are not the only means we have of fulfilling our fellowship's primary purpose. Other NA services attract the still-suffering addict to our meetings, carry our message to addicts in institutions, make recovery literature available, and provide opportunities for groups to share their experience with one another. No one of these services, by itself, comes close to matching the value of group recovery meetings in carrying our message; each, however, plays

its own indispensable part in the overall program devised by the NA Fellowship to fulfill its primary purpose.

We can do together what we cannot accomplish separately. This is true in our personal recovery, and is equally true in our services. In new NA communities, groups often perform basic services in addition to their meetings. But fulfillment of the full range of NA services--phonelines, H&I panels, public information work, outreach, and the rest--usually requires more people and more money than a single group can muster on its own. The degree of organization necessary to carry out such responsibilities would divert most groups from carrying the NA message in their meetings. And the lack of coordination among groups delivering various services on their own could result in duplication, confusion, and wasted resources. For these reasons, most groups do not take such responsibilities on themselves.

How, then, can NA's groups insure the fulfillment of these services? They do so by combining their resources, joining together to create a structure which develops, coordinates, and maintains those services for them, leaving the groups free to carry out their own primary responsibility.

## **SECOND CONCEPT**

**The final responsibility and authority for NA services rests with the NA groups.**

The NA service structure has been created by the groups to serve the common needs of the groups. Our fellowship's service boards and committees exist to help groups share their experience with one another, provide tools which help groups function better, attract new members to group recovery meetings, and carry the NA message further than any single group could carry it alone. Because the groups have created the service structure, they have final authority over all its affairs. By the same token, the groups also have the final responsibility for the support of all its activities. The two go hand in hand.

Ideally, responsibility and authority are flip sides of the same coin; the exercise of one is also an exercise of the other. When our groups provide the resources--conscience and ideas, people, money--needed to fulfill NA services, they also provide direction to the service structure. Let's take a look at a few examples of how this principle works.

The most important resource contributed to the service structure by an NA group is almost exclusively spiritual: its ideas and its conscience. Without the voice of the groups, the service structure may not know what kinds of services are needed, or whether the services it provides are ones the groups want. The groups provide the ideas and direction needed to guide the service structure in fulfilling its responsibilities. By voicing their needs and concerns, the groups also exercise their authority for the service structure they have created.

The people who give their time to service work are a vital resource; without them, our service boards and committees would not exist, much less be able to serve. The group's responsibility to the service structure is to elect a group service representative who will serve the best interests of the group and the entire NA Fellowship. By carefully selecting its GSR, then providing that person with regular support and guidance, the group exercises its ability to impact NA services, both directly and indirectly. In choosing a qualified GSR, then sending him or her out to serve on the group's behalf, the group fulfills a large part of both its responsibility and authority for NA services.

Money is required to fulfill NA services. Without it, our phonelines would be closed down, our meeting lists would not be printed, there would be no NA literature to distribute, our H&I panels would go without pamphlets, and our public information workers would be unable to provide printed materials about our fellowship to the community. In the Eleventh Concept, more will be said of the use of money in fulfilling our primary purpose. The message of the Second Concept in regard to money, however, is simple: Since the groups have created the service structure to perform certain tasks, the groups are also responsible to provide the necessary funds.

So far, we've looked at what the Second Concept says to the NA group. This concept also speaks to the service structure. The groups have, directly or indirectly, created every one of our service boards and committees. The NA groups have, directly or indirectly, provided the resources used by those service boards and committees. The groups have established the service structure as a medium through which, together, they can better fulfill our fellowship's primary purpose. Therefore, in all the affairs of all its elements, the service structure must carefully consider the needs and desires of the groups. The Second Concept can be seen as the groups' way of saying to the NA

service structure, "Be responsible with the spiritual, personal, and financial resources we have provided you. Seek our advice; do not ignore our direction."

The NA groups bear the final authority in all our fellowship's service affairs, and should be routinely consulted in all matters directly affecting them. For example, proposals to change NA's Twelve Steps, Twelve Traditions, name, nature, or purpose should be approved directly by the groups. Conversely, if something goes wrong in the service structure, NA groups are responsible to take constructive steps to help correct the problem. Our experience shows that radical action, taken in haste, serves neither the groups nor our services well. Since change rarely occurs overnight, patience and acceptance may be called for. Nonetheless, the exercise of final authority for NA services, a vital part of the system of service established by our fellowship, is both the right and the responsibility of the groups.

### THIRD CONCEPT

**The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.**

The NA groups maintain final responsibility and authority for the service structure they have created. Yet if they must involve themselves directly in making decisions for all of our service boards and committees, the groups will have little time or energy left to carry the recovery message in their meetings. For this reason, the groups entrust the service structure with the authority to make necessary decisions in carrying out the tasks assigned to it.

The delegation of authority can do much to free up both our groups and our services. Service decisions not directly affecting the groups can be made expeditiously; our phonelines, H&I panels, public information efforts, and literature development projects can move forward at full speed to serve NA's primary purpose. And our groups, not required to ratify every decision made on their behalf at every level of service, are freed to devote their full attention to carrying the NA message in their meetings.

We often use motions and guidelines to help us apply the Third Concept. We clearly describe each task we want accomplished, and the kind of authority we are delegating to those who will fulfill the task.

However, even the most exhaustive set of guidelines cannot account for every eventuality. Our trusted servants will serve us best when we grant them the freedom to exercise their best judgment in fulfilling the responsibilities we've assigned them. Our services must remain directly accountable to those they serve, yet they must also be given a reasonable degree of discretion in fulfilling their duties. A group, service board, or committee should consult its collective conscience in arriving at its own understanding of the best way to apply this concept.

Sometimes we fear that delegation will mean a loss of control over our services. Together, Concepts One, Two, and Three have been designed to help us maintain responsibility for our service structure without tying our trusted servants' hands. The Third Concept encourages our groups to focus on their own responsibilities, while assuring that the service structure is given the authority it needs to fulfill other necessary NA services. Our Twelve Concepts do not ask our groups to abdicate their authority, allowing the service structure to do whatever it pleases. The groups, after all, have established the service structure to act on their behalf, at their direction. And when the groups need to exercise final authority in service matters, they are encouraged to do so. However, in day-to-day matters, the groups have given our service boards and committees the practical authority necessary to do the jobs assigned them.

Delegating authority can be a risky business unless we do so responsibly. To make Concept Three work, other concepts must also be applied consistently. Most importantly, we must give careful attention to the selection of trustworthy trusted servants. We cannot responsibly delegate authority either to those who are fundamentally incapable of administering that authority or to those who are not willing to account fully for their actions. However, if we select our leaders carefully, choosing those who can be trusted to responsibly exercise delegated authority in fulfilling the tasks we've given them, we can feel much more comfortable with the concept of delegation.

When we give our trusted servants a job, we must adequately describe to them the job we want done, and we must provide them with the support they need to complete their job. Then, once we've given them instructions and support, we must delegate to them the authority necessary to make decisions related to the task they've been assigned. When our groups delegate sufficient authority to our service structure,

our groups need not be overcome with the demands of making every service decision at every level of service, and our fellowship's primary purpose can be served to the fullest. With the Third Concept squarely in place, our groups are free to conduct recovery meetings and carry the NA message directly to the addict who still suffers, confident that the service structure they have created has the authority it needs to make the decisions involved in fulfilling its responsibilities.

#### FOURTH CONCEPT

**Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.**

The trust necessary to confidently delegate service authority is founded on the careful selection of trusted servants. In the following paragraphs, we highlight a number of the qualities to be considered when choosing our trusted servants. No leader will exemplify all these qualities; they are the ideals of effective leadership to which every trusted servant aspires. The more we consider these qualities when selecting NA leaders, the better our services will be.

Personal background and professional or educational qualifications, though helpful, do not necessarily make for effective leadership. When selecting trusted servants, after all, it is the whole person we trust, not just their skills. And one of the first things we look for when selecting trusted servants is humility. Being asked to lead, to serve, to accept responsibility, is a humbling experience for a recovering addict. Through continuing to work the Twelve Steps, our trusted servants have come to know not only their assets but their defects and their limitations. Knowing that, they have agreed to serve our fellowship to the best of their ability, with God's help. Good NA leaders do not think they have to do everything themselves; they ask for help, advice, and direction on a regular basis. Our fellowship's leaders ought not be dictators or order-givers; they are our servants. Able leadership in the spirit of service does not drive by arrogant mandate, demanding conformity; it leads by example, inviting respect. And nothing invites us to respect our trusted servants more than clear evidence of their humility.

Capable NA leadership exhibits the full range of personal characteristics associated with a spiritual awakening. We depend on those who serve us to report on their activities completely and truthfully. Our leaders must have the integrity needed to hear others well, yet still be able to stand fast on sound principle; to compromise, and to disagree without being disagreeable; to demonstrate the courage of their convictions, and to surrender. We seek trusted servants who are willing to expend their time and energy in the diligent service of others, studying available resource materials, consulting those with greater experience in their field of responsibility, and carefully fulfilling the tasks we've given them as completely as possible. Honesty, open-mindedness, and willingness, indispensable in recovery, are also essential to leadership.

Any NA member can be a leader, and every NA member has the right to serve the fellowship. Effective NA leadership knows not only how to serve, but when it will serve best to step aside and allow others to take over. An entrenched bureaucracy inhibits our fellowship's growth, while a regular influx of new leadership, balanced by continuity, inspires NA growth. The effective leader also knows that, in order to maintain the distinction in service between principles and personalities, it is important to observe the practice of rotation.

In some positions, trusted servants need specific skills in order to act as effective leaders. The ability to communicate well can help our trusted servants share information and ideas, both in committee work and in reporting to those they serve. Organizational skills help trusted servants keep small service responsibilities simple, and make straightforward even the fulfillment of complex tasks. Leaders capable of discerning where today's actions will take us, and of offering us the guidance we need to prepare for the demands of tomorrow, serve Narcotics Anonymous well. Certain educational, business, personal, and service experiences may suit a recovering addict more to one type of service commitment than another. We do ourselves, our fellowship, and our trusted servants a disservice when we ask our members to perform tasks they are incapable of fulfilling.

When we carefully consider the leadership qualities of those we ask to serve, we can confidently give them the room they need to exercise those qualities on our behalf. We can allow effective leaders freedom to serve, especially when they demonstrate their accountability to us,

reporting regularly on their work and asking, when necessary, for additional direction. True, our leaders are but trusted servants, not governors; yet we also expect our trusted servants to lead us. If we select them carefully, we can confidently allow them to do so.

Effective leadership is highly valued in NA, and the Fourth Concept speaks of the qualities we should consider when selecting leaders for ourselves. However, we should remember that the fulfillment of many service responsibilities requires nothing more than the willingness to serve. Other responsibilities, while requiring certain specific skills, depend for their fulfillment far more heavily on the trusted servant's spiritual maturity and personal integrity. Willingness, spiritual depth, and trustworthiness are strong demonstrations of the kind of leadership valued most highly in Narcotics Anonymous.

We should also remember that NA's leaders are not only those we vote into office. Opportunities for selfless service arise wherever we turn in Narcotics Anonymous. NA members exercise personal leadership by helping clean up after a meeting, taking extra care to welcome newcomers to our fellowship, and in countless other ways. As recovering addicts, any of us can fulfill a leadership role, providing a sound example, by serving our fellowship. This modest spirit of service to others forms the foundation of our Fourth Concept, and of NA leadership itself.

## FIFTH CONCEPT

**For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.**

The key to applying the Fifth Concept is in defining the task that needs to be done, and the easiest way to apply it is right from the start. When we first create a service task, we should consider what kind of authority we must delegate in order for that task to be accomplished, and what kind of accountability we should require of those to whom we are giving that task. Then, one particular trusted servant, service board, or committee should be designated as the single point of decision and accountability for that assignment. This simple principle applies to all the services provided in Narcotics Anonymous, from the group to our world services.

When we decide a certain service task should be done, and clearly say which trusted servant, service board, or committee has the authority to accomplish the task, we avoid unnecessary confusion. We don't have two committees trying to do the same job, duplicating efforts or squabbling over authority. Project reports come straight from the single point of decision for the project, offering the best information available. An assigned service responsibility can be fulfilled swiftly and directly, because there is no question of whose responsibility it is. And if problems in a project arise, we know exactly where to go in order to correct them. We do well when we clearly specify to whom authority is being given for each service responsibility.

The single point of decision we define for each service responsibility is also a single point of accountability. As we've already seen in the Fourth Concept, and as we shall see further in Concept Eight, accountability is a central feature of the NA way of service. When we give our trusted servants responsibility for a particular service task, we hold them accountable for the authority we've delegated them. We expect them to remain accessible, consistently providing us with reports of their progress and consulting with us about their responsibilities.

*Accountability* does not mean that we delegate authority only to take it right back. It simply means that we want to be informed of decisions our trusted servants are considering as they go about the tasks we've assigned them. We want to have the opportunity to impact those decisions, especially if they directly affect us. And we want to be kept up-to-date on each responsibility we've assigned to the service structure so that, if something goes wrong, we can take part in making it right.

The Fifth Concept helps us responsibly delegate our authority for NA services. In exercising the Fifth Concept, we make a simple, straightforward contract with our trusted servants. Right from the start, they know what we are asking of them, what decisions they are expected to make themselves, and to what degree we will hold them accountable for the service work they do on our behalf. Exercise of Concept Five is not a task to be taken lightly. It calls for us to carefully consider the service work we want done; to clearly designate who should do that work; to delegate the authority to do it; and to maintain

accountability for those duties. It takes effort to conscientiously apply Concept Five, but the results are worth the effort.

## SIXTH CONCEPT

**Group conscience is the spiritual means by which we invite a loving God to influence our decisions.**

Conscience is an essentially spiritual faculty. It is our innate sense of right and wrong, an internal compass that each of us may consult in our personal reflections about the best course to take. Our Basic Text refers to conscience as one of those "higher mental and emotional functions" which was "sharply affected by our use of drugs." By applying our steps, we seek to revive it and learn how to exercise it. As we steadily apply spiritual principles in our lives, our decisions and actions increasingly become less motivated by self-interest, and more motivated by what our conscience tells us is good and right.

When addicts whose individual consciences have been awakened in the course of working the steps come together to consider service-related questions, either in their NA group or in a service committee meeting, they are prepared to take part in the development of a group conscience. The exercise of group conscience is the act by which our members bring the spiritual awakening of our Twelve Steps directly to bear in resolving issues affecting NA. As such, it is a subject which must command our most intent consideration.

The development of a group conscience is an indispensable *part* of the decision-making process in Narcotics Anonymous; however, group conscience is not *itself* a decision-making mechanism. To clarify the difference between the two, let's look at our personal lives. People living spiritually-oriented lives usually pray and meditate before making major decisions. First, we look to our source of spiritual strength and wisdom; then, we look forward and chart our course. If we automatically claim that God has guided us every time we make a decision, whether or not we've actually invited God to influence us prior to making that decision, we fool only ourselves. The same applies to group conscience and collective decision-making.

Developing a collective conscience provides us with the spiritual guidance we need for making service decisions. We pray or meditate together, we share with one another, we consider our traditions, and we

seek direction from a Higher Power. Our groups, service boards, and committees often use the vote as a rough tool for translating that spiritual guidance into clear, decisive terms. Sometimes, however, no vote is needed; following thoughtful, attentive discussion, it is perfectly apparent what our collective conscience would have us do in a given service situation. Just as we seek the strongest possible spiritual unity in Narcotics Anonymous, so in our decision-making we seek unanimity, not merely a majority vote. The more care we take in our considerations, the more likely we are to arrive at unanimity, and no vote will be needed to help us translate our group conscience into a collective decision.

When making specific service decisions, voting or consensus may be the measure of our group conscience. However, group conscience can be seen in all our fellowship's affairs, not merely in our decision-making process. The group inventory process is a good example of this. When members of an NA group gather together to examine their group's effectiveness in fulfilling its primary purpose, they each consult their own conscience concerning their individual role in the life of the group. They consider the concerns of the group as a whole in the same light. Such a group inventory session might produce no specific service decisions whatsoever. It will, however, produce among group members a heightened spiritual sensitivity, both to the needs of the still-suffering addict and to the needs of fellow group members.

Another example of group conscience being developed without producing a service-related decision, one each of us can identify with, can be found every day of the week in our recovery meetings. Many are the times when we go to an NA meeting with a personal problem, seeking comfort, support, and guidance in the experience of other recovering addicts. Our members, each with their individual personalities, backgrounds, and needs, speak to one another--and to us--of the spiritual awakening they've found in applying the Twelve Steps in their lives. From the diversity of the group a common message arises, a message we can apply to our own lives, the message of recovery. In this message we find "the therapeutic value of one addict helping another." We also find in this message the group conscience, applied not to a service issue but to our own spiritual growth.

Group conscience is the means by which we collectively invite the ongoing guidance of a Higher Power in making decisions. We apply

the Sixth Concept when we pursue our own personal recovery with vigor, seeking that ongoing spiritual awakening which makes it possible for us to apply the principles of the program in all our affairs, including our service affairs. We apply the Sixth Concept when we listen not just to the words our fellow members speak, but to the spirit behind their words. We apply the Sixth Concept when we seek to do God's will, not our own, and to serve others, not ourselves, in our service decisions. We apply the Sixth Concept in our groups, service boards, and committees when we invite a loving God to influence us before making service-related decisions.

### SEVENTH CONCEPT

**All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.**

The Seventh Concept is one way of putting the principle of group conscience to work in the service environment. This concept suggests that each service body should encourage all its members to participate in its decision-making process. By bringing their different perspectives together, we give our service bodies the opportunity to develop a fully informed, balanced group conscience leading to sound, sensitive service decisions.

Our service boards and committees represent a cross-section of NA perspective and experience. Each participant's contribution to the decision-making process is important. Determining participation at the group level is fairly simple: if you're a group member, you may fully participate in the group's decision-making process. Determining participation in the decision-making processes of most service boards and committees is a little more involved, yet the same basic principles still apply. Freely expressed individual conscience is the essential element in group conscience at any level.

NA service is a team effort. Our service representatives are responsible to the NA Fellowship as a whole rather than any special constituency; so are all the other trusted servants on the team. The full participation of each member of the team is of great value as we seek to express the collective conscience of the whole.

There is no firm rule about how to apply the concept of participation to every situation. In an atmosphere of love, mutual respect, and frank, open discussion, each service body decides these things for itself. In significant matters affecting the groups, a service body will want to ask for guidance directly from the groups. In the vast majority of cases, however, the service body will exercise its delegated authority in fulfilling the responsibilities the groups have assigned to it, disposing of the matters in the normal course of their service meetings.

NA's principle of spiritual anonymity is the foundation for the Seventh Concept. This principle points our fellowship toward a leveling of the individual's relative importance as a participant in NA service. The Seventh Concept, with its emphasis on equalizing the relative weight of each voice on the team, puts the spiritual principle of anonymity into practice. Though we may not all participate in every decision made in our fellowship, we all have the right to participate fully and equally in the decision-making processes in the service bodies in which we are members.

### EIGHTH CONCEPT

**Our service structure depends on the integrity and effectiveness of our communications.**

Our fellowship's service structure is founded on the unity of our groups; to maintain that union, we must have regular communications throughout Narcotics Anonymous. Together, our groups have created a service structure to meet their common needs and to help them fulfill their common purpose. The effectiveness of the service structure depends on the continued unity of the NA groups, and on their continued support and direction. These things can only be maintained in an atmosphere of honest, open, and straightforward communication among all parties concerned.

Regular communication plays a large part in the fulfillment of our groups' final responsibility and authority for NA services. Through their GSRs, the groups regularly report their strengths, needs, ideas, and conscience to the service structure. Taken together, these group reports give our service boards and committees clear guidance in their efforts to serve NA as a whole. When the groups are regularly given full and accurate information from all elements of the service structure,



they become familiar with the structure's normal patterns of activity. The groups are then able to recognize when something goes wrong with one of our service boards and committees, and are in a better position to know how to help correct the problem. And, knowing what kinds of resources are needed to fulfill service tasks, our groups are also more likely to provide the service structure with adequate support.

Clear, frequent two-way communication is an important prerequisite for delegation. When our groups ask the service structure to fulfill certain responsibilities on their behalf, we delegate to the structure the authority needed to make decisions related to those responsibilities. We need to be able to trust our trusted servants before we can confidently delegate them that degree of authority. That kind of trust depends in large part on continuing communication. So long as our service boards and committees regularly issue complete, candid reports of their activities, we can be confident that we have delegated our authority wisely.

Open and frank communication is a critical ingredient of effective leadership. To better know the ideas, wishes, needs, and conscience of those they serve, trusted servants must listen carefully to their fellowship. To give the NA groups the information they need to guide and support our services, NA leaders regularly distribute full, unequivocal reports. We do not want our trusted servants to constantly inundate us with every fact and figure possible, though we do expect them to provide us with complete information on all their activities and discussions if we ask for it. In communicating with those they serve, trusted servants demonstrate an open attitude, one that is inclusive, inviting, and clearly influenceable. Such openness and forthrightness may be uncomfortable, but is essential in maintaining the integrity of our services.

Finally, full and frequent communication is essential in the development of group conscience, the spiritual means by which we invite the influence of a loving God in making our collective decisions. To develop group conscience, communications must be honest and direct. Without the full picture, seen from all sides, our groups, service boards, and committees cannot develop an informed group conscience. When we gather together to consider service issues, we openly share ideas and information with one another, frankly speaking our minds and hearts on the matter at hand. We listen closely to one another,

considering carefully the information and insights we've heard; we consult our individual consciences on the matter; then, we make a decision. A conscience fed on ignorance is an ineffective conscience, incapable of providing reliable guidance. An effective conscience can develop only in an atmosphere of regular, open communication among all parties concerned.

The purpose of our services is to help our fellowship fulfill its primary purpose: to carry the message to the addict who still suffers. Honest, open, straightforward communication is essential to both the integrity and the effectiveness of the NA service structure. Unity, group responsibility and authority, delegation, leadership, accountability, group conscience, participation--all depend on good communication among the various elements of the NA Fellowship. With regular two-way communication, our groups and our services are well positioned to uphold the ideals and fulfill the responsibilities described in our Twelve Concepts.

## NINTH CONCEPT

**All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.**

It's easy to discuss things with those who agree with us. But in recovery we've learned that our own best thinking may not necessarily offer us the best possible guidance. We have been taught that, before making significant decisions, we should check our judgment against the ideas of others. Our experience has shown us that the ideas of those who disagree with us are often the ones we need most to hear. The Ninth Concept puts this aspect of our recovery experience to work in the service environment. When making a decision, our groups, service boards, and committees should actively seek out all available viewpoints.

An effective group conscience is a fully informed group conscience. The Ninth Concept is one tool we use to help insure that our group conscience is as well-informed as it can possibly be. In any discussion, it is tempting to ignore dissenting members, especially if the vast majority of members think alike. Yet it is often the lone voice, offering new information or a unique perspective on things, that saves us from

hasty or misinformed decisions. In Narcotics Anonymous, we are encouraged to respect that lone voice, to protect it, even to seek it out, for without it our service decisions would undoubtedly suffer.

Concept Nine also encourages us, individually, to frankly speak our minds in discussions of service issues, even when most other members think differently. No, this concept is not telling us to become perpetual nay-sayers, objecting to anything agreed to by the majority. It does say, however, that we are responsible to share our thoughts and our conscience with our fellow members, carefully explaining our position and listening with equal care to the positions of others. When we show the courage necessary to speak our mind, while also showing respect for one another, we can be confident that we act in the best interests of the NA Fellowship. By insisting on thorough discussion of important issues, the worst we can do is take a little of each others' time; at best, we protect the fellowship from the consequences of a hasty or misinformed decision.

When a service body is in the process of making a decision, the Ninth Concept can be exercised in a variety of ways. If you are a member of that service body, all you need do is raise your hand and speak. If the point you wish to make is complex, you may wish to put it in writing, so that other members of the board or committee can study it more carefully.

If you are not a member of the service body in question but, as an NA member, still have something to say about a service matter, there are a variety of avenues you can take to express your position. By sharing your views at your group's business meeting, you insure that your ideas will be included in the mix of group conscience that guides your GSR when she or he participates in service discussions. Many service boards or committees set aside a portion of their agenda for open forums, when you can speak your own mind on issues before the body. Fellowship newsletters and journals, from the local to the world level, often offer space where NA members can share their viewpoints on service matters at hand. Whether or not you are a member of a service body, there are a variety of ways in which you can personally exercise the Ninth Concept.

Our decision-making process is not perfect. Many groups, service boards, and committees acknowledge this, and the value of the minority's position, with every decision they make. Whenever a motion

is approved by something less than unanimous consent, these service bodies often ask those who voted against the measure to state their reasons for doing so, either out loud or in writing. If the decision needs to be revised at a later date, such minority opinions may prove invaluable in helping chart a new service course.

Concept Nine encourages us to continue to consult group conscience, even after a decision has already been made. If discussions are raised about a question already decided, the body is bound to hear those discussions. It may be that, based on such discussion, a service body will alter its earlier decision. However, if a past decision is questioned, discussion is well heard, and the decision still stands, the time comes for everyone to accept that decision and to cooperate wholeheartedly in its implementation. Half-hearted support of, or outright resistance to, such a decision runs contrary to our principles of surrender and acceptance. Once a decision has been made, reconsidered, and confirmed, we need to respect it, and go on about the business of serving our fellowship.

The expression of the individual conscience to the group is the foundation of group conscience. Without it, we block the guidance of a loving God, our ultimate authority. When a position supported by many of us is challenged by a few of us, our service boards and committees should always treat such input with great respect and careful consideration. The information and insights offered by the few may save us from dangerous mistakes; they may even lead us to new, previously undreamt-of horizons of service, where we might fulfill our fellowship's primary purpose more effectively than ever. For the sake of our fellowship, and for the sake of our members yet to come, our groups, service boards, and committees must always carefully consider all viewpoints in their decision-making processes.

## TENTH CONCEPT

**Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.**

The Tenth Concept is our fellowship's guarantee of respect for the individual trusted servant. This concept may seem self-evident, but our belief in the principle involved is so strong that we want to say it loudly and clearly. Narcotics Anonymous is a spiritual society, with high

ideals for how we treat each other. Our members, however, are only human, and we sometimes mistreat one another. The Tenth Concept is our spiritual society's promise that if one of us is wronged in the service environment, the aggrieved trusted servant may ask that the wrong be made right.

A variety of circumstances may require application of the Tenth Concept. In one case we know of, a member was nominated for office on his area service committee. The member left the room, allowing the committee to discuss his qualifications. During that discussion, certain ASC members groundlessly slandered the candidate's personal reputation; as a result, the member was defeated. This man found out about the discussion of his personal life, and its effect on the election, a few days later. Feeling hurt and angry, he decided to talk with his sponsor, inventory his own part in the matter, and pray for guidance. After taking these steps, he felt confident that he was entitled to petition the ASC for redress. He wrote a letter stating that he believed he had been wronged by the ASC, asking for a new ballot. The following month, his letter was read and discussed during the committee's sharing session. After having a chance to examine their consciences, the ASC members admitted that what they'd done had been wrong and agreed to conduct the discredited election over again.

The Tenth Concept's guarantee of the right to appeal for redress of a personal grievance is designed, in part, to protect those who exercise their Ninth Concept responsibility to speak their mind in service discussions. Together, the Ninth and Tenth Concepts support an atmosphere in which our members feel free to express themselves frankly on matters at hand. This open atmosphere is essential in developing an effective group conscience. If, after having demonstrated the courage of their convictions, individuals become the subject of reprisals initiated by those who have disagreed with them, the Tenth Concept allows them to petition the appropriate service body for redress of their grievance. Thus, the respect of our service structure for the rights of the individual NA member is guaranteed. In a fellowship such as ours, whose success is based upon mutual support and cooperation, that kind of respect for the individual is indispensable.

One such case involved a subcommittee member who exercised the responsibilities described in Concept Nine, speaking against a project proposed by the subcommittee chairperson. In the following months,

the subcommittee chairperson stopped sending committee minutes and bulletins to the member, even neglecting to inform the member of the times and locations of future subcommittee meetings. The member contacted the subcommittee chairperson, asking that the problem be corrected. The chairperson refused. The subcommittee member decided to appeal to the area service committee for redress of a personal grievance against the chairperson.

The Tenth Concept is our fellowship's guarantee of respect for the individual trusted servant. If you think you've been wronged in the course of your participation in an NA service body and wish to apply Concept Ten, talk to your sponsor about it, inventory your own involvement in the matter, pray, and meditate. If, upon reflection, you still believe you have been personally aggrieved and that you should petition for redress, write a letter explaining the situation to your service body, or share your problem in the body's sharing session. The service body then needs to address the matter and, if it agrees that you have been wronged, how to make amends. Hopefully, the Tenth Concept will need to be applied only rarely in NA service. Should the need arise, however, it is here, ready to put our spiritual fellowship's ideals into action.

## **ELEVENTH CONCEPT**

**NA funds are to be used to further our primary purpose, and must be managed responsibly.**

NA members around the world contribute money to help our fellowship fulfill its primary purpose. It is incumbent upon every element of our service structure to use those funds to carry the NA recovery message as far as possible. To do that, our service bodies must manage those funds responsibly, accounting fully and accurately for its use to those who have provided it.

Narcotics Anonymous funds should always be used to further our primary purpose. Money is used to pay the expenses involved in running NA recovery meetings, to inform the public about NA, and to reach addicts who can't get to meetings. It is used to develop, produce, translate, and distribute our message in written form, and to bring our members together in a service community committed to the vision of spreading our message around the world to those in need. All of this is

done in support of NA's spiritual aim: to carry the message to the addict who still suffers.

Service funds aren't easy to come by. To fulfill our primary purpose, we need all of the financial resources at our fellowship's disposal. Our groups, service boards, and committees must make prudent use of the money we give them, refusing to spend money frivolously or self-indulgently. With NA's primary purpose in mind, our services will avoid wasting money, using the funds they've been given to carry our message as effectively as possible.

One way we apply Concept Eleven is by establishing clear spending priorities and measuring each proposed expenditure against that priority list. Many groups, service boards, and committees have more items on their priority lists than their budgets will allow. In such cases, only the highest priorities can be funded.

Money is only one of the resources we must responsibly prioritize. While the Eleventh Concept applies directly to the management of funds, it also has implications for the management of all our service resources. Most projects depend as much on ideas, information, conscience, and members' time and willingness as they do on money. If we have the funds needed to carry out a project but lack the time or the ideas, we'd best wait until we've gathered *all* the needed resources before proceeding. If we don't, we will have wasted NA service funds. In responsibly planning and prioritizing our service efforts, we must consider the total resource picture, not just our finances.

In setting priorities, we may be tempted to look only at our own needs, tightly holding on to funds, spending money only on our own projects, and neglecting our role in providing needed funds to all levels of service. That kind of thinking is contrary to the Eleventh Concept. High on our list of priorities should be a commitment to further the goals of NA as a whole. For NA to deliver the services necessary to keep growing and fulfilling our primary purpose around the world, the flow of funds must not bottleneck at any point in our structure.

While groups are responsible to fund our services, they are also responsible to carefully manage their service contributions. When contributing money, groups should ask themselves what that money will do once it leaves their hands. Will it aid in the delivery of useful services to the groups? Will it help carry our message to the addict who still suffers? Will the service board or committee use it wisely?

Our groups are free to decide for themselves how much they will contribute to the different levels of our service structure. We encourage them to do so, and to do so responsibly.

This is not to suggest that groups earmark contributions for any particular subcommittees. The groups have created the service structure not only to deliver services on their behalf, but to *coordinate* those services. In delegating to the service structure the authority necessary to fulfill its responsibilities, the groups have also delegated the authority to coordinate the allocation of service resources at each level of service. That way, the needs and goals of all fields of service can be effectively balanced against the total resources of the coordinating service body.

Clear, frank communication from our service structure is the best way to help our groups contribute their funds in a responsible way. When the groups receive full, regular reports on the activities of their service boards and committees, they begin to see the total service picture. The groups should also receive information on how much those activities cost. That kind of communication helps assure our groups that their contributions are being handled responsibly.

Direct group contributions to our service structure encourage responsible management of service funds and help our services maintain their focus on NA's primary purpose. It is our experience that, when we make a commitment to fund the work of each level of the service structure exclusively through group contributions, we find it easier to maintain a strong link between our groups and our other service units. Our groups tend to be more aware of the work being done on their behalf and of their responsibility to provide their boards and committees with the necessary financial resources. When all levels of our service structure receive direct financial support from the groups, the bonds of mutual responsibility are strengthened between them. Additionally, by freeing our service boards and committees from the need to engage in fundraising activities, we make it possible for those service units to devote their full energies to the fulfillment of NA's primary purpose.

Accountability is an essential aspect of responsible NA financial management. When the members of Narcotics Anonymous provide groups, committees, offices, and conventions with funds, our service structure is responsible to account for how those funds are used.

Regular financial reports, open books, and periodic audits of NA accounts, as described in the various guides developed for NA treasurers, help our members be sure their contributions are being used well, and help our services remain financially accountable to those they serve. Treasurers' reports help us see how well our actual service spending matches up with the priorities we've established. Consistent financial records help us make realistic spending plans for future service activities. Regular financial reporting and auditing also help deter the theft of NA service funds; and if funds are stolen, regular audits insure that such thefts cannot go long unnoticed.

When NA members contribute service funds, they expect their money to be used carefully, and to be used for the sole purpose of furthering our primary purpose. By accepting those contributions, our groups, service boards, and committees make a commitment to use those funds to carry the NA message, and to manage them responsibly.

### **TWELFTH CONCEPT**

**In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.**

Selfless service is an essentially spiritual endeavor. Our Twelfth Step says, in part, that "having had a spiritual awakening," we individually "tried to carry this message to addicts." Our collective service efforts arise from that same spiritual foundation. Having experienced the results of this program in our own lives, we join together to carry the recovery message farther than we could individually. NA service is not about forcing our will or our ideas on others; rather, it is about humbly serving them, without expectation of reward.

This principle underlies all we do in our groups, service boards, and committees. The Twelfth Concept reminds us that we ourselves have experienced recovery only because others put this selfless principle into action before us, taking the time and the care to carry the NA message to us when we were still suffering from active addiction. In service, we express our gratitude for the recovery others have shared with us by carrying ours to others. Nothing could be further from the drive to rule or direct than this spirit of selfless service.

Our groups were created because we found that, alone, we could not "stop using drugs, lose the desire to use, and find a new way to live." In the same way, our groups have joined together to create a service structure, a cooperative effort designed to help them carry the message further than they could carry it separately. The service structure has not been created as a way for some groups to force others to do their bidding. Rather, it has been developed to combine the strength of our groups to better fulfill necessary services which usually cannot be fulfilled well, if at all, by individual groups: developing and distributing materials that share our message in print, providing information about NA to the general public, transmitting our message to addicts who cannot attend meetings, and supporting new groups and new NA communities. NA service is the cooperative effort of trusted servants receiving guidance from the groups, not a rule enforced by a governing body.

The process of joining together to create the service structure is an expression of our groups' humility. Separately, they can do far, far less to fulfill our fellowship's primary purpose than they can do together. In the same way, the various elements of our service structure each play their own particular role in the broader Narcotics Anonymous service plan. All the elements depend on all the others for their effectiveness; when any one element attempts to act as an agency of government, rather than a vehicle for service, it strains the ties that bind us all together, threatening our fellowship's overall effectiveness in fulfilling its primary purpose. Humility is an essential attribute of nongoverning service in Narcotics Anonymous.

In order to serve well, each element of our service structure must make an earnest effort at effective communication. As groups, as trusted servants, as service boards and committees, we must share fully with others, and listen carefully and respectfully to their words to us. Others may use language to divide the strength of their opponents, so that they may rule them; in NA service, we share with one another so that we may combine our strength, the better to fulfill our fellowship's primary purpose. To maintain our accountability to those we serve, we are bound to inform them in a complete, accurate, and concise fashion of our activities. The nongoverning nature of our service structure dictates that we seek others' advice in our own decisions, their consent in decisions affecting them, and their cooperation in decisions affecting

us all. Open, honest, and straightforward communication nurtures the spirit of service in our fellowship, and poisons the impulse to govern.

The kind of authority that our groups have delegated to our boards and committees is the authority to serve, not to govern. Each element of our service structure, from the group to the world, has its own role to play; all, however, serve together as a team, striving toward a common goal, "that no addict seeking recovery need die without having the chance to find a new way of life." It is our sometimes hard-won experience that quality service, just like quality recovery, can only be accomplished in an atmosphere of mutual respect, mutual support, and mutual trust. Together, we recover, and together, we serve--this is the spiritual core of our program, the foundation of our fellowship. A structure based on that foundation could only be one of service, never of government.

## STUDY MATERIALS

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These notes and questions have been put together to help individuals and study groups review the Twelve Concepts. Under each section are brief summary notes touching the major points of each concept. You or your study group may wish to use the note questions, among others, to ask yourselves about how NA services work and how the Twelve Concepts might be applied in your locale.

### FIRST CONCEPT

**"To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole."** The primary responsibility of an NA group is to conduct its recovery meetings, carrying the message directly to the addict who still suffers. Groups join their strength in the service structure, insuring that other services--H&I, PI, literature development, for example--are fulfilled effectively and without distracting the groups from their own primary responsibility.

#### Study and discussion questions

1. Does your group hold regular business meetings? (See *The Group Booklet*, pp. 9-10.)
2. Does your group regularly talk about how it can better fulfill its primary purpose?
3. After paying the expenses for literature, refreshments, and meeting-hall rent, does your group have enough money to conduct other services on its own?
4. Can your group perform a variety of organized services like PI work, H&I panels, phonline management, and literature development while still attending to its recovery meetings?
5. Does your group send a representative to your local area service committee? Do you contribute money to your ASC on a regular basis?

### SECOND CONCEPT

**"The final responsibility and authority for NA services rests with the NA groups."** The groups have final responsibility for and

authority over the service structure they have created. By fulfilling their responsibility to provide their service structure with the conscience, ideas, people, and money it needs, the groups also exercise their authority. Conversely, the service structure must always look to the groups for support and direction.

#### **Study and discussion questions**

1. Does your group have any way of letting your area committee know whether it's meeting your needs? How?
2. Does your group's GSR regularly take part in ASC meetings? Do you regularly contribute to the ASC? Do these things give your group any say about the way NA services are administered? How?
3. How frequently is your group consulted on service matters by the ASC? The RSC? The WSC? Do you want to be consulted more often? Less often?
4. What does the Second Concept say to our service boards and committees? Does your group believe that message is heard and understood by our service structure? If not, what can your group do about it?

### **THIRD CONCEPT**

**"The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it."** In day-to-day matters, the groups have given our service boards and committees the practical authority necessary to do the jobs assigned them. This is not a blank check issued to the service structure; the group's final responsibility and authority, spoken of in the Second Concept, still apply. To make Concept Three work, we must carefully select trusted servants.

#### **Study and discussion questions**

1. In general, what does your group think about the concept of delegated authority?
2. If your group were consulted on every decision that had to be made by every service board, committee, or subcommittee at the area, regional, and world level, would you still have enough time and energy to address your own group's business? Would your group have enough information to be able to offer intelligent advice on such matters?

3. If the service boards and committees serving your group could act only after consulting your group, would they be able to act swiftly enough in performing the duties your group has given them?
4. In the essay on the Second Tradition in our Basic Text (p. 60), it says "We are mismanagers and not one of us is capable of consistently making good decisions." If this is true, how can we responsibly delegate to our trusted servants the kind of authority called for in the Third Concept?

### **FOURTH CONCEPT**

**"Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants."** The trust necessary to confidently delegate authority is founded on the careful selection of trusted servants. Leadership is very important to the welfare of our fellowship. "True, our leaders are but trusted servants, not governors; yet we also expect our trusted servants to lead us. If we select them carefully, we can confidently allow them to do so." The essay on this concept describes an array of leadership qualities to be considered when selecting trusted servants.

#### **Study and discussion questions**

1. Read NA's Second Tradition. Does NA have leaders? If so, what kind of leaders? Does a fellowship that makes collective decisions need leaders?
2. Does your group have leaders? If so, who are they? In what sense can they be called "leaders"? Could your group do without leaders? Could a service board or committee do without leaders?
3. According to this essay, what are some of the skills and personal traits we seek when selecting trusted servants? What is the real foundation of NA leadership?
4. "Effective NA leadership knows not only how to serve, but when it will serve best to step aside and allow others to take over." Discuss rotation of leadership.
5. What does NA leadership have to do with recovery? With selfless service?

### FIFTH CONCEPT

**"For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined."** In defining a single point of decision for each service assignment, we eliminate confusion about who has authority to do what. We also clarify accountability for our services: whoever is given the authority for a particular task will be held accountable for the fulfillment of that task.

#### Study and discussion questions

1. Does your group assign particular tasks to particular people? Does this help insure that important jobs actually get done?
2. Does anyone in your group know of a situation, either in the group or in a service board or committee, where more than one person or subcommittee were given responsibility for the same task? What happened?
3. If three different people are all given equal authority in a particular service matter and the work is not done, who can be held accountable?

### SIXTH CONCEPT

**"Group conscience is the spiritual means by which we invite a loving God to influence our decisions."** Group conscience is the means by which we bring the spiritual awakening of the Twelve Steps to bear in making service-related decisions. It is fundamental to our fellowship's decision-making process. It is not, however, merely a euphemism for "voting" and is not itself the NA decision-making process.

#### Study and discussion questions

1. What do we mean when we say that NA is a spiritual society? Does a spiritual society approach the decision-making process differently than other organizations?
2. Is "group conscience" just NA's way of saying "voting"? (As in, "Let's take a group conscience on that.") In what way is group conscience distinct from our decision-making process? In what way is group conscience a fundamental *part* of that process?
3. Read NA's Second Tradition. Does the Sixth Concept conflict with the Second Tradition, or help clarify it?

4. Read NA's Twelfth Tradition. How does the practice of the Sixth Concept help us focus on "principles, not personalities" when we make service decisions?

5. Besides decision-making, in what other areas of our fellowship's life can we see group conscience at work?

### SEVENTH CONCEPT

**"All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes."** Who should take part in our decision-making processes? The participation of all members of a service body provides the broadest group conscience and the soundest foundation for service decisions.

#### Study and discussion questions

1. Right now, who participates in your ASC meetings? Why?
2. Who participates in your group's business meetings? Why?
3. Do all the members of your ASC bear substantial responsibility for the NA services delivered in your area? Do all the members of a particular subcommittee bear substantial responsibility for that subcommittee's work? Are there any differences in the way members participate in area committee meetings and in a subcommittee meeting? Why, or why not?

### EIGHTH CONCEPT

**"Our service structure depends on the integrity and effectiveness of our communications."** Regular communication is essential to the fulfillment of all these concepts, and to the integrity and effectiveness of our services themselves.

#### Study and discussion questions

1. How does regular communication support the Second Concept? The Third Concept? The Fourth Concept? The Sixth Concept?
2. How could a lack of regular communication undermine those concepts, and the integrity and effectiveness of our service structure?
3. Does your group receive regular communication from the trusted servants, service boards, and committees that serve it? Does your group regularly communicate with those trusted servants, service



boards, and committees? How has this communication--or lack of communication--affected your group? The service structure?

### NINTH CONCEPT

**"All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes."** To check judgment, to guard against hasty or misinformed decisions, and to invite the sharing of new ideas, our services must consider all viewpoints when making plans. This is essential to the development of a fair, wise, balanced group conscience.

#### Study and discussion questions

1. "An effective group conscience is a fully informed group conscience." Why is it important to make sure all viewpoints are considered when making service decisions?
2. In your group, area, or region, how can an individual member voice his or her viewpoint on a service decision at hand?
3. Do NA services make the effort they should to seek out new, different viewpoints? Do NA services stifle opposing viewpoints?
4. How do you know when it's time to speak up against a decision of the majority? When it's time to accept a decision and surrender to group conscience?

### TENTH CONCEPT

**"Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal."** The Tenth Concept encourages us to treat each other with respect in the service environment, and provides us with a means of making amends when we wrong others. The essay describes ways in which an individual who feels he or she has been wronged can go about seeking redress of his or her grievance.

#### Study and discussion questions

1. Do you know of anyone who has been wronged in service? Has that wrong been made right?
2. "Together, the Ninth and Tenth Concepts support an atmosphere in which our members feel free to express themselves frankly on matters at hand." Have you ever been afraid to speak your conscience

in service meetings? Do you know of anyone, in your area or elsewhere, who has been afraid to speak freely? If so, why? Would the Tenth Concept ease such fears?

3. When is it appropriate to apply the Tenth Concept? When is it not appropriate?

### ELEVENTH CONCEPT

**"NA funds are to be used to further our primary purpose, and must be managed responsibly."** The Eleventh Concept establishes the sole absolute priority for the use of NA funds: to carry the message. The importance of that priority calls for total fiscal accountability. Direct contributions to each level of service help us focus on our primary purpose and enhance accountability.

#### Study and discussion questions

1. What is money used for in your group? Your area? Your region? Your world services?
2. Rank the following group budget priorities:
  - \_\_\_ NA literature
  - \_\_\_ refreshments
  - \_\_\_ meeting-hall rent
  - \_\_\_ group reserve
  - \_\_\_ service donations

Why did you rank them in the order you did? Does your group have standing budget priorities, or does it handle such questions from month-to-month?

3. Do you know of instances where NA money has been spent frivolously at the group level? In an area or regional committee? In world services? What was "frivolous" about the way that money was spent? How should it have been spent instead?
4. Are NA funds well-accounted for in your group? Your area and region? In world services? If not, what kinds of financial reports would you like to see instead?
5. "Direct group contributions to our service structure encourage responsible management of service funds and help our services maintain their focus on NA's primary purpose." Does your area or region depend on NA fundraisers for a significant portion of its income? Is that wise? How does it affect the relationship of the ASC

or RSC to your group? Would that relationship be any different if groups contributed directly to each level of service? Would our service boards and committees be able to operate solely on income from direct group contributions?

### TWELFTH CONCEPT

**"In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government."** Within the context of the Twelve Concepts, as a body, this concept serves much the same function as Tradition Twelve does in the context of the other traditions. The Twelfth Concept brings our consideration of concepts for NA service back to the spiritual root of selfless service. "A structure based on that foundation could only be one of service, never of government."

#### Study and discussion questions

1. What is the difference between service and government?
2. The difference between a governing organization and a service organization is often not of structure but of spiritual foundation and purpose. What is it about NA's primary purpose and its spiritual identity that says "our structure should always be one of service, never of government"?
3. The essay on the Twelfth Concept talks about how gratitude, humility, communication, and selflessness help our structure remain "one of service, never of government." Discuss these things.
4. Discuss how the Twelfth Concept applies to each of the eleven other concepts.

### TWELVE STEPS

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1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

## TWELVE TRADITIONS

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1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority--a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose--to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

## TWELVE CONCEPTS

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1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

**ADDENDUM 3**

**THE FELLOWSHIP INTELLECTUAL  
PROPERTY TRUST**

**PROPOSED BY  
WORLD SERVICE BOARD OF TRUSTEES  
FOR ACTION AT  
1992 WORLD SERVICE CONFERENCE**

**ADDENDUM 3:  
THE FELLOWSHIP INTELLECTUAL  
PROPERTY TRUST**

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## EXPLANATORY NOTES

### INTRODUCTION

Over the years, Narcotics Anonymous has developed a book and a variety of booklets and pamphlets. Most of us assume that the World Service Conference has the authority to approve new or revised NA literature, and that the World Service Office has the responsibility to copyright, print, and distribute that literature. A variety of WSC actions, recorded in Conference minutes and handbooks, describe different parts of this arrangement. However, those parts have never been gathered together into a single comprehensive policy document. The absence of such a document has, at times, resulted in much confusion within the Narcotics Anonymous Fellowship concerning the approval, copyrighting, and publication of NA literature.

The document you now have in your hands, "The Fellowship Intellectual Property Trust," has been created to eliminate that confusion. It takes all the current policies relating to the approval, copyrighting, and publication of NA literature, combining them into a single, comprehensive, definitive, legally binding policy document. The document specifically describes the authority of the Fellowship, the Conference, and the Office regarding NA literature--essentially, the same authority as exists today.

These policies have been cast as a legal document, a "trust." This has been done, in part, because US law and international treaty regulate the way "intellectual property"--copyrights, trademarks, and other creations of the mind or spirit--should be administered. The legal "trust" framework has been used because it fits the relationship established in Narcotics Anonymous between the Fellowship and its service bodies where NA literature and marks are concerned.

NA's fellowshipwide service and decision-making body, the World Service Conference, has both the responsibility to create or revise NA literature and the authority to approve it. It gives this approved literature, in trust, to the World Service Office, which is expected to publish it in accordance with the directions of the World Service Conference. The literature is created and published to benefit the Fellowship of Narcotics Anonymous in fulfilling its primary purpose: "to carry the message to the addict who still suffers." In legal trust terminology, this makes the World Service Conference the *Trustor*, the World Service Office the *Trustee*, and the NA Fellowship the *Beneficiary*. By casting the policies affecting this



arrangement as a registered legal document, we insure that those policies can be enforced, if need be, by the California state government.

Over the past year, the Fellowship Intellectual Property Trust has been discussed widely in the world service community. The text, originally developed by the WSO Board of Directors in mid-1991, was turned over to the Internal Affairs Committee of the World Service Board of Trustees for completion. At a combined world services meeting held in Van Nuys, California, on October 26, 1991, the final draft was approved for action at the 1992 annual meeting of the World Service Conference.

*Please be aware that the explanatory notes appearing on the next few pages are not being proposed for Conference approval. The notes are offered only to help you better understand the material. Only the Trust Instrument and Operational Rules are being presented for action.*

If the document is approved by the Conference, the Trust Instrument will be formally registered with the California attorney general's office. After that, any questions anyone may have about approval, changes, copyrights, or publication of NA literature may be answered by referring to the Fellowship Intellectual Property Trust Instrument and Operational Rules.

*World Service Board of Trustees*

### **TRUST INSTRUMENT (PP. 8-13)**

The first six pages of the Trust document are the legal "trust instrument," which would be filed with the California attorney general. The Trust Instrument offers the description of the relationship between the Fellowship, the World Service Conference, and the World Service Office required in registering a charitable trust in California. Our intellectual property counsel took part in creating the Instrument, and assures us that it is consistent with California charitable trust law. In Article IV, the Trust Instrument is tied to the Trust Operational Rules, an internal Fellowship policy document describing how the Trust would actually work.

### **TRUST OPERATIONAL RULES (PP. 14-32)**

The next nineteen pages of the Trust document, pages 14-32, are the working "operational rules," the bylaws or guidelines which will control the actual administration of the Trust and the relationship between the parties to the Trust: the Fellowship, the Conference, and the Office.

**Article I: Background, purpose, and parties of the Trust**

**Section 1** provides a brief documentary history of the trust relationship that has already developed between the Fellowship, the World Service Office, and the World Service Board of Trustees and the World Service Conference prior to the formal creation of the Fellowship Intellectual Property Trust.

**Section 2** summarizes the general purpose of the Trust Operational Rules.

**Section 3** briefly defines and describes the three parties to the Fellowship Intellectual Property Trust: the *Trustor*, the *Trustee*, and the *Beneficiary*. In all trusts, the *trustor* establishes the general policies that guide the administration of the trust property. The *trustee* carries out the trustor's instructions in the day-to-day management of the property of the trust. And the *beneficiary* is the person or group of people in whose interest the trust is managed. In this Trust, the Trustor is the World Service Conference, the Trustee is the World Service Office, and the Beneficiary is the NA Fellowship as a whole. It is our belief that these trust roles line up pretty closely with the roles the Conference, the Office, and the Fellowship have already come to play in NA's development. We have not described anything new in the Fellowship Intellectual Property Trust; we have merely tried to mirror the existing service relationships in our Fellowship.

In developing this Trust document, we have taken time to consult with a number of NA members. One of the questions they have asked is, "If the *Trustor* is supposed to create the policy by which the Trust is actually administered, why not place the NA membership or the NA groups in the position of Trustor here, rather than the World Service Conference?" Such an arrangement would certainly give individual members and groups a great deal more direct control of our literature and marks than they have now. However, this arrangement would give individual NA members and groups the authority to make decisions on their own concerning the Fellowship's literature. Such decisions really *should* be made by the entire Fellowship, not by a few individual members or a few individual groups. That's one reason why we've placed the World Service Conference in the Trustor's position: so that decisions affecting the entire Fellowship's literature can be made in an equitable, responsible way through the already-established fellowshipwide decision-making process.

Another reason for placing the World Service Conference, rather than the NA membership or the NA groups, in the Trustor's role is to provide for practical, direct accountability of the Trust. Whoever is selected to be the Trustor needs to be able both to oversee the Trustee's performance and to provide additional direction to the Trustee if the need arises. If "the NA membership" or "the NA

groups" were to be the Trustor, they would not really have any way of collectively overseeing Trustee performance or providing instructions, unless they were to do so through the World Service Conference--in which case, why not just place the WSC as the Trustor, as the plan now calls for?

### **Article II: Intellectual properties held in trust**

The first four sections of this article simply describe the items that have been placed in trust: NA's Twelve Steps and Traditions, other NA literature, NA's name and marks, and the copyrights to NA literature. The Trust document regulates the creation, revision, and use of these items in a way consistent with already-approved World Service Conference policy.

From time to time, questions have arisen concerning the rights of those who participate in creating NA literature. The terms of **Section 5** are intended to settle those questions for all NA literature developed in the future so that the Fellowship's rights to its own literature are indisputably secured through the Fellowship Intellectual Property Trust. Section 5 offers a very specific definition of the terms under which NA literature is created and copyrighted. We believe this definition is consistent with our Fellowship's philosophy of both the anonymity and the accountability of its trusted servants, and with precedence and already-established Fellowship policy. When our trusted servants take part in an NA service project, we expect them to do so not to accrue power, property, or prestige to themselves but to unselfishly serve our Fellowship. And we expect that our Fellowship, through its service structure, will have final authority over such projects from start to finish.

Throughout Article II, we find statements like this: "The ownership of [our literature] will be registered in the name of the Trustee," the World Service Office. Some members might ask, "Does this mean that, if this Trust document is approved, the World Service Conference and the Fellowship *won't* own our literature?" Practically speaking, the answer to that question is *no*. Ever since the World Service Office was created in the early Seventies, it has been the *legal owner* of the copyrights to our literature. However, WSO itself has been--and, under the terms of the Trust, will continue to be--subject to the direction of the Fellowship through the World Service Conference. WSO may be the legal owner of the Fellowship's literature, but the Fellowship, through the World Service Conference, has ultimate legal control of WSO. The World Service Office is not, after all, a completely independent entity; it is our Fellowship's world service

corporation. All Article II says is that legal ownership of the Fellowship's literature will be registered in the name of the Fellowship's legal corporation.

### **Article III: Rights and responsibilities of the Trustor**

In this article, the role of NA's World Service Conference in the creation, approval, and revision of NA literature is clearly described: The Conference, and *only* the Conference, currently has the authority to approve or revise NA literature on behalf of the entire Fellowship. (Before the creation of the Conference, the World Service Board of Trustees had that authority.) The relationship between the Conference and its boards and committees, and the process whereby new or revised NA literature is approved, is described in clear, definitive terms that are consistent with already-approved Fellowship policy.

We have been asked to clarify the use of the term "agent," used in Article III, Section 1. The "agents" of the World Service Conference being referred to here are simply the boards, standing committees, and ad hoc committees of the Conference, the groups through which the WSC does its detail work.

### **Article IV: Rights and responsibilities of the Trustee**

This article of the Operational Rules goes into great detail in describing the role, responsibilities, and limitations that have been placed on the World Service Office corporation in administering the Fellowship's literature and trademarks. Three particular sections of Article IV seem to deserve special attention:

**Section 3** defines the "fiduciary" relationship between the Trustor (the Conference) and the Trustee (the Office). Basically, the fiduciary relationship is one where someone is given something to care for--copyrights, for example--and specific instructions about how to provide that care. Further instructions on how that care should be given may be issued as time goes on, and the caretaker is obliged to follow those instructions. Though the thing being cared for may come to be *legally* registered as the property of the caretaker, the original owner (in our case, the World Service Conference) maintains what is called *equitable interest* in the property, and may take it back if he pleases. This is the fiduciary relationship, and it matches well the arrangements that have been made in past years for the management and protection of Conference-approved literature copyrights by the World Service Office.

**Section 11** describes the process to be used in protecting the Trust's intellectual properties. It allows the World Service Office to respond in a timely manner to infringement of the Trust's copyright, trademark, and service mark

registrations, and to inform the Fellowship of the problem. It also gives the Office the authority to settle the problem in the best interests of the Beneficiary, provided that the leadership of the World Service Conference and the World Service Board of Trustees concur. The provisions of Section 11 are consistent with the motion approved at last year's Conference regarding infringement action.

Finally, **Section 12** lays out the Fellowship's requirements for full annual reports from the WSO on its finances and operations, especially as they relate to the Fellowship's literature. This section is included to insure that WSO, as Trustee, remains fully accountable for the way it administers our Intellectual Property Trust.

#### **Article V: Rights and responsibilities of the Beneficiary**

This article describes the role of the Beneficiary, the NA Fellowship, in the Trust. One section deserves special attention.

**Section 3** goes far beyond the legal requirements normally imposed on trusts. Normally, the beneficiary of a trust is not permitted to examine the trustee's records under any circumstances. Such an arrangement, however, would not be appropriate in Narcotics Anonymous, especially in light of our Ninth Tradition. Therefore, we have drafted Section 3 in such a way as to allow the Fellowship to review the records of the World Service Office. If a region desires an inspection of WSO records, and is willing to pay for it, all WSO records would be open to the inspection, except personnel records. (US federal employment codes require that employers keep these records completely confidential.) Because the inspection team described in this section would include a WSO director, it would not require any change in the WSO bylaws (see WSO bylaws, Section 9.03). The inspection team would be led by a member of the World Service Board of Trustees, who is intended to serve as mediator and controller of the inspection. The reporting coming out of the inspection is designed to be objective, and its results are to be distributed to all Conference participants. This inspection procedure can do two things:

1. It can defuse controversy by thoroughly and objectively investigating any suspicion of impropriety on the part of the WSO in its administration of the Trust, and
2. It allows for open communication, thereby removing any air of suspicion or doubt.

**Article VI: Revocation and reassignment of the Trustee's rights and responsibilities**

This article provides for a two-stage approach to the revocation and reassignment of Trustee rights and responsibilities. The plan is based on the fact that revocation of the Trustee's responsibilities would be a major organizational move, and should be done only if there is serious widespread concern about the Trustee's ability to fulfill its responsibilities, and only after thorough review.

The **first stage** of the revocation process describes the means by which it will be determined whether there is substantial concern about the Trust's administration. If so, the World Service Conference must then approve *consideration* of a revocation proposal by a majority.

The **second stage** of the revocation process describes the *actual* consideration, revocation, and reassignment. This stage takes a year to complete, allowing time for discussion and Fellowship input. The committee created to study the revocation proposal is composed of a cross-section of World Service Conference participants, with a member of the World Service Board of Trustees chairing the committee. The decision to revoke the Trustee's rights and responsibilities requires approval of three-fourths of the Conference, insuring substantial consensus on so weighty a decision.

**Article VII: Revision of Trust Rules and Instrument**

This article is a simple process for revision of the Trust Operational Rules and, more significantly, of the Trust Instrument itself. Revision of the Operational Rules can be accomplished on the spot, and requires only the two-thirds vote necessary to alter any Conference policy. Revision of the Trust Instrument, however, takes longer and requires a three-quarters majority. This is to assure that there is substantial consensus behind such a change. Hopefully, such consensus will guarantee Fellowship unity.

**INSTRUMENT:  
THE FELLOWSHIP INTELLECTUAL  
PROPERTY TRUST**

**ARTICLE I**

**Section 1: Name of the Trust**

The name of this trust shall be "The Fellowship Intellectual Property Trust."

**Section 2: Creation of the Trust**

The World Service Conference, as Trustor, does hereby reaffirm and restate its transfer, assignment, and conveyance of all NA literature and intellectual property to the World Service Office, Inc., as Trustee, to hold and administer them in accordance with this Trust document and its purpose.

**Section 3: Nature of the Trust**

The Trustee shall hold the Trust Properties as a perpetual charitable trust, subject to revocation by the Trustor, and shall use the properties and income derived therefrom exclusively for the charitable and educational purposes described below, and for the payment of the incidental expenses and costs of the administration of the Trust.

**Section 4: Purpose of the Trust**

The sole object and purpose of this Trust is to hold and administer all literature and intellectual properties of the Fellowship of Narcotics Anonymous in a manner that will help addicts find recovery from the disease of addiction and carry that message of recovery to the addict who still suffers, in keeping with the Twelve Steps and Twelve Traditions of NA.

**Section 5: No bond required**

The Trustor waives the requirement that the Trustee give a bond to secure performance of the Trustee's duties.

## **ARTICLE II: PARTIES TO THE TRUST**

The World Service Conference is the Settlor and the Trustor. World Service Office, Inc. is the Trustee of the Trust. The Fellowship of Narcotics Anonymous as a whole is the Beneficiary of the Trust.

## **ARTICLE III: IDENTITY OF TRUST PROPERTY**

The Trust Property includes all literature, trademarks, service marks, copyrights, and all other intellectual property of the Fellowship. From time to time, the Trustor may add to, modify, or delete property from the Trust. All additions made to the Fellowship's literature, trademarks, service marks, copyrights, and all other intellectual property by the World Service Office shall additionally be considered property subject to this Trust.

## **ARTICLE IV: OPERATIONAL RULES**

The World Service Conference and World Service Office, Inc. shall mutually generate and agree upon Trust Operational Rules, which shall be controlling on the Trust and the parties thereto, except if such Rules conflict with the terms of this Instrument.

## **ARTICLE V**

### **Section 1: Trustee's duties**

The Trustee has the following general duties with respect to administration of the Trust:

- 1) The Trustee has a duty to administer the Trust according to the Trust Instrument and, except to the extent that this document provides otherwise, according to the statutes of California.
- 2) The Trustee shall follow written direction given to it from time to time by the Trustor. However, if a written direction would have the effect of modifying the Trust, the Trustee has no duty to follow it unless it complies with the requirements for modifying the Trust herein.
- 3) The Trustee has a duty to administer the Trust solely in the interest of the Beneficiary and the Trustor.
- 4) The Trustee has a duty to deal impartially with the Beneficiary.



- 5) The Trustee has a duty not to use or deal with Trust Property for the Trustee's own profit or for any other purpose unconnected with the Trust, nor to take part in any transaction in which the Trustee has an interest adverse to the Beneficiary or the Trustor.
- 6) The Trustee has a duty to take, keep control of, and preserve the Trust Property.
- 7) The Trustee has a duty to make the Trust Property productive.
- 8) The Trustee has a duty to keep the Trust Property separate from other property not subject to the Trust, and to see that the Trust Property is clearly designated.
- 9) The Trustee has a duty to take reasonable steps to enforce claims that are part of the Trust Property.
- 10) The Trustee has a duty to take reasonable steps to defend actions that may result in a loss to the Trust, and to prosecute actions to protect the Trust Property.

### **Section 2: Delegation of duties**

The Trustee shall not delegate to others the performance of acts that the Trustee itself can reasonably be required to perform, and may neither transfer the office of Trustee to another nor delegate the entire administration of the Trust to another entity. All other matters may be delegated, but where the Trustee has properly delegated a matter to an agent, employee, or other person, the Trustee has a duty to exercise reasonable supervision over the person or entity performing the delegated matter.

### **Section 3: Trustee's standard of care**

The Trustee shall administer the Trust with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims to accomplish the purposes of the Trust as determined from the Trust Instrument.

### **Section 4: Trustee's powers**

The Trustee has the following powers: the powers conferred by the Trust Instrument; the powers conferred by statute, except as limited in the Trust Instrument; and the power to perform any act that a Trustee would perform for the purposes of the Trust under the Trustee's standard of care, except as limited in

the Trust Instrument. The exercise of a power by the Trustee is subject to the Trustee's fiduciary duties to the Beneficiary and the Trustor. Under this document, the Trustee has the following powers:

- 1) The power to collect, hold, and retain Trust Property.
- 2) The power to receive additions of property to the Trust.
- 3) The power to participate in the operation of any business that is part of the Trust, and to change the form of the business.
- 4) The power to manage and control Trust Property, and to manage, control, and divide proceeds and assets generated from the manufacture or sale of products derived from Trust Property.
- 5) The power to encumber, mortgage, or pledge Trust Property.
- 6) The power to enter into a lease for any purpose.
- 7) The power to insure the Trust Property against damage or loss and to insure the Trustee against third-party liability.
- 8) The power to borrow money for any Trust purpose, to be repaid from proceeds from the sale of products generated from Trust Property.
- 9) The power to pay, contest, or settle claims against the Trust by compromise, arbitration or otherwise, and the additional power to release in whole or in part any claim belonging to the Trust.
- 10) The power to pay taxes, assessments, reasonable compensation of the Trustee and of employees and agents of the Trust, and other expenses incurred in the collection, care, administration, and protection of the Trust.
- 11) The power to hire people, including accountants, attorneys, auditors, investment advisors, or other agents, even if they are associated or affiliated with the Trustee, to advise or assist the Trustee in the performance of administrative duties.
- 12) The power to execute and deliver all instruments which are needed to accomplish or facilitate the exercise of the powers vested in the Trustee.
- 13) The power to prosecute or defend actions, claims, or proceedings for the protection of the Trust Property and of the Trustee in the performance of the Trustee's duties.

### **Section 5: Limitation**

The Trustee is not granted the power to make loans to the Beneficiary either out of Trust Property or out of proceeds from the sale of products generated from Trust Property, or to guarantee loans to the Beneficiary by encumbrances on

either Trust Property or proceeds from the sale of products generated from Trust Property.

#### **Section 6: Indemnification of Trustee**

To the fullest extent permitted by law, the Trustor shall indemnify the Trustee and its directors, officers, employees, and other persons described in Section 523(a) of the California Corporations Code, including persons formerly occupying any such position, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that code section, and including an action by or in the right of the Trustee, by reason of the fact that the person is or was a person described in that code section. Procedures for the approval of indemnity, advancement of expenses, and insurance shall be described in the Trustee's bylaws.

The Trustee and its directors, officers, employees, and other persons described in Section 523(a) of the California Corporations Code, including persons formerly occupying any such position, may not be relieved of liability for breach of Trust committed intentionally, with gross negligence, in bad faith, or with reckless indifference to the interests of the Beneficiary or the Trustor, or for any act wrongfully consented to by the Beneficiary or the Trustor.

#### **Section 7: Nonpartisan activities by the Trustee**

The Trustee shall be nonprofit and nonpartisan. No part of the activities of the Trustee shall consist of the publication or dissemination of materials with the purpose of attempting to influence legislation, and the Trustee shall not participate or intervene in any political campaign on behalf of any candidate for public office or for or against any cause or measure being submitted to the people for a vote.

### **ARTICLE VI: REVOCABILITY**

This Trust is revocable by the Trustor, the World Service Conference.

### **ARTICLE VII: TERMINATION**

This Trust will terminate when any of the following occurs:

- 1) The Trust purpose is fulfilled;
- 2) The Trust purpose becomes unlawful;
- 3) The Trust purpose becomes impossible to fulfill; or
- 4) The Trustor revokes the Trust.

On termination of the Trust, the Trustee continues to have the powers reasonably necessary under the circumstances to wind up the affairs of the Trust. On termination of the Trust, the Trust Property is to be disposed of as determined by the Trustor. If no such determination is made, the Trust Property shall be transferred to the Trustor.

#### **ARTICLE VIII: JURISDICTION**

The Superior Court of the State of California has exclusive jurisdiction of proceedings concerning the internal affairs of the Trust, and has concurrent jurisdiction over actions and proceedings to determine the existence of the Trust, actions and proceedings by or against creditors or debtors of the Trust, and actions and proceedings involving the Trustee and third persons, in accordance with California Probate Code Section 17000.

There is no right to a jury trial in proceedings under the California Probate Code concerning the internal affairs of the Trust.

#### **ARTICLE IX: TRUST REGISTRATION**

The Trustee shall register the Trust document with the California Attorney General, and shall perform all obligations attendant thereto.

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Chairperson  
World Service Conference, Trustor

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Executive Director  
World Service Office, Inc., Trustee

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Chairperson, Board of Directors  
World Service Office, Inc., Trustee

**OPERATIONAL RULES:  
THE FELLOWSHIP INTELLECTUAL  
PROPERTY TRUST**

**ARTICLE I:  
BACKGROUND, PURPOSE, AND PARTIES OF  
THE TRUST**

**SECTION 1: BACKGROUND OF THE TRUST**

The foundation for the Fellowship Intellectual Property Trust was laid, in fact, at the 1st World Convention of Narcotics Anonymous, held November 5, 1971, in La Mirada, California, USA. At that convention, the membership of the Fellowship of Narcotics Anonymous directed its World Service Board of Trustees to establish a World Service Office to serve as a central Fellowship contact point, an NA information clearinghouse, and NA's publishing agency. Since that time, the World Service Office has been the Narcotics Anonymous Fellowship's authorized publisher, holding the Fellowship's intellectual property in trust as a fiduciary of the Fellowship's primary service arms, the World Service Board of Trustees (through 1976) and the World Service Conference (from 1976 to the present).

The WSO's role as Fellowship publisher has been described in every approved NA service manual, from the first edition of *The NA Tree* (1975) to the most recent edition of *A Temporary Working Guide to our Service Structure*, as follows: "[A] major function of WSO is the publication and distribution of literature.... WSO is also responsible for the printing, warehousing, and distribution of all existing literature."

On September 15, 1982, the trust relationship was reinforced when the WSC Literature Committee specifically conveyed the copyright to the book *Narcotics Anonymous*, NA's Basic Text, to World Service Office, Inc., such specific trust to be administered in accordance with the direction of the World Service Conference as given at its annual meeting of May 5-9, 1982.

In 1988, the trust relationship was further reinforced when the World Service Conference approved guidelines for the WSC Literature Committee which read, in part: "After the World Literature Committee has completed its work on a piece of literature, it is turned over to the World Service Office for production and

distribution. Production involves copyright registration... Literature is then sold through WSO."

Finally, in 1991, the World Service Conference reaffirmed the trust relationship that had been established over the years between the Fellowship of Narcotics Anonymous, the World Service Conference, and World Service Office, Inc. This was accomplished by the approval of motions which read as follows:

*To reaffirm and ratify that the ownership of all of NA's intellectual and physical properties prepared in the past, and to be prepared into the future, is held by WSO, Inc., which holds such title in trust on behalf of the Fellowship of Narcotics Anonymous as a whole, in accordance with the decisions of the World Service Conference.*

*To reaffirm that the World Service Office, Inc., is the exclusive publisher and distributor of all World Service Conference-approved literature, including all books, pamphlets, handbooks, and other intellectual and physical properties, as directed by the Fellowship of Narcotics Anonymous through the World Service Conference.*

*The World Service Office Board of Directors is entrusted with the responsibility for protecting the Fellowship's physical and intellectual properties, including the Basic Text, and at the [discretion of the] Board of Directors... shall take legal action to protect those rights against any and all persons who choose to infringe upon this literature trust.*

## **SECTION 2: PURPOSE OF THESE RULES**

These rules describe the way the Fellowship Intellectual Property Trust is to be administered. They describe the intellectual properties held by the Trust, the parties to the Trust, the rights and responsibilities of each of those parties, and the relationship between them. They also describe specific means by which the rights and responsibilities of the Trustee can be revoked and reassigned, and the procedure to be used in altering specific provisions of the Trust Instrument itself.

## **SECTION 3: PARTIES OF THE TRUST**

### **Trustor: The World Service Conference**

The World Service Conference of Narcotics Anonymous brings regional representatives of the NA Fellowship together with world-level trusted servants to

consider matters affecting NA as a whole and to direct NA's world services. As such, it is the Trustor of the Fellowship Intellectual Property Trust, and is responsible for the creation, approval, revision, and decommissioning of NA literature, trademarks, service marks, and other intellectual properties. The Trustor's specific rights and responsibilities are detailed in Article III of these rules and in the currently applicable service manuals.

**Trustee: World Service Office, Inc.**

World Service Office, Inc., is the Trustee of the Fellowship Intellectual Property Trust, responsible to hold, register, use, and protect the licenses, copyrights, trademarks, service marks, and other intellectual properties composing the Trust Property. The Trustee is responsible to use or regulate the use of those intellectual properties in a manner consistent with the instructions of the Trustor in service to the Beneficiary, the Fellowship of Narcotics Anonymous. The Trustee's specific rights and responsibilities are detailed in Article IV of these rules.

**Beneficiary: the Fellowship of Narcotics Anonymous**

The Beneficiary of the Fellowship Intellectual Property Trust is the Fellowship of Narcotics Anonymous. The Beneficiary's specific rights and responsibilities are detailed in Article V of these rules.

<p style="text-align: center;"><b>ARTICLE II: INTELLECTUAL PROPERTIES HELD IN TRUST</b></p>
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**SECTION 1: TWELVE STEPS, TWELVE TRADITIONS**

By license agreement with Alcoholics Anonymous World Services, Inc., the Trust holds all rights to the Twelve Steps and Twelve Traditions as adapted for use by the Fellowship of Narcotics Anonymous, listed in Schedule A of these rules.

**SECTION 2: OTHER LITERATURE**

By assignment from the Trustor, the Trust holds all other literature created directly or indirectly by the Trustor, the Beneficiary, and/or the Trustee.

**SECTION 3: TRADEMARKS, SERVICE MARKS**

Trademarks and service marks held by the Trust include, but are not necessarily limited to, the name "Narcotics Anonymous," the stylized NA initials in a double circle, and the four-sided diamond enclosed in a circle. The Trust holds legal title to such marks and all translated, adapted, and hybrid forms of such marks.

**SECTION 4: COPYRIGHTS**

The Trust holds legal title to the copyrights for all books, booklets, pamphlets, workbooks, audio and/or video recordings, and service guides, both in original and in translation, that have been approved by the World Service Conference or its predecessors. The Trust holds legal title to the copyrights for all volumes and numbers, both in original and in translation, of *The NA Way Magazine*, a periodical publication created and directed by the World Service Conference. The Trust holds legal title to the copyrights for all literary works in progress, both in original and in translation, developed by the World Service Conference, its boards, and its committees.

**SECTION 5: NATURE OF OWNERSHIP OF  
THE TRUST'S COPYRIGHTED LITERATURE**

The creation of all new or revised Trust literary properties will be commissioned by the Trustor, either directly or through a subordinate board or committee. The process used to create those properties, from commencement to conclusion, will



be under the constant control of the Trustor, exercised directly or by a subordinate board or committee. Individuals who take part in the creation of those properties will do so as employees of either the Trustor or the Trustee, whether salaried or volunteer, with full knowledge of the commissioning and controlling interests of the Trustor. No individual participant in any project designed to create or revise Trust literature will retain any claim of copyright with respect to their contributions thereto. The ownership of these Trust Properties will be registered in the name of the Trustee.

<p style="text-align: center;"><b>ARTICLE III: RIGHTS AND RESPONSIBILITIES OF THE TRUSTOR</b></p>
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**SECTION 1: GENERAL RIGHTS AND RESPONSIBILITIES**

The World Service Conference of Narcotics Anonymous, Trustor of the Fellowship Intellectual Property Trust, is the body given authority by the NA Fellowship to make decisions and deliver services affecting the NA Fellowship as a whole. As such, the Trustor has sole authority to approve any revision of the NA Fellowship's adaptation of the Twelve Steps and Twelve Traditions. The Trustor and its designated agents have sole authority to commission, direct, and approve the creation and revision of books, booklets, informational pamphlets, service guides, and periodicals for and on behalf of the NA Fellowship. The Trustor and its designated agents have sole authority to create or revise trademarks and service marks for and on behalf of the NA Fellowship.

**SECTION 2: PREDECESSOR TO THE WORLD SERVICE CONFERENCE**

The World Service Board of Trustees of Narcotics Anonymous and its agents, from its founding until the first meeting of the World Service Conference on November 13, 1976, had sole authority to make decisions and deliver services affecting the NA Fellowship as a whole. Upon the creation of the World Service Conference, the World Service Board's authority passed to the Conference.

**SECTION 3: WSC BOARDS AND COMMITTEES**

The World Service Conference of Narcotics Anonymous accomplishes its tasks, including those tasks having to do with the Trust, through subsidiary boards and committees. The Conference may dissolve existing boards and committees and create new boards and committees. The Conference may select the leadership and composition of its boards and committees. The Conference may delegate portions of its authority to its subsidiary boards and committees. However, in all matters and at all times, these boards and committees are subject to the direction of the World Service Conference.

The specific purpose, function, authority, and composition of each of the Conference's standing subsidiary boards and committees, and the relationship

between them and the Conference, is described in the relevant guidelines and handbooks approved by the World Service Conference. The Conference regulates its ad hoc committees through motions passed at its annual meeting, recorded in its Minutes.

#### **SECTION 4: ADDITION, REVISION, OR DELETION OF PROPERTIES FROM THE TRUST BY THE TRUSTOR**

The Trustor may add properties to the Trust, delete properties from the Trust, or revise the content or nature of Trust Properties by the following means:

1. Proposals must be distributed to voting participants of the World Service Conference no less than ninety days prior to the annual meeting at which the proposals will be considered.
2. For such a proposal to be approved, two-thirds of the Conference's voting participants recorded as present in the roll call immediately prior to the vote must vote "yes" to the proposal.

<p style="text-align: center;"><b>ARTICLE IV RIGHTS AND RESPONSIBILITIES OF THE TRUSTEE</b></p>
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**SECTION 1: IDENTIFICATION OF TRUSTEE**

World Service Office, Inc., a California nonprofit public benefit corporation, is Trustee of the Fellowship Intellectual Property Trust. Its bylaws are filed with the California Secretary of State.

**SECTION 2: GENERAL RESPONSIBILITIES FOR TRUST PROPERTIES**

The Trustee shall hold in a fiduciary capacity the right to control and use all Trust Properties, and specifically to manufacture and sell products generated from Trust Properties, so long as the Trustee's actions are not inconsistent with the directions of the Trustor.

**SECTION 3: FIDUCIARY RELATIONSHIP TO TRUSTOR**

The Trustee is a service entity which functions within the totality of the Fellowship of Narcotics Anonymous and, in so doing, endorses the aims, goals, and purposes of the Fellowship. The Trustee, including its directors, officers, and employees, is and shall be subject to, and will abide by, the principles of the Twelve Traditions of Narcotics Anonymous as set forth in the book *Narcotics Anonymous*.

Further, the Trustee shall abide by motions adopted by the Trustor at each World Service Conference meeting, and shall implement decisions reached by the Trustor as they pertain to the administration of the Trust. This applies even to decisions reached by the Trustor which have the effect of modifying either the Trust Operational Rules or the Trust Instrument, provided those decisions are reached in a way that is consistent with Article VII of these Rules. It is herein specifically acknowledged that the Trustee acts as a fiduciary in its dealings with and on behalf of the Trustor.

#### **SECTION 4: TRUSTEE COMPENSATION**

Directors and officers of the corporation serving as Trustee shall serve without compensation, but may be reimbursed for expenses they incur in their service to the Trust.

No director, officer, employee, or other person connected with the Trustee, or any other private individual, shall receive at any time any of the net earnings or pecuniary profit generated by the Trust; provided, however, that this provision shall not prevent payment to any such person of reasonable compensation for services rendered to or for the Trustee in furtherance of its purposes.

#### **SECTION 5: REGISTRATION OF TRUST PROPERTIES**

The Trustee shall take all reasonable measures to register and protect the Trust's copyrights, trademarks, and service marks, both in their original forms and in their translated, adapted, or hybrid forms, in the United States and other countries where those properties are used or are likely to be used, in accordance with the provisions of United States law and all applicable international intellectual property rights treaties.

#### **SECTION 6: MANUFACTURE, DISTRIBUTION, AND SALE OF PRODUCTS**

The Trustee shall use, produce, print, manufacture, and/or reproduce products using Trust Properties, and shall offer such products for sale to the Beneficiary and the general public. The Trustee may enter into appropriate agreements and arrangements with third parties regarding the manufacture, distribution, and sale of products using Trust Properties.

#### **SECTION 7: TRUSTEE AUTHORITY WITHOUT NOTICE OR PERMISSION**

In the absence of the Trustor's specific direction to the contrary, the Trustee may make the following decisions relative to administration of the Trust without prior notice to or permission of the Trustor:

1. The Trustee has complete discretion as to the manufacturing format of products generated from Trust Properties, including appearance, design, typeface, paper grade, binding, cover, ink, or other material.

2. The Trustee has complete discretion in the management of all affairs related to the perpetuation of the Trust's business, including contracts, leases, licenses, covenants, manufacturing specifications, inventory and production quantities, distribution and marketing policies and programs, and pricing of products generated from Trust Properties.

#### **SECTION 8: TRUSTEE OBLIGATION FOR NOTICE AND APPROVAL**

The Trustee must notify the Trustor at least ninety days prior to any given annual Trustor meeting of the Trustee's intent to publish or otherwise manufacture a product based on an alteration of any Trust Property. The Trustee may not publish or manufacture such a product prior to receiving the Trustor's approval at that annual meeting. For such a proposal to be approved, two-thirds of the Conference's voting participants recorded as present in the roll call immediately prior to the vote must vote "yes" to the proposal.

#### **SECTION 9: UTILIZATION OF REVENUES**

From the revenues accruing from licenses, covenants, or sale of products generated from Trust Properties, the Trustee shall provide services as directed by the Trustor, including but not limited to the following services:

1. The Trustee shall provide administrative, organizational, and logistical services to the World Service Conference of Narcotics Anonymous and the Fellowship of Narcotics Anonymous at large in whatever capacities the Trustor may desire or direct.
2. The Trustee shall provide service to individual addicts and groups of addicts seeking recovery from addiction, and shall assist the general public in understanding addiction and the Narcotics Anonymous program for recovery from addiction. Such assistance may include direct and indirect communication with addicts, organizations, agencies, governments, and the public at large.
3. The Trustee shall publish and distribute periodicals written or prepared by and/or for the Fellowship of Narcotics Anonymous as it may be directed by the Trustor.
4. The Trustee shall not utilize revenues generated from Trust Properties to engage in any activities or exercise any powers that are not in furtherance of the purposes described above.

## **SECTION 10: DISBURSEMENT OF TRUST REVENUE**

The Trustee shall hold and manage in a fiduciary capacity the income produced by any of the activities described in Article IV, Sections 6 and 9, of these Rules in such a manner as to further the purpose described in Article I, Section 4, of the Trust Instrument.

### **Auditing**

Each year, the Trustee shall contract with a certified public accountant who will conduct a review audit of the Trust's fiscal activity. In addition, every five years the Trustee shall contract with a certified public accountant who will conduct a certified process audit to evaluate the internal policies and procedures used by the Trustee in administering the Trust, their effectiveness, and the Trustee's adherence thereto. The results of these audits shall be published to the Trustor at or before its annual meeting.

## **SECTION 11: PROTECTION OF TRUST PROPERTIES**

The Trustee shall have the duty and authority to protect the Trust Properties from infringement. The Trustee will utilize the following process to proceed with protection of the Trust Properties.

1. Before legal proceedings are initiated, the Trustee will request that all infringing parties cease and desist their infringement.
2. The Trustee will seek to resolve the infringement prior to filing formal litigation.
3. At least three-quarters of the directors of the corporation identified as Trustee must approve a proposal to file suit.
4. The Trustee's intent to file suit must be ratified by at least two-thirds of the members of the World Service Board of Trustees before suit may be filed.
5. Prior to filing, the Trustee will report to all World Service Conference participants its intent to file infringement suit, unless the provision of such a report would demonstrably impair the Trustee's ability to effectively protect Trust Property. In the event that prior notice of intention to protect the intellectual properties of the Trust would jeopardize the success of any action, appropriate provisions or remedies such as injunctions and seizure orders may be sought without prior notice.

6. Once filed, settlement of infringement litigation shall be at the discretion of the Trustee, the chairperson and vice chairperson of the World Service Conference, and the chairperson and vice chairperson of the World Service Board of Trustees.

#### **SECTION 12: TRUSTEE REPORTING OBLIGATION**

Each year, the Trustee shall give a full written report of its activities to the Trustor. This report shall be delivered to all voting participants of the World Service Conference at or before its annual meeting, and shall be available at cost or less to any Narcotics Anonymous member. This report shall include:

1. A review audit of the Trust for the previous year. Additionally, every five years it shall include a process audit of the Trustee's fiscal management procedures.
2. A description of all Trustee activities funded from proceeds generated by the Trust in the previous year.
3. A budget and project-description for Trustee activities planned for the coming year.



<p style="text-align: center;"><b>ARTICLE V: RIGHTS AND RESPONSIBILITIES OF THE BENEFICIARY</b></p>
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**SECTION 1: FELLOWSHIP USE OF TRUST PROPERTIES**

Reproductions of all Trust Properties, including NA's adapted Twelve Steps and Twelve Traditions, published NA literature, and NA's trademarks and service marks, are to be available for the use of the Beneficiary, the Fellowship of Narcotics Anonymous. However, neither the Beneficiary itself nor its members have the legal right to produce or reproduce any Trust Properties.

**SECTION 2: BENEFICIARY IMPACT ON THE TRUST**

The Beneficiary may take part in decisions affecting the Trust through the established Narcotics Anonymous service structure, as described in the most recent Narcotics Anonymous service manual.

**SECTION 3: INSPECTION OF TRUSTEE ACTIVITIES**

**Conditions of inspection**

Any regional service committee may inspect the records and operations of the Trust on behalf of the Beneficiary, provided the following conditions are met.

1. A region's motion to conduct an inspection of the Trust must be approved by two-thirds or more of the regional service committee's voting participants.
2. The regional service committee wishing to inspect the Trust must assume the full expense of the inspection, including the expenses of the two members of the World Service Board of Trustees and the one member of the board of directors of the corporation designated as Trustee who will take part in the inspection.
3. The regional service committee must present a written request for inspection of the Trust, detailing its concerns and any particular areas of Trust operations it wishes to inspect.

**Selection of inspection team**

1. The regional service committee requesting the inspection will select two members of the World Service Board of Trustees for inclusion on the inspection team. These two members will facilitate the inspection.
2. The regional service committee requesting the inspection will designate one of its participants to be included on the inspection team.
3. The board of directors of the corporation designated as Trustee will designate either its treasurer or another director on the inspection team.

**Inspection limitation**

A Trust inspection conducted by a regional service committee on behalf of the Beneficiary may examine any aspect of the Trustee's operations, including all records, with the exception of the Trustee's personnel records.

**Report of inspection**

1. One of the two inspection team members drawn from the World Service Board of Trustees will develop a report of the team's findings relative to the region's stated concerns. The report will include full documentation of the inspection team's findings.
2. The final report, along with a copy of the original request for inspection, will then be published in the next *Conference Report*.

**ARTICLE VI:  
REVOCATION AND REASSIGNMENT OF THE  
TRUSTEE'S RIGHTS AND RESPONSIBILITIES**

**SECTION 1: CONSIDERATION OF REVOCATION**

The Trustee's rights and responsibilities may be revoked and reassigned to another party by the Trustor, provided the following conditions are met:

1. A written petition to revoke the rights and responsibilities of the Trustee must be submitted to the World Service Conference Administrative Committee. To be considered, the petition must meet one of the following two sets of conditions:  
*Either* the petition must be signed by a third of the regional service committees recognized as voting participants in the most recent annual meeting of the World Service Conference. Each of the regional service committees signing the petition must have received the support of no less than two-thirds of their voting members in doing so.  
*Or* the petition must be signed by the World Service Board of Trustees. The motion to submit the petition must have been approved by no less than two-thirds of the members of the World Service Board of Trustees.
2. In order to be considered at any given annual meeting of the World Service Conference, such a petition must be received between June 1 and December 31 of the previous year, allowing time for the petition to be distributed to Conference participants.
3. If the above criteria are met, the petition will be placed on the agenda of the next annual meeting of the World Service Conference. Statements of the petitioners will be published with the petition itself in the *Conference Agenda Report*.

**SECTION 2: REVOCATION PROCESS**

1. A majority of the voting participants of the World Service Conference must approve before proceeding with the revocation process.
2. An ad hoc committee will be appointed by the chairperson of the Conference. The committee will consist of the following:
  - a. four regional service representatives

- b. the chairperson of the board of directors of the corporation designated as Trustee
  - c. one member of the WSC Administrative Committee
  - d. three members of the World Service Board of Trustees, one of whom will chair the committee
3. This committee will hold two forums during the upcoming year to receive Fellowship input, and will provide accounts of those forums in the *Conference Report*.
4. In addition to those forums, the committee will meet at least twice, and will provide accounts of its meetings in the *Conference Report*.
5. At the conclusion of its study, this committee will prepare a written report to be included in the *Conference Agenda Report*, along with any motions or recommendations related to the proposed revocation.
6. Any World Service Conference motion to revoke the Trustee's rights and responsibilities arising from the committee's study will require approval of three-fourths of the voting Conference participants recorded as present in the roll call immediately prior to the vote.

### **SECTION 3: REASSIGNMENT OF TRUSTEE RESPONSIBILITIES**

Should the Trustee's rights and responsibilities be revoked, the Trustor will immediately direct the Trustee to assign those rights and responsibilities either to the Trustor or to the entity the Trustor wishes to administer the Trust. The Trustee shall comply immediately with such direction.

<p style="text-align: center;"><b>ARTICLE VII: REVISION OF TRUST RULES AND INSTRUMENT</b></p>
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**SECTION 1: REVISION OF TRUST OPERATIONAL RULES**

The Trust Operational Rules may be revised by the Trustor under the procedures normally applied to changes in Trustor policy.

**SECTION 2: REVISION OF TRUST INSTRUMENT**

Provisions of the Trust Instrument may be changed only under the following conditions:

1. Any motion to review proposed revisions to the Trust Instrument must receive the approval of a majority of voting participants of the World Service Conference.
2. After such review is approved by the Conference, proposed revisions will be open for a six-month review and input period, after which the proposed revisions will be presented in the *Conference Agenda Report* for adoption.
3. A motion to adopt any proposed revisions to the Trust Instrument will require approval of three-fourths of those Conference voting participants recorded as present in the roll call immediately prior to the vote.

<p style="text-align: center;"><b>SCHEDULE A</b> <b>TWELVE STEPS AND TWELVE TRADITIONS, AS</b> <b>ADAPTED FOR USE BY THE FELLOWSHIP OF</b> <b>NARCOTICS ANONYMOUS</b></p>
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License to adapt the Twelve Steps and Twelve Traditions for use by the Fellowship of Narcotics Anonymous granted by Alcoholics Anonymous World Services, Inc.

**TWELVE STEPS**

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God as we *understood Him*.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God as we *understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

## **TWELVE TRADITIONS**

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority--a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose--to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

**ADDENDUM 4:  
WORLD SERVICE BOARD OF TRUSTEES  
OPERATIONAL PROCEDURES**



**ADDENDUM 4:**  
**WORLD SERVICE BOARD OF TRUSTEES**  
**OPERATIONAL PROCEDURES**

The World Service Board of Trustees (WSB) was created in the early 1960s and is the longest-standing service body in NA today. Its purpose is to serve the fellowship. It does this through its committee system. The board is accountable to the fellowship through the World Service Conference. Each trustee serves on one or more WSB committee(s) and also serves as a full participant at the annual meeting of the WSC. While the trustees may not represent a specific constituency, they do represent all the members of NA.

Frequently, the board has been called upon to assist in the resolution of important issues facing our fellowship. The needs of our fellowship are ever-changing; since the early days of NA's development, the board has performed a number of functions that affect the fellowship as a whole. Although the general policies of NA are guided by our traditions, it is the board's responsibility to apply those policies to all world service efforts.

It is the responsibility of the WSB to take the work and projects committed to them by the conference, plan and oversee their administration, and bring them back to the WSC upon completion. WSB committees plan and oversee this work. These committees are composed of trustee and nontrustee members. Trustee committees are concerned with literature development and translations, public and professional relations, hospitals and institutions, fellowship growth and development, fellowship services and policy, and NA finances.

The board assists the World Service Conference in determining the priorities and focus of conference committees. Through their close association with the World Service Office Board of Directors, they are also involved in determining the direction of the World Service Office.

The WSB functions within its own operational procedures, but also works closely with the other world service boards and committees. In general, the board's role is to provide leadership and guidance to NA's world services, and to offer its experience to the fellowship as a whole.

1. The purpose of the World Service Board of Trustees is to contribute to the continuation and growth of Narcotics Anonymous and to serve as a primary resource for the fellowship of NA.
2. The functions of the World Service 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 NA.

- B. To encourage fellowship-wide understanding and utilization of the Twelve Traditions of NA.
- 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, as a resource of experience and information, are responsible to the fellowship as a whole through the NA service structure and must remain responsive to the needs of the fellowship.

- 3. The membership of the World Service Board of Trustees conforms to the following:
  - A. The number of trustees serving at any time is limited to a maximum of seventeen (17).
  - B. There are two types of trustees: addict member of NA, or nonaddict. At least two-thirds of the trustees are recovering drug addicts.
  - C. The qualifications required of addict trustees include:
    - 1) The willingness to serve as a member of the board.
    - 2) A commitment to service, as shown by experience working as a member of other NA service committees and their contribution to the continuation and growth of the fellowship.
    - 3) The time and resources necessary for active trusteeship.
    - 4) A minimum of eight years continuous abstinence from drugs.
    - 5) A good working knowledge of the Twelve Traditions and Twelve Steps of NA.
  - D. The qualifications required of our nonaddict trustees are:
    - 1) The willingness to serve as a member of the board.
    - 2) Previous experience on a trustee committee.
    - 3) The time and resources necessary for active trusteeship.
    - 4) A good working knowledge of the Twelve Traditions of NA.
    - 5) A good understanding of the nature of the addict and our program of recovery.
    - 6) Nomination by the World Service Board of Trustees.
  - E. A trustee is selected by the following procedure: Candidates for the board are nominated and elected at the World Service Conference. There is separate election for each trustee position. Each trustee must receive a two-thirds majority vote of the World Service Conference to be elected. Separate elections will be held for addict trustees and nonaddict trustees.

- F. Two members of the World Service Board of Trustees shall also serve on the World Service Office Board of Directors performing such duties as may be required as a member of the Board of Directors. (*See Addendum 5 to this year's Conference Agenda Report*).
  - G. Addict trustees are elected for five-year terms. Nonaddict trustees are elected for three-year terms. Terms begin at the commencement of the May/June WSB meeting each conference year.
  - H. A trustee may be suspended from active trusteeship by a two-thirds vote of the entire membership of the WSB. A trustee may be removed from their position by a two-thirds vote of the WSC. A suspended trustee shall not be considered a voting member of the board during the suspension period.
  - I. Regular trustee meetings shall consist of full board and committee meetings, and shall include all regular trustees, committee members, and WSO staff assigned to assist the board.
4. The responsibility of the World Service Board of Trustees is to provide guidance and direction. This responsibility includes, but is not limited to, the following:
- A. Development and recommendation of policies for NA which will help the fellowship achieve its primary purpose.
  - B. Participation in development of the priorities and focus of world services.
  - C. Assistance in determining the direction of the World Service Office.
  - D. Participation in the development and review of world service budgets.
  - E. Management of projects committed to the board by the WSC.
  - F. Involvement in the growth and development of NA communities worldwide.
  - G. Education and training for the fellowship through involvement in workshops, learning days, and conventions.
  - H. Membership on world service committees concerned with budget, travel, translations, etc.
  - I. Response to questions and concerns and promotion of communication within the fellowship.

**ADDENDUM 5:  
DUAL MEMBERSHIP PROPOSAL  
FOR WSB AND WSO BOARD  
FOR CONFERENCE YEAR 1992-93**

**ADDENDUM 5:  
DUAL MEMBERSHIP PROPOSAL  
FOR WSB AND WSO BOARD  
FOR CONFERENCE YEAR 1992-93**

1. Procedures for Dual Membership on the World Service Board of Trustees and the WSO Board of Directors.
  - A. During the first year these guidelines are activated, the selection of these members shall be done through a process jointly agreed upon by the WSB and WSO board.
  - B. After one full year, the WSB and the WSO board will jointly present a report, recommendation, and possibly a motion to the WSC defining the positions, the election process, and terms of service.
  - C. During this one-year trial, the number of voting trustees will remain the same.



**ADDENDUM 6:  
WORLD SERVICE BOARD OF TRUSTEES  
INTERNAL GUIDELINES**

**ADDENDUM 6:  
WORLD SERVICE BOARD OF TRUSTEES  
INTERNAL GUIDELINES**

1. In order to function more effectively, the World Service Board of Trustees (WSB) has leaders.
  - A. The leaders of the World Service Board of Trustees include:
    - 1) The chairperson
      - a. Must have served a minimum of two years on the board.
    - 2) The vice chairperson
      - a. Must have served a minimum of one year on the board.
      - b. It is expected that the vice chairperson will serve a term as chairperson of the board after completing his or her term as vice chairperson.
    - 3) Standing committee chairpersons
  - B. The duties of these leaders are:
    - 1) The chairperson of the World Service Board of Trustees:
      - a. Presides over all trustee meetings.
      - b. Performs such duties as may be required, from time to time, by the board.
      - c. Appoints members to, and assigns the duties of, WSB standing committees as authorized by the Steering Committee. (See Section 2.)
      - d. Is elected by and is a member of the board.
    - 2) The vice chairperson of the World Service Board of Trustees:
      - a. Performs all the duties and holds all the powers of the chairperson in his or her absence.
      - b. Performs such duties as may be required, from time to time, by the board.
      - c. Is elected by and is a member of the board.
    - 3) The WSB standing committee chairpersons:
      - a. Assign projects to committee members.
      - b. Coordinate committee projects.
      - c. Act as liaisons between their respective committees and other world service boards and committees.
      - d. Develop standing committee reports and budgets.
      - e. Are elected by the members of each respective WSB standing committees.

- C. These leaders are elected at the May/June WSB meeting of each conference year. Their terms begin at the end of the meeting at which they are elected, and they serve through the following May/June meeting of the WSB.
- D. The leaders of the World Service Board of Trustees may be elected to serve more than one term of office.
- 2. In order to perform their duties and function more effectively, the World Service Board of Trustees utilizes a Steering Committee.
  - A. The members of the Steering Committee include:
    - 1) The World Service Board of Trustees chairperson, who chairs the steering committee.
    - 2) The World Service Board of Trustees vice chairperson.
    - 3) The chairpersons of the WSB standing committees. (See Section 3B.)
    - 4) One member of the World Service Board of Trustees who is a member of the WSO Board of Directors.
    - 5) The executive director of the World Service Office, who is a nonvoting member.
  - B. The Steering Committee coordinates the general administrative functions for the entire World Service Board of Trustees between regularly scheduled meetings of the board. Its responsibilities include:
    - 1) Review of trustee projects.
    - 2) Development of agenda for trustee meetings.
    - 3) Development of proposals for future activities of the World Service Board of Trustees and its standing committees.
    - 4) Assignment of trustees to WSB standing committees.
    - 5) Allocation of resources to trustee standing committees, in accordance with established priorities.
    - 6) Accountability to World Service Conference for trustee ethics.
    - 7) Holding trustee standing committees accountable for the completion of their assigned projects.
    - 8) Discussion of significant issues which come up for immediate consideration between regularly scheduled WSB meetings.
    - 9) Crisis management.
  - C. All members of the World Service Board of Trustees must be notified of any decisions made by the Steering Committee as soon as possible after the decision and prior to action being taken on the decision.



3. In order that the WSB may better serve the fellowship, it utilizes a committee system.
  - A. The purpose of the WSB committees is:
    - 1) To be a resource and provide continuity for World Service Conference committees.
    - 2) To be a source of information, experience, and guidance in each committee's area of specialization.
  - B. The standing committees include:
    - 1) Steering Committee (see Section 2)
    - 2) Internal Affairs--concerned with what occurs within our fellowship and service structure, with emphasis on WSO, WSC, finance, activities, along with our fellowship's growth and development, service structure development, provision of services, planning, etc.
    - 3) External Affairs--concerned with how our fellowship and service structure interface with society, with emphasis on hospitals and institutions, public information, public relations, relations with the medical profession, the criminal justice system, and the media. The External Affairs Committee also provides administrative support for the WSB Additional Needs Panel.
    - 4) Literature Review--reviews literature as requested, administers assigned literature projects, handles any other related literature issues or tasks on an as-needed basis (e.g., interaction with the World Services Translation Committee).
4. The meetings of the World Service Board of Trustees conform to the following:
  - A. The trustees meet a minimum of four times each conference year.
  - B. Additional special meetings are held whenever called, upon two weeks notification, by the Steering Committee. Any trustee may call for a special meeting, but this meeting must be approved by the Steering Committee.
  - C. The regular quarterly trustee meetings are open to members of the fellowship as nonparticipant observers.
  - D. Any three members of the World Service Board of Trustees may call for a closed session during a regularly scheduled meeting.
  - E. Any trustee may request a conference call of the entire board, but such calls must be approved by the Steering Committee.
  - F. Two-thirds of the active trustees constitute a quorum of the board.
  - G. Each trustee is expected to attend all scheduled WSB meetings. A trustee who is unable to attend two or more regularly scheduled meetings in a given year may be subject to suspension by a two-thirds vote of the full board.

- 
- H. Motions must be made and seconded by the members of the board.
  - I. Motions must be adopted by a two-thirds majority of trustees present, except for elections. Elections require only a simple majority.
  - J. Tabulation of votes will be done by raised hands, or by roll call voice vote on conference calls. No written ballots will be taken except during elections.
  - K. Votes may be taken by conference call between regularly scheduled meetings in the event that a decision must be made involving all trustees. No decisions are to be made by polling of individual members.
  - L. Accurate minutes of all trustee meetings are taken and published within thirty days of the meeting. Copies of these minutes are sent to:
    - 1) Each trustee
    - 2) Past trustees request to be included on the mailing list
    - 3) Each duly registered regional service committee
    - 4) All World Service Conference participants

**ADDENDUM 7**

**IN TIMES OF ILLNESS**

**FOR APPROVAL OR DISAPPROVAL AT WSC 1992  
NOT FOR USE IN NA MEETINGS.**

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## In Times of Illness

Recovery does not guarantee us freedom from living life on life's terms. In Narcotics Anonymous we can learn to accept the reality of life, which sometimes brings us illness or injury. We've learned in N.A. that we can apply spiritual principles to help us get through these difficult times. When we admit that we are powerless, we can accept our illness and any necessary medical treatment. It may help to admit that we are also powerless over the feelings we experience when we are ill.

Illness or injury is stressful, and stress can place us at risk of relapse. Often, we need the N.A. program even more when we are faced with illness. We can prepare ourselves for these stressful times by doing our best each day to lay a strong foundation in recovery. The steps we take today will serve us well when we need them.

Coming to terms with illness is a process. It is a process in which we often experience denial, bargaining, anger, grief, surrender, and acceptance. It's comforting to realize that these stages are a normal part of this process. Acceptance of something does not necessarily mean we like it—we can dislike something and still accept it.

*"I was able to get clean in spite of agonizing pain. I asked God, 'Why me?' I found myself lacking in faith, acceptance, and hope. I just suffered through that first year and stayed clean by God's grace. Sometime during my second year in recovery, I began applying the principle of surrender to my illness and developing a closer relationship with my Higher Power.*

*There are many days I wish things were different. Some days I still ask, 'Why me?' I now know that I can experience chronic illness and not return to active addiction. Sometimes I still get a case of the "if onlys," and other addicts share with me that they do, too. Even so, each day I thank God for the gift of N.A., my life, and the love I have as a result of this recovery program."*

It is important to share about our illness with our fellow recovering addicts. If possible, we attend more meetings than usual. If we are unable to attend meetings, we can ask that meetings be brought to us. The support of others is crucial when we are ill or injured.

Our experience in recovery shows us that we have a choice; we can view any experience as a crisis or as a time for spiritual growth. In this sense, illness and injury are no different than other life experiences. Even though it may seem more difficult to sustain the daily footwork of recovery while we are suffering, our solutions in illness are the same as those in good health. We can maintain our recovery during times of illness by consistently practicing a spiritual program.

### Informing our Doctors

It is difficult for any doctor to provide us with adequate health care unless we are honest about our addiction. It is essential that we let our doctors know that we are recovering addicts. It may be necessary to tell them a little about addiction as we understand it. Most importantly, we make it clear that we choose not to take medication unless it is necessary. Our honesty will help our doctors accurately assess our needs.

*"A woman I sponsor was scheduled to have major surgery. She felt shame and was afraid that the medical personnel would treat her differently if she told them she was an addict. Rather than lose face, she was willing to risk her recovery. Thank God, she shared those feelings with me. I helped her to see that it was important to walk through the fear and inform the medical personnel of her addiction. She chose to be honest with her doctor. As a result, her recovery was strengthened rather than jeopardized."*

While our doctors are responsible for our medical care, we are responsible for our recovery. We have a right to participate as an equal partner by informing our doctors of our needs and asking about our options.

### Medication in Recovery

Narcotics Anonymous as a whole has no opinion on outside issues, including health issues. We are concerned with recovery from the disease of addiction. Although our recovery is complicated when we experience disease or injury, this does not have to lead us away from recovery.

The ultimate responsibility for making medical decisions rests with each individual. If we choose to accept it, however, a great deal of support is available to help us make these decisions. For instance, we can practice the Twelve Steps, maintain frequent contact with our sponsor, write about our feelings and motives, and share at meetings. With the support of others in Narcotics Anonymous, we find the strength we need to make healthy decisions for our own recovery.

The use of medication in recovery is often controversial. It's good to remember that the Basic Text recommends consulting professionals concerning our medical problems. When we remember that the only requirement for membership is a desire to stop using, we as members can set aside our judgment of others. Clean time is an issue for each of us to resolve individually with our sponsor and our Higher Power. An attitude of judgment on our part could cause great harm to another addict.

*"I was one person who believed that, if you used anything for any reason, it was considered a relapse. Until I was faced with this situation in my own recovery, it didn't dawn on me that I might have to take medication. I can remember going to meetings and having people ask me if I'd relapsed, and telling me to pick up a white chip. This really hurt and scared me. I felt rejected and very alone because no one seemed to understand that I needed strength and hope."*

When someone we know has been taking prescribed medication, we can help them by offering support and by sharing our experience, strength, and hope. We fulfill our primary purpose by supporting another addict's recovery with an attitude of care, love, and concern.

The power of the disease of addiction cannot be underestimated. Regardless of how we work our mental and spiritual program of recovery, we may react to medication like we did when using drugs. It doesn't matter what the medication is or whether it was our drug of choice. Any medication may unleash the craving and the compulsion that haunted us while we were using. Our experience has shown that no drugs are risk-free for us.

*"My body does not know the difference between taking needed pain medication and abusing drugs. Today, I have to get honest with myself and turn to my Higher Power for help. Each time pain medication is prescribed for me, I explore my motives for taking it. Am I taking medication to get high? Am I imagining or magnifying this pain? Is this medication necessary right now? If it is necessary, a network of safeguards can be set up among my sponsor, recovering friends, family, and medical personnel so that I'm not in control of the medication. I would probably be the worst person to regulate or control the taking of any drug."*

Just as we may view illness as an opportunity to justify using drugs, we also may go to the other extreme. Sometimes we stubbornly insist that we know better than the doctor, refuse all medications, and neglect problems that require attention. Ignoring health problems because of fear or pride may, in fact, make matters worse for us.

*"When I was about a year and a half clean, I suffered my first bout of a recurrent illness. My sponsor told me not to be a martyr and to go to my doctor, who knows that I am a recovering addict. I didn't listen, and as a result I was hospitalized for five days, in traction and on strong medication. If I had followed my sponsor's suggestion, I would have been on a milder medication for a much shorter period of time."*

Over-the-counter drugs can also pose a very real threat to us. Even though some over-the-counter drugs are marked "non-narcotic," they may be mood-altering. It is important that we consider their use as carefully as the use of any other medication. Any drug, prescription or non-prescription, has the potential to be abused.

Sometimes, alternative methods of treatment can be used. Many of these methods require little or no medication, or the use of medication that doesn't alter our moods or our thinking. This is another way in which we can exercise responsibility for our recovery, even during illness. Some N.A. members share that they have felt spiritually strengthened by exploring and utilizing these alternatives.

By living the Narcotics Anonymous program, we find a measure of consistency in our lives. We can also apply the program to help us find balance when we are ill. Sharing openly with our doctor and our sponsor, relying on a Higher Power, and practicing the Twelve Steps are ways to help each individual find a balance that is comfortable and appropriate.

### Emergency Care

Sometimes, emergency room treatment becomes necessary. When this happens, we are often asked to make quick decisions. It would be easy to rationalize or justify the use of medications that may not be necessary. It's a good idea to have another addict to support us in these difficult situations if possible. Relying on others can alleviate the fear and irrational thinking that we may experience when we face emergencies alone. Isolation is often dangerous for addicts at times like these.

*"Even though I thought I was alone, I wasn't—because I prayed. I then called my sponsor, who met me at the emergency room. Once there, I was examined and offered medication. I explained my addiction to the doctor and asked if not taking the medication was life-threatening. With my sponsor's support, I was able to make an informed decision."*

The presence of a trusted friend and faith in a Higher Power are invaluable in an emergency situation. The strength we gain from this support can help us make decisions that will enhance our recovery instead of endangering us. Even in an emergency, we can still apply our program of recovery.

### Chronic and Terminal Illness in Recovery

Some members may be faced with the diagnosis of a chronic or terminal disease. It is only natural for this news to be received with fear, despair, or anger. Doubt and hopelessness may eclipse our hard-earned faith in a Higher Power. We have found it possible, however, to continue our recovery while struggling with a chronic or terminal disease.

*"When I first heard my diagnosis, I ran through a range of emotions. 'It's not fair; I already have the disease of addiction. How much should one person have to deal with?' During this time I became angry with my Higher Power, fearing I had gotten clean only to die. At the same time I felt guilty—like I had no right to feel all those things. I felt as if I were whining when I should have been grateful that it wasn't worse."*

The mood swings and feelings we experience as a result of illness are normal. We give ourselves permission to feel exactly as we do and to look for ways to cope, not escape. We can view our illness as a curse, or we can walk through it in a positive manner that will work toward our benefit. Once again, we find ourselves in one of life's situations where our attitude will play a large role in how successfully we pass through the storm. In fact, our survival and recovery depend on our mental and spiritual approach.

A renewal of our commitment to seek recovery in Narcotics Anonymous is essential at times like these. By renewing our commitment to turn our will and our lives over to our Higher Power's care, we open a channel that allows this Power to work in our lives. Prayer and meditation are powerful tools in seeking the best path through our illness.

Reaching out to others who are living with a chronic or terminal illness will help us to realize that we are not alone. Giving our support to and sharing our experiences with others can help us to avoid the self-centeredness that is at the core of our disease.

*"My gratitude for a few addicts and my sponsor leaves me without words to convey my appreciation. They didn't allow me to isolate or wallow in self-pity. Calling and stopping by daily, taking me to meetings, fixing up their cars with pillows and blankets so I could ride comfortably are a few acts of their kindness."*

The importance of our continued involvement with the fellowship cannot be overemphasized. Although some of our fellow addicts will be frightened of chronic and terminal illness, there will always be members whose warmth and emotional availability we can rely on. If we encounter fear or misunderstanding in other members, it can be used as an opportunity to share about our illness with them or simply acknowledge their feelings of fear. We can let them know that any support they are able to offer would be welcomed.

Although not all of us are directly affected by a chronic illness, most of us will know of someone who is suffering from a serious disease. It may help us to remember that our Basic Text says, "Separation from the atmosphere of recovery and from the spirit of service to others slows our spiritual growth." It is our responsibility as recovering members of N.A. to provide the unconditional love and support that is so desperately needed by our seriously ill members.

*"The last months, I felt that I was never doing enough, that I wasn't repaying my friend for what he had given me. The guilt was tormenting me. I believed that I wasn't a good friend at all. But I shared about it with friends and at meetings, and by being open to the message of recovery, I realized that I was doing the best I could and that my effort was good enough."*



People who are close to someone who is chronically ill, whether they are a friend, a partner, or a sponsor, may find themselves dealing with feelings of helplessness, fear, inadequacy, and sadness. All of these feelings are to be expected when someone we care for is ill.

Perhaps the most painful feeling is the anticipated loss of a loved one. During these times, we need to remind ourselves that our loved one is *living* with an illness. By placing the emphasis on life, we can appreciate the day, not rob ourselves of the precious here and now, and remain free from worry about what the future may hold.

*"A man I sponsor, with almost ten years clean time in N.A., telephoned me with some bad news. Doctors said he had an incurable disease that would kill him within sixty days. He lived for two years, however, and continued to work a program of recovery. His courage inspired all of us, and he will be missed. His example in living the N.A. principles will always be remembered."*

Working the steps is vital in leading us toward acceptance. Through this process, we prepare ourselves to handle the reality of illness with all the spiritual strength and hope our recovery can provide. We gradually learn to allow for the changes in our body, mind, and spirit.

We have found that we can cope with illness or injury if we follow the simple suggestions offered in this pamphlet. Building a strong foundation in recovery gives us an advantage. We can survive the ups and downs of life by applying spiritual principles each day.

## Suggestions to Follow When Faced with Illness

Some of our members have found the following list of suggestions helpful in dealing with the impact of illness on their recovery.

- Go to as many N.A. meetings as possible.
- Work closely with your sponsor.
- Read N.A. literature.
- Reach out to other N.A. members. Ask for support.
- Write about your feelings.
- Practice the Twelve Steps and Twelve Traditions.
- Pray and meditate.
- Share your thoughts and feelings honestly and openly.
- Identify yourself as a recovering addict to health-care professionals.
- Talk to your doctor or pharmacist before taking over-the-counter drugs.
- Arrange for an N.A. member to be with you during surgery or other medical treatment involving drugs.
- Honestly evaluate your condition and explore alternatives to medication.
- Continue on your path of recovery in Narcotics Anonymous.



**OTHER N.A. LITERATURE YOU MAY WISH TO READ**

**RECOVERY AND RELAPSE (I.P. #6)**—Excerpted from the White Booklet, this pamphlet discusses the early warning signs of relapse, as well as actions that addicts can take to avoid a relapse.

**JUST FOR TODAY (I.P. #8)**—Five positive thoughts to help recovering addicts are presented in this pamphlet. Ideal for reading on a daily basis, these thoughts provide addicts with the perspective of clean living to face each new day. The remainder of the pamphlet develops the principle of living just for today, encouraging addicts to trust in a Higher Power and work the N.A. program on a daily basis.

**SPONSORSHIP (I.P. #11)**—Sponsorship is a vital tool for recovery. This introductory pamphlet helps provide an understanding of sponsorship, especially for new members. The pamphlet addresses some questions, including “What is a sponsor?” and “How do you get a sponsor?”

**SELF ACCEPTANCE (I.P. #19)**—The first half of this pamphlet, “The Problem,” discusses aspects of an unmanageable life, including not accepting ourselves or others. The second half of the pamphlet, “The Twelve Steps Are the Solution,” outlines the process that allows recovering addicts to apply the Twelve Steps in every area of their lives in order to gain acceptance of themselves and others.



WORLD SERVICE OFFICE, INC.  
NARCOTICS ANONYMOUS

P.O. Box 9999  
Van Nuys, CA 91409  
(818) 780-3951

DATE: October 22, 1991  
TO: Kim Johnson, Chairperson of the WSB External Committee  
FROM: Joe Gossett  
RE: International Development Forum

Thank you for your recent invitation to sit in on the October meeting of the external committee of the board of trustees. As I mentioned at that time, I will not be able to attend since this committee meets at the same time as the board of directors. You then asked me to write a paper on my perspective of the international development of NA based on my international nonprofit experience and my observations of NA to date. After reviewing that request with the chairperson of the BOD and sharing a draft of this paper with him, I am happy to provide the following comments.

Sitting in on our first International Development Forum at the last WSC and more recently at the Multinational Development Forum at the World Convention, I saw a number of things that were very familiar. Westerners (especially Americans) have a natural tendency to want to "fix things" for other cultures. If our plans are not fully implemented immediately, we have little patience, poor listening skills, and tend to overreact by withdrawing all support and involvement. Often the overall effect of these actions creates a worse situation than the initial problem addressed. I once visited an orphanage in East Africa designed to accommodate 200 Masai orphaned children. This building had been built at great expense and the staff had been paid for two years. The originating western organization had been so moved by the perception of starving orphans that they had failed to learn that Masai culture consists of large extended family structures that always care for their children regardless of the absence of parents. In two years of operation, this facility had never housed the first orphan. The staff of the orphanage expressed appreciation for the regular paychecks, but could not understand why Americans wanted them to sit in a vacant building when their community had such a desperate need for a school, a hospital, or even a well. Upon learning what they had done, the embarrassed Americans withdrew their support, leaving an African community with an empty monument to American development efforts. I share this story because I believe the act of withdrawing support to be even worse than the failure to do adequate research.

If you don't believe we could ever do anything this far out, imagine this: You live in a non-western culture, you have just joined with a dozen recovering addicts to better understand how to really do these 12 Steps, and you receive a WSC Digest that highlights the differences between the *TWGSS* and the *Guide to Service* and how that could impact our tax negotiations with the U.S. Internal Revenue Service. Remember the usual western

response is now embarrassment and abandonment. We can do better than that. We can continue to provide our greatest response of experience without promising more than we are capable of delivering and without abandoning the task because we make a mistake.

We cannot build NA fellowships in other countries and we should never imply that we have that power. We can do no more, and should do no less, than sharing our experience. Emerging fellowships could learn much from our successes and even more from our failures.

Before considering different alternatives, we must consider our current and potential staffing capability. Our present financial situation limits our staffing capability to one-fourth of one person to respond to all non-American requests for information. All WSO departments are currently operating with minimal staffing; thus, increasing the priority of international development may not be a practical way to obtain more staff assistance. The appropriate generation of funds to be used to support service activities is a separate topic and will not be addressed in this letter. While considering the alternatives below, we must keep in mind that all policy decisions come with a price tag. We can address the need for planning at this time, but we will not be able to make major changes to the staffing of international development until more resources are available.

### **Correspondence**

Sharing experience through correspondence from the WSO has been a primary method of communication with emerging NA fellowships outside of the United States. Staff responds to requests most often with standardized responses. At present, we do not have the staff resources to generate correspondence to emerging fellowships that have not placed specific requests for information. We also do not have staff resources to staff a committee of trusted servants to provide input into this communication process. When financial resources become available, I believe it would be appropriate to expand our current practice of answering mail to include both initiated mail and trusted servant involvement.

### **Service Literature**

Trusted servants involved in international development could also assist in the creation of service-oriented literature appropriate for emerging fellowships outside of the United States. In western culture, we have found local H&I committees to be an effective way to carry the message; this will not be true everywhere. In western culture, we have found "passing the basket" to have only minimal success in funding our service efforts while literature sales are generally accepted as the appropriate way to generate the majority of our resources. This combination will also not be true in every culture. We must find a balance between appropriate service literature with a universal appeal and personalized sharing for specific situations.

### **Recovery Literature**

We may overemphasize this because it appears to all to be the easiest to provide. We must remember that every NA Fellowship (including the American fellowship) initially

developed without written recovery literature. NA is based on addicts helping addicts and there are no short cuts around that central fact. When an emerging fellowship matures to the level of being able to initiate a translation committee, World Services should be in a position to support that effort. As that fellowship continues to mature, funds will become available to facilitate printing translated recovery literature. Attempting to shield emerging fellowships from these growth experiences can be a disservice.

### **Personal Interaction**

Personal interaction is still an extremely valuable way to share experiences. The risk of making a mistake is highest with this approach, but the opportunity to share experience is also highest with this approach. We should not shy away from this approach because of past mistakes or perceptions of trusted servants on foreign trips. Nothing compares to the benefit of a fellow addict personally sharing their experience in recovery or in service.

In summary, we must remember the following key points:

1. Developed fellowships have both recovery and service experience that is very valuable to emerging fellowships.
2. Sharing that experience in every way possible is really all we can do to help an emerging fellowship. Any other activities to "fix" the challenges faced by emerging fellowships may be counterproductive.
3. Our willingness to fund plans must be equal to our willingness to develop plans.

Our past success and rapid growth have been exceptional compared to any other nonprofit organization in the world. If we maintain realistic expectations focused on our strengths, this success will continue.

**APPROVED  
INTERNAL AFFAIRS COMMITTEE  
CONFERENCE CALL MINUTES**

October 15, 1991

The call began at 6:50 PM instead of 6:00 PM, due to a computer malfunction. Present on the call were Stu T., Chuck L., Becky M., Bob McD., Dave T., Barbara J., Mitch S. and Tim B. WSO Staff present were Hollie A. and Lee M. Jamie S-H was not on the call due to the late hour in Europe.

The first hour of the call was taken up with a review of the Literature Trust Document. Tim B. had several wording changes to suggest which were noted by Lee M. Most of these changes were accepted with minimal discussion by the other members on the call. These changes will be incorporated into the document by Lee M. for distribution on 10/16/91. Lee left the call after this discussion was completed.

Stu then asked if all the members on the call had received a copy of the staff allocation request which he developed this week. He indicated he wants this document added to the Internal Affairs agenda for discussion during the upcoming meeting.

Tim indicated he will be unable to attend the Internal Affairs committee meeting as he will be at the directors meeting. Stu indicated there is no other time for the committee to meet due to the other agenda items for full board discussion. It was noted that one of the problems with joint board meetings is the inability to take part in each others meeting.

Discussion then began on the routine responses sent out by the WSO which were given to the Fellowship Services Advisory Team during their meeting in early October. Stu advised everyone that these responses are on the agenda for discussion Thursday night. He has divided these responses for review by the committee/board to which they relate. He feels that some of these responses will need to be placed on the agenda for the Internal Affairs committee for review. Becky feels a review plan needs to be developed to provide for a full review of all items by the appropriate board or committee. Stu indicated his understanding that the board of directors will develop a review process for regular correspondence reviews in the future, but there is a need to look at what is going out at present. Bob McD. indicated that the trustees will need to develop their own internal review policy and procedure for trustee correspondence.

Interaction with the WSC Policy Committee was then discussed. Mitch reported the committee feels the Ad Hoc Committee on NA Service want Policy to slow down their work on regional seating. The decision was made to include the Internal Affairs members, along with Barbara J. on the Policy Committee

conference call next Monday night. Mitch then continued his report by stating he would prefer to present a narrative report to the WSC instead of a motion. He also wants to focus a portion of the report on the interaction/communication between AHNAS, Internal Affairs and the Policy Committee. The Policy committee doesn't want to present the issue of regional seating before AHNAS is ready. Chuck feels there is not a problem with asking questions of the WSC regarding a possible moratorium on seating but also doesn't want to see any action taken prematurely. He sees a need to be direct and specific in their report. He understands the proposal contained in Gene's report to be a restatement of present policy with the only real change being the addition of non-voting participants. Stu questioned why these representatives would be accepted as non-voting participants if we are not willing to accept them as voting participants. The general feeling was this issue may not be resolved this year but that we shouldn't be afraid to ask hard questions of the fellowship. Mitch then indicated a need to present alternatives if a moratorium is asked for. Barbara shared her plans to divide committee report time during the conference so that concurrent sessions occur, one on CAR business and one on other issues the committees see as important for discussion. She sees that the Policy committee needs to consider this format if they want to have the moratorium topic discussed in the business session. Mitch requested that the moratorium topic be placed on the Internal Affairs agenda.

Dave T. asked that the topic of how the Ad Hoc Committee on NA Service will function in the future be placed on the Internal Affairs agenda. Mitch suggested that the list of questions Lee M. developed on this topic be brought to the meeting for discussion. Stu agreed that this topic will be on the agenda.

Tax status options were then brought up for discussion. Stu indicated he will be working on how this topic relates to the conference charter this weekend. He is working on the outline for the charter but needs to talk more with Tim and WSO staff before he can get the document off the ground. Tim suggested that everyone think about the first alternative contained in Bob McD.'s memo as this will not mean, as seems to be the general belief, that NA groups would become subordinate to the WSO/WSC. They would only be seen in this capacity in relation to tax liability, as is done by the Boy Scouts. The autonomy of the groups/ASC/RSC would be maintained. They would only be under the umbrella of the parent organization in relation to taxes. He sees that Don Corliss's premise, as contained in the memo, is inaccurate. It will be possible for groups to have a relationship with the parent organization but they will not be required to file tax returns as individual groups. Bob McD. informed everyone they will be receiving a revised copy of his memo with only minor changes on the second page which will include discussion of the idea of trying to enforce compliance with the tax requirements.

The WSB Policy and Guideline document was the next item for discussion. Chuck reminded everyone that this document was accepted as the working document for the board of trustees during this past year and will need to either be approved or not at this upcoming meeting. He advised everyone that Hollie took

the initiative to complete the committee descriptions using language from the TWGSS and the information which had been provided by committee chairs. Bob and Tim both expressed concern over the "shared membership" clause. Bob sees there is already participation between the boards by having the chair in attendance at each others meetings. Becky reminded everyone that there is only funding provided for attendance by the chair but not vice chairs. The questions was asked regarding what the reason/opposition is to not have shared membership, with directors sitting the trustee meetings as trustee. Tim then indicated there wouldn't be a problem is membership is reciprocal with these members be voting members of each board. Discussion then turned to how these members would be elected to both boards but no decision was reached. Chuck sees that if this concern can be resolved, there shouldn't be any problem with this recommendation. Bob McD. requested that a trustee present this proposal to the board of directors and lead the discussion during the directors meeting. Becky reminded everyone this document first needs to be discussed again within the board of trustees as there are four new members since this document was developed.

Hollie informed everyone that Jamie S-H is in the Paris area working but will be at the meeting. He is going to FAX a first draft of the report on zonal trustees and notes on the direct contributions to translations so that Hollie can work on these projects prior to the meeting. Tim indicated that he recently spoke with some of the French members (while on vacation) and that they have been offered a large sum of money from the French government for translation purposes. He sent a copy of the letter from the trustees to the WCC regarding the issue of accepting funding for translation services. This will be reported to Jamie so he can follow-upon this information.

The call was completed at 8:50 PM.

## **REPORT TO WORLD SERVICE BOARD OF TRUSTEES MULTINATIONAL DEVELOPMENT MINI-FORUM**

### **BACKGROUND**

To foster a better understanding of the fellowship worldwide.

### **MINI-FORUM**

A somewhat ironic term as this forum was by no means "mini" as NA members from over fifteen countries/regions/NA communities, presented basic issues in world NA development.

This forum was an effective utilization of resources available to the trustees. As an event WCNA 21 had the highest level of interested speakers, members and service experience ever to date, as already forecasted by Bill Winterfeld's WSC Report of September 1991.

The presenters at this forum were:

Garth Pople, WSB External Committee, Coordinator  
Mitchell Soodak, WSC Policy, Opening remarks and background.

#### **USA**

Tennessee, Winston Grizzard, RSR-Alt.  
New Jersey, Jon Thompson, RSR  
Wisconsin, John, Past RSR

#### **South Pacific/Pacific Zone**

Hawaii - Phyliss (Guam Liaison Service Rep., stood in for Tom McCall).  
Guam - Shawn Holstrum - Impromptu Rep.  
Aotearoa New Zealand - Lynn Roberts, RSR  
Australia - Tony Walker, RSR  
Indonesia, Bali - Rob, Past California RSR  
Hong Kong - Suzy Myers, Invited Rep.  
Japan - Brut (Interpreters Ice and Helen) - Past RSR

#### **Europe**

United Kingdom - David Taylor, Past WCC Director  
Germany - Daniel Schuessler, Past RSR  
France - Henri, Invited Presenter  
Arabia - Bahrain - Ammar, Invited Presenter

### **INTERESTING POINT**

Out of the above 16 names, 11 of the presenters have participated at the World Service Conference. (Ten have been RSR or still are.)

The presenters were given a summary outline, the day prior to help them keep their presentation focused. The outline consisted of:

- 1) Maximum time of presentation - 10 minutes
- 2) Presentation to be as broad and as basic as possible.
- 3) Brief outline of your NA community/region



- 4) Basic needs in your development in respect to World Services.
- 5) Services you are currently receiving from World Services that you feel useful.
- 6) Zonal conference? (e.g., European, South Pacific Conference) as a possible solution to the financial constraints in attending the WSC as it starts today.

The following summary of the days events were compiled by three experienced facilitators. The range of their service experience ranged from minimal to extensive. This was done on purpose so as to gather a broad perspective of interpretation. The session was also taped. The tapes are of good quality and I urge all the trustees and other interested member to have a listen to them prior to the next WSC when the two day MDF will be held.

**Presenter 1: Tennessee - Winston (RSR-Alt.)**

Region formed in 1982 developing from a first meeting in 1979. They have no standing regional chairs, no standing sub-committees but have "projects" and mobilize forces on an as needed basis. Experienced growth from 1982, but are not static with 175 meetings a week. They have a goal to collect and channel funds into World Services, and believe they are good at this because they have no regional office and no committees to fund. Their main use of WSO is as a source of literature. Use adjacent regions as reference points a lot (e.g., Greg P., trustee), as don't get this kind of service from WSO. Would like regular financial updates from WSO and are beginning to wonder what is happening to all the money they are raising. Zonal Conferences? RSC hasn't thought about it a lot. Made a special point of the fact that they emphasize reaching out to all segments of the addicted community; blacks, gay and lesbian, poor.

**Presenter 2: Wisconsin - John (Ex RSR)**

Because of the need to do lots of travelling in the early days in their region they have recognized the need for communication. This is the major need, to help communication. The region consists of 14 areas. They are putting effort into reaching out to the Indian and ethnic communities in their area. World Services can only do what direction "we" give it.

**Presenter 3: New Jersey - John T. (RSR)**

Region formed nine years ago, making two regions from a split in one original region. This is now proving problematic and they are looking at the possibility of recombining. Both regions have about 250 meetings a week with ten areas each. They have been critical of WSO and World Services previously, even made a motion to cease all contact with World Services because the focus was detrimental to the region. They have a convention corporation for the region, and this is now a problem as well. Now experiencing a decrease in willingness for service and a decrease in willingness to contribute. Seventh Traditions fund flow is poor. They wonder whether there should be zones in the USA. There is no interest in World Services when there is no controversy, which is opposite of the situation of past years. They want inter-regional communication through WSO. e.g. newsletter.

#### **Presenter 4: New Zealand - Lynn (RSR)**

Note: The region has been renamed (Aoteroa, the native name for NZ) They left the Australasian Region three years ago and became their own region. This has caused problems in three areas for them:

- 1) They have no sub-committees or structure.
- 2) Have real difficulty with funds, especially in the southern area.
- 3) Isolation.

Have had to give priority to consolidating the region.

Regarding the WSO, trustee travel is of immeasurable benefit in their view, but not just to Auckland as Wellington needs support. Questioned whether WSO could make contact with local authorities such as police and immigration, in support of the local fellowship. They have big problems with the input deadlines WSO gives them on issues via *Newsline*, now Digest/WSC Report, etc. They need translations of literature. WSO should help in making connections and communication with other regions, acting as a "brokerage" house. They also support cost equalization and the need to define common needs.

##### **Of Zonal Conferences**

They are in support, as they feel this is the only option that will be able to help them connect with the international fellowship.

#### **Presenter 5: Hawaii Regional Liaison Rep. with Guam - Phyliss (Stood in for Tom McCall)**

NA started in 1972. Fellowship is active on six islands having an estimated 80 meetings per week, including Guam. Regional office currently closed. Regional meetings taking place but difficult due to financial constraints. "island gatherings". July 4, 1992 will be their first regional convention. Hawaiian fellowship feels isolated from WSO and has no connection with mainland issues. Information needs to be disseminated faster from WSO. They have an active interest in other local regions.

#### **Presenter 6: Guam, Presenter (Impromptu) - Shawn**

There are problems with the number of languages within the region and they are isolated geographically. Communications are expensive. NA has been operating for a period of ten years without consistency and was run by military personnel assigned to duty in Guam. Four years ago the local town meeting commenced but without much consistency. Persons attending and the number of meetings ebb and flow. Currently has 12 stable members. The link up with the Hawaiian Region has stimulated growth. A feeling of hesitancy regarding zonal conferencing except in the Western Pacific Region due to distances. The WSO is slow in communications. Feel there needs to be integrity in communications. Suggestion made of a "Development Bank" for the Pacific Region. They need help in attracting the locals, problems with cultural issues. There needs to be

outreach to the local populations, which will address the cultural differences; e.g., non-urbanization within the culture. A branch of WSO in the South Pacific was also proposed. The importance of being culturally appropriate was also presented.

**Presenter 7: Japan - Burt (EX-RSR) Translators Helen (Aust.) Ice (Japan)**

They have meetings in five cities. There is a need for translators at conferences/conventions. Three years ago White Book was translated. Step One is the only other piece of translated literature. The Japanese feel isolated mainly, due to the language barrier and lack of translated literature. They also suggested a branch office of WSO in the Pacific Region. Numerous persons in jail due to drug problems. They need help with steps, structure and Japanese stigmatization. They expressed a wish to give back in the Pacific Region. There is limited knowledge of traditions due to lack of translated material. Eight Japanese members attended.

**Presenter 8: Australia - Tony (RSR)**

NA first started in Melbourne and Perth early 1970's. Started in Sydney in the early 1980's. Currently 80 meetings per week in Sydney. There are 240 meetings per week in Australia with 14 areas. WSO helped initially with a "loan" (ie; literature stockpile). World Services also helped in setting up a service structure (WSB member visited in 1984). Initially, the Australasian Region included New Zealand. They want improved communication between regions worldwide. They would like to see cost equalization due to vast distances to travel. Greater involvement literature review process was also recommended. Suggested a Western Pacific Zonal conference could be valuable.

**Presenter 9: Bahrain - Ammar (Invited Presenter)**

NA started in 1985 and they currently have two weekly meetings. Now NA is in the government hospital, a big achievement. Looking forward to growing, so they can demand more from World Services. Suggested there be a specific contact within WSO for communication, International Coordinator. Need to address the cultural issues/differences.

**Presenter 10: Paris - Henri (Invited Presenter)**

There are currently 30 meetings per week. Six in English, one bilingual and the rest in French. Two "closed" HIV positive meetings. They feel HIV should be the theme at a convention. They are having to address HIV issues due to the high percentage of seroprevalence within the French fellowship; e.g., 40%. He wonders why this is not being addressed worldwide. They have the advantage of bilingual links with Canada so they have literature in French, e.g., Basic Text. This has helped French NA members. They see that reaching out to minorities in own area

and region should be a priority. WSO is giving financial support via its European Service Office. They will make a bid for World Convention 1995. Made the decision to finance a RSR to the WSC rather than finance a regional office this year.

**Presenter 11: Indonesia (Bali) - Rob (Past RSR, California)**

First NA meeting in Bali is to take place in a hotel room this Wednesday, October 9th, but it needs to be fairly underground due to issues with laws and narcotic use which can lead to execution. Bottom line is communication and identification with someone.

**Presenter 12: Hong Kong - Suzy M. (Invited Representative)**

Meetings are in English, so there are major difficulties in carrying the message to non-English speaking addicts. There was no feeling of connection with world fellowship until visit by Garth P. from BOT. This sparked off enthusiasm. They have had difficulties in getting letters answered from WSO. Packages from WSO takes weeks and weeks to arrive, usually input dates have long expired. They want to be involved in literature review. A south Pacific Zonal Conference may mean Hong Kong could attend and participate. Having a consistent link person was again suggested as it is, very important the person be easily accessible and respond rapidly to request.

**Presenter 13: United Kingdom - David T. (EX WCC Director)**

NA is eleven years old in the United Kingdom. There are 14 areas, 1 region and 1 National Service Assembly, with 228 meetings per week. The United Kingdom fellowship has gained a great deal from visitors from WSO, ie; experience. UK has a National Service Office. The idea of more mature fellowships sponsoring newer fellowships was proposed. London Region has hosted a World Convention. There are certain misgivings about ESO and the way WSO went about setting it up. They believe in local services supporting their own offices. They feel they only need World Services for literature and experience, the rest is up to us.

**Presenter 14: Germany**

There are 85 meetings throughout the country NA has been going for 13 years. They feel zonal conferences will certainly help. They have received financial support from WSO for translations of Basic Text. Issues arise due to language barriers, requesting translators for World Service Conference. Due to lateness of information from WSO, they were again unable to have input on issues as date to respond had expired. Sometimes information is two or three months late.

## SUMMARY OF COMMON VIEW POINTS

### Short Comings of World Services

- 1) WSO inability to communicate within appropriate time frames.
- 2) Worldwide Fellowship lack of focus in cultural handicaps.
- 3) Desire for a more effective communication service structure.
- 4) Translations, number one priority for N.E.S. Communities.
- 5) Not addressing the coordination of helping minority groups.
- 6) Increasing and obvious problems with regional offices and convention corporations.
- 7) Isolation in general, felt by many of the presenters.
- 8) WSO seems to have lost some integrity (due to communications and original agreement deals).
- 9) Criticism of literature process. Where is the literature?

### THE BOTTOM LINE

Smaller and isolated NA communities want to belong to something. A new structure could accommodate the request.

### Benefits - Future

- 1) Zonal Conferences could help non-financial NA communities join the World Service structure. Travel to WSC is out of the question.
- 2) WSO literature is an obvious, ongoing need.
- 3) WSO to have an international contact employee.
- 4) WSO "Development Bank" called for; e.g. PI, H&I Image.
- 5) Networking with near-by regions/communities coordinated by WSO.
- 6) WSB visits when appropriate or when passing through helpful.
- 7) Branch of WSO in the South Pacific was proposed.
- 8) Requested more involvement with literature review.
- 9) WSO commended and thanked for literature translated so far.

NA worldwide consciousness is being raised. Make sure we hear what's being said and respond appropriately.

## **SIDE COMMENTS OFFER MULTINATIONAL DEVELOPMENT FORUM**

I know I was supposed to report on the spoken reports, and I have done that but there are some things that I think need addressing so they are up front here because I want you to read them as well as the report itself.

### **Points:**

- 1) The room was packed! The issue of the development of NA is one that lots of people are interested in and concerned about. Maybe that means there is lots of support for action of this kind by the trustees.
- 2) I think the forum was more specific than people expected, they may have had a lot of other issues that weren't addressed once you clarified things and explained the format. The obvious ones were obliquely raised by a number of speakers - women, ethnic groups and indigenous populations, race, sexuality, cultural differences and class (poverty).
- 3) I don't think this should be seen as the end of the consultative process before any decisions are made. As I tried to say in the forum, the representation was not comprehensive (although it was very good) and some people claimed not to have had enough time to be able to speak on behalf of their region or whatever.
- 4) I still can't get a handle on the way the service structure and the fellowship interact and this leads me to have very big concerns about its ability to act as a consultative mechanism. Even though the forum was limited I think it was the best instance of an issue being addressed by NA, so far.
- 5) Don't you think we have to try and find a way to address a whole range of issues and the process is not clear, nor is it understood by all those who want to contribute (like me) - who want to stay active in the fellowship and feel like they belong but are finding themselves increasingly not having their needs met.
- 6) The trustees convening forums on specific issues does seem to be a fruitful way of addressing some of these issues. Some other issues: what does it mean to carry the message to the addict who still suffers?; How do we reach addicts in English speaking, culturally similar countries that still aren't coming to or staying in the program?; What are we going to do about HIV?

Thanks for taking the time to read all of this, lets talk.

**ADDENDUM 4:  
WORLD SERVICE BOARD OF TRUSTEES  
OPERATIONAL PROCEDURES**

**ADDENDUM 4:**  
**WORLD SERVICE BOARD OF TRUSTEES**  
**OPERATIONAL PROCEDURES**

The World Service Board of Trustees (WSB) was created in the early 1960s and is the longest-standing service body in NA today. Its purpose is to serve the fellowship. It does this through its committee system. The board is accountable to the fellowship through the World Service Conference. Each trustee serves on one or more WSB committee(s) and also serves as a full participant at the annual meeting of the WSC. While the trustees may not represent a specific constituency, they do represent all the members of NA.

Frequently, the board has been called upon to assist in the resolution of important issues facing our fellowship. The needs of our fellowship are ever-changing; since the early days of NA's development, the board has performed a number of functions that affect the fellowship as a whole. Although the general policies of NA are guided by our traditions, it is the board's responsibility to apply those policies to all world service efforts.

It is the responsibility of the WSB to take the work and projects committed to them by the conference, plan and oversee their administration, and bring them back to the WSC upon completion. WSB committees plan and oversee this work. These committees are composed of trustee and nontrustee members. Trustee committees are concerned with literature development and translations, public and professional relations, hospitals and institutions, fellowship growth and development, fellowship services and policy, and NA finances.

The board assists the World Service Conference in determining the priorities and focus of conference committees. Through their close association with the World Service Office Board of Directors, they are also involved in determining the direction of the World Service Office.

The WSB functions within its own operational procedures, but also works closely with the other world service boards and committees. In general, the board's role is to provide leadership and guidance to NA's world services, and to offer its experience to the fellowship as a whole.

1. The purpose of the World Service Board of Trustees is to contribute to the continuation and growth of Narcotics Anonymous and to serve as a primary resource for the fellowship of NA.
2. The functions of the World Service 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 NA.



- B. To encourage fellowship-wide understanding and utilization of the Twelve Traditions of NA.
- 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, as a resource of experience and information, are responsible to the fellowship as a whole through the NA service structure and must remain responsive to the needs of the fellowship.

- 3. The membership of the World Service Board of Trustees conforms to the following:
  - A. The number of trustees serving at any time is limited to a maximum of seventeen (17).
  - B. There are two types of trustees: addict member of NA, or nonaddict. At least two-thirds of the trustees are recovering drug addicts.
  - C. The qualifications required of addict trustees include:
    - 1) The willingness to serve as a member of the board.
    - 2) A commitment to service, as shown by experience working as a member of other NA service committees and their contribution to the continuation and growth of the fellowship.
    - 3) The time and resources necessary for active trusteeship.
    - 4) A minimum of eight years continuous abstinence from drugs.
    - 5) A good working knowledge of the Twelve Traditions and Twelve Steps of NA.
  - D. The qualifications required of our nonaddict trustees are:
    - 1) The willingness to serve as a member of the board.
    - 2) Previous experience on a trustee committee.
    - 3) The time and resources necessary for active trusteeship.
    - 4) A good working knowledge of the Twelve Traditions of NA.
    - 5) A good understanding of the nature of the addict and our program of recovery.
    - 6) Nomination by the World Service Board of Trustees.
  - E. A trustee is selected by the following procedure: Candidates for the board are nominated and elected at the World Service Conference. There is separate election for each trustee position. Each trustee must receive a two-thirds majority vote of the World Service Conference to be elected. Separate elections will be held for addict trustees and nonaddict trustees.

- F. Two members of the World Service Board of Trustees shall also serve on the World Service Office Board of Directors performing such duties as may be required as a member of the Board of Directors. (*See Addendum 5 to this year's Conference Agenda Report*).
  - G. Addict trustees are elected for five-year terms. Nonaddict trustees are elected for three-year terms. Terms begin at the commencement of the May/June WSB meeting each conference year.
  - H. A trustee may be suspended from active trusteeship by a two-thirds vote of the entire membership of the WSB. A trustee may be removed from their position by a two-thirds vote of the WSC. A suspended trustee shall not be considered a voting member of the board during the suspension period.
  - I. Regular trustee meetings shall consist of full board and committee meetings, and shall include all regular trustees, committee members, and WSO staff assigned to assist the board.
4. The responsibility of the World Service Board of Trustees is to provide guidance and direction. This responsibility includes, but is not limited to, the following:
- A. Development and recommendation of policies for NA which will help the fellowship achieve its primary purpose.
  - B. Participation in development of the priorities and focus of world services.
  - C. Assistance in determining the direction of the World Service Office.
  - D. Participation in the development and review of world service budgets.
  - E. Management of projects committed to the board by the WSC.
  - F. Involvement in the growth and development of NA communities worldwide.
  - G. Education and training for the fellowship through involvement in workshops, learning days, and conventions.
  - H. Membership on world service committees concerned with budget, travel, translations, etc.
  - I. Response to questions and concerns and promotion of communication within the fellowship.

**ADDENDUM 5:  
DUAL MEMBERSHIP PROPOSAL  
FOR WSB AND WSO BOARD  
FOR CONFERENCE YEAR 1992-93**

**ADDENDUM 5:  
DUAL MEMBERSHIP PROPOSAL  
FOR WSB AND WSO BOARD  
FOR CONFERENCE YEAR 1992-93**

1. Procedures for Dual Membership on the World Service Board of Trustees and the WSO Board of Directors.
  - A. During the first year these guidelines are activated, the selection of these members shall be done through a process jointly agreed upon by the WSB and WSO board.
  - B. After one full year, the WSB and the WSO board will jointly present a report, recommendation, and possibly a motion to the WSC defining the positions, the election process, and terms of service.
  - C. During this one-year trial, the number of voting trustees will remain the same.



**ADDENDUM 6:  
WORLD SERVICE BOARD OF TRUSTEES  
INTERNAL GUIDELINES**

**ADDENDUM 6:  
WORLD SERVICE BOARD OF TRUSTEES  
INTERNAL GUIDELINES**

1. In order to function more effectively, the World Service Board of Trustees (WSB) has leaders.
  - A. The leaders of the World Service Board of Trustees include:
    - 1) The chairperson
      - a. Must have served a minimum of two years on the board.
    - 2) The vice chairperson
      - a. Must have served a minimum of one year on the board.
      - b. It is expected that the vice chairperson will serve a term as chairperson of the board after completing his or her term as vice chairperson.
    - 3) Standing committee chairpersons
  - B. The duties of these leaders are:
    - 1) The chairperson of the World Service Board of Trustees:
      - a. Presides over all trustee meetings.
      - b. Performs such duties as may be required, from time to time, by the board.
      - c. Appoints members to, and assigns the duties of, WSB standing committees as authorized by the Steering Committee. (See Section 2.)
      - d. Is elected by and is a member of the board.
    - 2) The vice chairperson of the World Service Board of Trustees:
      - a. Performs all the duties and holds all the powers of the chairperson in his or her absence.
      - b. Performs such duties as may be required, from time to time, by the board.
      - c. Is elected by and is a member of the board.
    - 3) The WSB standing committee chairpersons:
      - a. Assign projects to committee members.
      - b. Coordinate committee projects.
      - c. Act as liaisons between their respective committees and other world service boards and committees.
      - d. Develop standing committee reports and budgets.
      - e. Are elected by the members of each respective WSB standing committees.

- C. These leaders are elected at the May/June WSB meeting of each conference year. Their terms begin at the end of the meeting at which they are elected, and they serve through the following May/June meeting of the WSB.
- D. The leaders of the World Service Board of Trustees may be elected to serve more than one term of office.
- 2. In order to perform their duties and function more effectively, the World Service Board of Trustees utilizes a Steering Committee.
  - A. The members of the Steering Committee include:
    - 1) The World Service Board of Trustees chairperson, who chairs the steering committee.
    - 2) The World Service Board of Trustees vice chairperson.
    - 3) The chairpersons of the WSB standing committees. (See Section 3B.)
    - 4) One member of the World Service Board of Trustees who is a member of the WSO Board of Directors.
    - 5) The executive director of the World Service Office, who is a nonvoting member.
  - B. The Steering Committee coordinates the general administrative functions for the entire World Service Board of Trustees between regularly scheduled meetings of the board. Its responsibilities include:
    - 1) Review of trustee projects.
    - 2) Development of agenda for trustee meetings.
    - 3) Development of proposals for future activities of the World Service Board of Trustees and its standing committees.
    - 4) Assignment of trustees to WSB standing committees.
    - 5) Allocation of resources to trustee standing committees, in accordance with established priorities.
    - 6) Accountability to World Service Conference for trustee ethics.
    - 7) Holding trustee standing committees accountable for the completion of their assigned projects.
    - 8) Discussion of significant issues which come up for immediate consideration between regularly scheduled WSB meetings.
    - 9) Crisis management.
  - C. All members of the World Service Board of Trustees must be notified of any decisions made by the Steering Committee as soon as possible after the decision and prior to action being taken on the decision.

3. In order that the WSB may better serve the fellowship, it utilizes a committee system.
  - A. The purpose of the WSB committees is:
    - 1) To be a resource and provide continuity for World Service Conference committees.
    - 2) To be a source of information, experience, and guidance in each committee's area of specialization.
  - B. The standing committees include:
    - 1) Steering Committee (see Section 2)
    - 2) Internal Affairs--concerned with what occurs within our fellowship and service structure, with emphasis on WSO, WSC, finance, activities, along with our fellowship's growth and development, service structure development, provision of services, planning, etc.
    - 3) External Affairs--concerned with how our fellowship and service structure interface with society, with emphasis on hospitals and institutions, public information, public relations, relations with the medical profession, the criminal justice system, and the media. The External Affairs Committee also provides administrative support for the WSB Additional Needs Panel.
    - 4) Literature Review--reviews literature as requested, administers assigned literature projects, handles any other related literature issues or tasks on an as-needed basis (e.g., interaction with the World Services Translation Committee).
4. The meetings of the World Service Board of Trustees conform to the following:
  - A. The trustees meet a minimum of four times each conference year.
  - B. Additional special meetings are held whenever called, upon two weeks notification, by the Steering Committee. Any trustee may call for a special meeting, but this meeting must be approved by the Steering Committee.
  - C. The regular quarterly trustee meetings are open to members of the fellowship as nonparticipant observers.
  - D. Any three members of the World Service Board of Trustees may call for a closed session during a regularly scheduled meeting.
  - E. Any trustee may request a conference call of the entire board, but such calls must be approved by the Steering Committee.
  - F. Two-thirds of the active trustees constitute a quorum of the board.
  - G. Each trustee is expected to attend all scheduled WSB meetings. A trustee who is unable to attend two or more regularly scheduled meetings in a given year may be subject to suspension by a two-thirds vote of the full board.



- H. Motions must be made and seconded by the members of the board.
- I. Motions must be adopted by a two-thirds majority of trustees present, except for elections. Elections require only a simple majority.
- J. Tabulation of votes will be done by raised hands, or by roll call voice vote on conference calls. No written ballots will be taken except during elections.
- K. Votes may be taken by conference call between regularly scheduled meetings in the event that a decision must be made involving all trustees. No decisions are to be made by polling of individual members.
- L. Accurate minutes of all trustee meetings are taken and published within thirty days of the meeting. Copies of these minutes are sent to:
  - 1) Each trustee
  - 2) Past trustees request to be included on the mailing list
  - 3) Each duly registered regional service committee
  - 4) All World Service Conference participants

**ADDENDUM 7**

**IN TIMES OF ILLNESS**

**FOR APPROVAL OR DISAPPROVAL AT WSC 1992  
NOT FOR USE IN NA MEETINGS.**

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## In Times of Illness

Recovery does not guarantee us freedom from living life on life's terms. In Narcotics Anonymous we can learn to accept the reality of life, which sometimes brings us illness or injury. We've learned in N.A. that we can apply spiritual principles to help us get through these difficult times. When we admit that we are powerless, we can accept our illness and any necessary medical treatment. It may help to admit that we are also powerless over the feelings we experience when we are ill.

Illness or injury is stressful, and stress can place us at risk of relapse. Often, we need the N.A. program even more when we are faced with illness. We can prepare ourselves for these stressful times by doing our best each day to lay a strong foundation in recovery. The steps we take today will serve us well when we need them.

Coming to terms with illness is a process. It is a process in which we often experience denial, bargaining, anger, grief, surrender, and acceptance. It's comforting to realize that these stages are a normal part of this process. Acceptance of something does not necessarily mean we like it—we can dislike something and still accept it.

*"I was able to get clean in spite of agonizing pain. I asked God, 'Why me?' I found myself lacking in faith, acceptance, and hope. I just suffered through that first year and stayed clean by God's grace. Sometime during my second year in recovery, I began applying the principle of surrender to my illness and developing a closer relationship with my Higher Power.*

*There are many days I wish things were different. Some days I still ask, 'Why me?' I now know that I can experience chronic illness and not return to active addiction. Sometimes I still get a case of the "if onlys," and other addicts share with me that they do, too. Even so, each day I thank God for the gift of N.A., my life, and the love I have as a result of this recovery program."*

It is important to share about our illness with our fellow recovering addicts. If possible, we attend more meetings than usual. If we are unable to attend meetings, we can ask that meetings be brought to us. The support of others is crucial when we are ill or injured.

Our experience in recovery shows us that we have a choice; we can view any experience as a crisis or as a time for spiritual growth. In this sense, illness and injury are no different than other life experiences. Even though it may seem more difficult to sustain the daily footwork of recovery while we are suffering, our solutions in illness are the same as those in good health. We can maintain our recovery during times of illness by consistently practicing a spiritual program.

### Informing our Doctors

It is difficult for any doctor to provide us with adequate health care unless we are honest about our addiction. It is essential that we let our doctors know that we are recovering addicts. It may be necessary to tell them a little about addiction as we understand it. Most importantly, we make it clear that we choose not to take medication unless it is necessary. Our honesty will help our doctors accurately assess our needs.

*"A woman I sponsor was scheduled to have major surgery. She felt shame and was afraid that the medical personnel would treat her differently if she told them she was an addict. Rather than lose face, she was willing to risk her recovery. Thank God, she shared those feelings with me. I helped her to see that it was important to walk through the fear and inform the medical personnel of her addiction. She chose to be honest with her doctor. As a result, her recovery was strengthened rather than jeopardized."*

While our doctors are responsible for our medical care, we are responsible for our recovery. We have a right to participate as an equal partner by informing our doctors of our needs and asking about our options.

### Medication in Recovery

Narcotics Anonymous as a whole has no opinion on outside issues, including health issues. We are concerned with recovery from the disease of addiction. Although our recovery is complicated when we experience disease or injury, this does not have to lead us away from recovery.

The ultimate responsibility for making medical decisions rests with each individual. If we choose to accept it, however, a great deal of support is available to help us make these decisions. For instance, we can practice the Twelve Steps, maintain frequent contact with our sponsor, write about our feelings and motives, and share at meetings. With the support of others in Narcotics Anonymous, we find the strength we need to make healthy decisions for our own recovery.

The use of medication in recovery is often controversial. It's good to remember that the Basic Text recommends consulting professionals concerning our medical problems. When we remember that the only requirement for membership is a desire to stop using, we as members can set aside our judgment of others. Clean time is an issue for each of us to resolve individually with our sponsor and our Higher Power. An attitude of judgment on our part could cause great harm to another addict.

*"I was one person who believed that, if you used anything for any reason, it was considered a relapse. Until I was faced with this situation in my own recovery, it didn't dawn on me that I might have to take medication. I can remember going to meetings and having people ask me if I'd relapsed, and telling me to pick up a white chip. This really hurt and scared me. I felt rejected and very alone because no one seemed to understand that I needed strength and hope."*

When someone we know has been taking prescribed medication, we can help them by offering support and by sharing our experience, strength, and hope. We fulfill our primary purpose by supporting another addict's recovery with an attitude of care, love, and concern.

The power of the disease of addiction cannot be underestimated. Regardless of how we work our mental and spiritual program of recovery, we may react to medication like we did when using drugs. It doesn't matter what the medication is or whether it was our drug of choice. Any medication may unleash the craving and the compulsion that haunted us while we were using. Our experience has shown that no drugs are risk-free for us.

*"My body does not know the difference between taking needed pain medication and abusing drugs. Today, I have to get honest with myself and turn to my Higher Power for help. Each time pain medication is prescribed for me, I explore my motives for taking it. Am I taking medication to get high? Am I imagining or magnifying this pain? Is this medication necessary right now? If it is necessary, a network of safeguards can be set up among my sponsor, recovering friends, family, and medical personnel so that I'm not in control of the medication. I would probably be the worst person to regulate or control the taking of any drug."*

Just as we may view illness as an opportunity to justify using drugs, we also may go to the other extreme. Sometimes we stubbornly insist that we know better than the doctor, refuse all medications, and neglect problems that require attention. Ignoring health problems because of fear or pride may, in fact, make matters worse for us.

*"When I was about a year and a half clean, I suffered my first bout of a recurrent illness. My sponsor told me not to be a martyr and to go to my doctor, who knows that I am a recovering addict. I didn't listen, and as a result I was hospitalized for five days, in traction and on strong medication. If I had followed my sponsor's suggestion, I would have been on a milder medication for a much shorter period of time."*

Over-the-counter drugs can also pose a very real threat to us. Even though some over-the-counter drugs are marked "non-narcotic," they may be mood-altering. It is important that we consider their use as carefully as the use of any other medication. Any drug, prescription or non-prescription, has the potential to be abused.

Sometimes, alternative methods of treatment can be used. Many of these methods require little or no medication, or the use of medication that doesn't alter our moods or our thinking. This is another way in which we can exercise responsibility for our recovery, even during illness. Some N.A. members share that they have felt spiritually strengthened by exploring and utilizing these alternatives.

By living the Narcotics Anonymous program, we find a measure of consistency in our lives. We can also apply the program to help us find balance when we are ill. Sharing openly with our doctor and our sponsor, relying on a Higher Power, and practicing the Twelve Steps are ways to help each individual find a balance that is comfortable and appropriate.

### Emergency Care

Sometimes, emergency room treatment becomes necessary. When this happens, we are often asked to make quick decisions. It would be easy to rationalize or justify the use of medications that may not be necessary. It's a good idea to have another addict to support us in these difficult situations if possible. Relying on others can alleviate the fear and irrational thinking that we may experience when we face emergencies alone. Isolation is often dangerous for addicts at times like these.

*"Even though I thought I was alone, I wasn't—because I prayed. I then called my sponsor, who met me at the emergency room. Once there, I was examined and offered medication. I explained my addiction to the doctor and asked if not taking the medication was life-threatening. With my sponsor's support, I was able to make an informed decision."*

The presence of a trusted friend and faith in a Higher Power are invaluable in an emergency situation. The strength we gain from this support can help us make decisions that will enhance our recovery instead of endangering us. Even in an emergency, we can still apply our program of recovery.

### Chronic and Terminal Illness in Recovery

Some members may be faced with the diagnosis of a chronic or terminal disease. It is only natural for this news to be received with fear, despair, or anger. Doubt and hopelessness may eclipse our hard-earned faith in a Higher Power. We have found it possible, however, to continue our recovery while struggling with a chronic or terminal disease.

*"When I first heard my diagnosis, I ran through a range of emotions. 'It's not fair; I already have the disease of addiction. How much should one person have to deal with?' During this time I became angry with my Higher Power, fearing I had gotten clean only to die. At the same time I felt guilty—like I had no right to feel all those things. I felt as if I were whining when I should have been grateful that it wasn't worse."*

The mood swings and feelings we experience as a result of illness are normal. We give ourselves permission to feel exactly as we do and to look for ways to cope, not escape. We can view our illness as a curse, or we can walk through it in a positive manner that will work toward our benefit. Once again, we find ourselves in one of life's situations where our attitude will play a large role in how successfully we pass through the storm. In fact, our survival and recovery depend on our mental and spiritual approach.

A renewal of our commitment to seek recovery in Narcotics Anonymous is essential at times like these. By renewing our commitment to turn our will and our lives over to our Higher Power's care, we open a channel that allows this Power to work in our lives. Prayer and meditation are powerful tools in seeking the best path through our illness.

Reaching out to others who are living with a chronic or terminal illness will help us to realize that we are not alone. Giving our support to and sharing our experiences with others can help us to avoid the self-centeredness that is at the core of our disease.

*"My gratitude for a few addicts and my sponsor leaves me without words to convey my appreciation. They didn't allow me to isolate or wallow in self-pity. Calling and stopping by daily, taking me to meetings, fixing up their cars with pillows and blankets so I could ride comfortably are a few acts of their kindness."*

The importance of our continued involvement with the fellowship cannot be overemphasized. Although some of our fellow addicts will be frightened of chronic and terminal illness, there will always be members whose warmth and emotional availability we can rely on. If we encounter fear or misunderstanding in other members, it can be used as an opportunity to share about our illness with them or simply acknowledge their feelings of fear. We can let them know that any support they are able to offer would be welcomed.

Although not all of us are directly affected by a chronic illness, most of us will know of someone who is suffering from a serious disease. It may help us to remember that our Basic Text says, "Separation from the atmosphere of recovery and from the spirit of service to others slows our spiritual growth." It is our responsibility as recovering members of N.A. to provide the unconditional love and support that is so desperately needed by our seriously ill members.

*"The last months, I felt that I was never doing enough, that I wasn't repaying my friend for what he had given me. The guilt was tormenting me. I believed that I wasn't a good friend at all. But I shared about it with friends and at meetings, and by being open to the message of recovery, I realized that I was doing the best I could and that my effort was good enough."*

People who are close to someone who is chronically ill, whether they are a friend, a partner, or a sponsor, may find themselves dealing with feelings of helplessness, fear, inadequacy, and sadness. All of these feelings are to be expected when someone we care for is ill.

Perhaps the most painful feeling is the anticipated loss of a loved one. During these times, we need to remind ourselves that our loved one is *living* with an illness. By placing the emphasis on life, we can appreciate the day, not rob ourselves of the precious here and now, and remain free from worry about what the future may hold.

*"A man I sponsor, with almost ten years clean time in N.A., telephoned me with some bad news. Doctors said he had an incurable disease that would kill him within sixty days. He lived for two years, however, and continued to work a program of recovery. His courage inspired all of us, and he will be missed. His example in living the N.A. principles will always be remembered."*

Working the steps is vital in leading us toward acceptance. Through this process, we prepare ourselves to handle the reality of illness with all the spiritual strength and hope our recovery can provide. We gradually learn to allow for the changes in our body, mind, and spirit.

We have found that we can cope with illness or injury if we follow the simple suggestions offered in this pamphlet. Building a strong foundation in recovery gives us an advantage. We can survive the ups and downs of life by applying spiritual principles each day.

## Suggestions to Follow When Faced with Illness

Some of our members have found the following list of suggestions helpful in dealing with the impact of illness on their recovery.

- Go to as many N.A. meetings as possible.
- Work closely with your sponsor.
- Read N.A. literature.
- Reach out to other N.A. members. Ask for support.
- Write about your feelings.
- Practice the Twelve Steps and Twelve Traditions.
- Pray and meditate.
- Share your thoughts and feelings honestly and openly.
- Identify yourself as a recovering addict to health-care professionals.
- Talk to your doctor or pharmacist before taking over-the-counter drugs.
- Arrange for an N.A. member to be with you during surgery or other medical treatment involving drugs.
- Honestly evaluate your condition and explore alternatives to medication.
- Continue on your path of recovery in Narcotics Anonymous.

### OTHER N.A. LITERATURE YOU MAY WISH TO READ

**RECOVERY AND RELAPSE (I.P. #6)**—Excerpted from the White Booklet, this pamphlet discusses the early warning signs of relapse, as well as actions that addicts can take to avoid a relapse.

**JUST FOR TODAY (I.P. #8)**—Five positive thoughts to help recovering addicts are presented in this pamphlet. Ideal for reading on a daily basis, these thoughts provide addicts with the perspective of clean living to face each new day. The remainder of the pamphlet develops the principle of living just for today, encouraging addicts to trust in a Higher Power and work the N.A. program on a daily basis.

**SPONSORSHIP (I.P. #11)**—Sponsorship is a vital tool for recovery. This introductory pamphlet helps provide an understanding of sponsorship, especially for new members. The pamphlet addresses some questions, including “What is a sponsor?” and “How do you get a sponsor?”

**SELF ACCEPTANCE (I.P. #19)**—The first half of this pamphlet, “The Problem,” discusses aspects of an unmanageable life, including not accepting ourselves or others. The second half of the pamphlet, “The Twelve Steps Are the Solution,” outlines the process that allows recovering addicts to apply the Twelve Steps in every area of their lives in order to gain acceptance of themselves and others.



**ADDENDUM 9:**  
**WSC LITERATURE COMMITTEE WORK LISTS**

## **ADDENDUM 9**

### **WSC LITERATURE COMMITTEE WORK LISTS**

According to our literature guidelines, we maintain four work lists. These lists consist of literature proposals at various stages of development. They contain all of the material in our literature files. Proposed work lists for the 1992-93 conference year are presented here for your information.

#### **"A" Work List (items in final development)**

The "A" work list consists of items in the final stage of development. This list represents the maximum amount of work that the WSCLC believes it can reasonably accomplish during the year. The following is the WSCLC recommendation for the 1992-93 "A" work list:

1. The steps portion of *It Works: How and Why*
2. The step writing guides

#### **"B" Work List (items awaiting final development)**

The "B" work list contains items from which the fellowship makes choices to fill openings on the "A" work list. Currently, there are not any literature items on this list.

#### **"C" Work List (ready for regional development)**

The "C" work list consists of material that needs more fellowship writing and input to bring it to a first draft stage. "C" work list material is assigned to regional literature committees whose responsibility it then becomes to create the forum and atmosphere where members of their regions can develop the assigned project. The "C" work list contains the following item:

1. *Living Clean*. This book-length piece is intended as a newcomer's guide to the Fellowship of Narcotics Anonymous. The current draft consists of 136 pages on a variety of topics.

#### **"D" Work List (general development)**

The "D" work list contains all other proposals for NA literature. These items require considerable work at this stage and may be assigned for development to literature committees, groups, and members at the discretion of the WSCLC chair and vice chair. Our current "D" list includes the following pieces:

1. *The History of Narcotics Anonymous.* Although material for this book has been compiled over the years, much more research is needed before a meaningful, comprehensive history of NA can be written. The WSCLC continues to maintain pertinent information regarding this proposal in its files. Due to a reduction in staff resources at the WSO, indexing of material related to this book, which begun last year, has been halted. Although we recommend that this item remain on our "D" list, discussions have commenced within our committee about the infeasibility of accumulating necessary information and rallying the resources for developing this piece at the present time.
2. "Practicing the Principles of Our Traditions." A new submission this year, this piece discusses the concept of applying the traditions to our daily lives. The proposal was also referred to the WSB Traditions Ad Hoc Committee as source material.
3. "NA Service." This new proposal discusses the importance of doing service work in Narcotics Anonymous. It addresses the benefits of service to both the individual and the fellowship.



**ADDENDUM 10:  
NOMINATIONS FORMS**

**WSC LITERATURE COMMITTEE  
NOMINEE FORM 1992-1993**

Nominations to the WSC Literature Committee must be submitted by regional service committees *30 days prior to the World Service Conference*. Nominees must reside in the nominating region. Individuals nominated as registered members are not required to be RSRs or RSR Alternates, nor do they have to attend the WSC. Most important in considering members for nomination is literature committee experience and a commitment to devote the time and resources necessary to do the work.

Please be sure your region's nominee is eligible. Nomination forms are verified prior to the WSC. Eligible nominees not elected as registered members by the WSC will, with their consent, become general members of the WSCLC for the duration of the 1992-93 conference year.

**Requirements:**

1. A minimum of five years clean time.
2. Three years literature service experience or three years world service experience with at least one of those years being in the WSC Literature Committee.
3. Knowledge and application of the Twelve Steps and Twelve Traditions.
4. Completion of previous service commitments.
5. A willingness to serve and commit personal time and resources.  
Ability to attend all meetings possible and fulfill all duties.

**PLEASE PRINT LEGIBLY**

Nominee name \_\_\_\_\_ Clean date \_\_\_\_\_

Nominee address \_\_\_\_\_  
\_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Nominating RSC name \_\_\_\_\_

Current NA service position(s) \_\_\_\_\_

Previous NA service positions (list only those terms completed;  
give approximate start and end date for each term):

Group level: \_\_\_\_\_

\_\_\_\_\_

Area level: \_\_\_\_\_

\_\_\_\_\_

Regional level: \_\_\_\_\_

\_\_\_\_\_

World level: \_\_\_\_\_

\_\_\_\_\_

**Additional literature committee or related experience and  
additional information may be listed on the back of this form.**

## WSC H&I POOL NOMINEE INFORMATION SHEET

Nominees must be submitted and supported by their regional service committees. Nominees do not have to be an RSR or RSR alternate. Most important is H&I experience and the time to do the work. All nominees will be working participants and assigned specific tasks. There is no minimum clean time requirement. Only two nominees per region may be on the WSC H&I pool at the same time. Members will be removed from the pool for the following reasons: relapse; failure to carry out committee assignments; or misappropriation of fellowship funds.

Date \_\_\_\_\_

Nominee name \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Nominee address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Nominating RSC name \_\_\_\_\_

Current NA service position(s) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Previous NA service positions completed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Previous NA service positions not completed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Additional H&I service-related experience: \_\_\_\_\_

\_\_\_\_\_



**NOMINATION FORM**  
**WSC PUBLIC INFORMATION COMMITTEE MEMBERS**

We, as members of the \_\_\_\_\_ Region, would like to nominate \_\_\_\_\_ as a WSC Public Information Committee pool member. We believe he/she would be a valuable participant in the efforts of the committee. We agree to assist, if possible, in the financing of his/her travel to one or more committee or working group meetings held outside of our region so that our worldwide fellowship might benefit from his/her accrued knowledge and experience.

We understand that, once accepted as a member of the WSC PI Committee, this member cannot be recalled by this region and that any removal of WSC PI Committee members is made by the collective membership of the WSC PI Committee. It is understood that the commitment to the WSC PI Committee is for a minimum of two years.

Nominee name \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Nominee address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

RSC chairperson (signature) \_\_\_\_\_

Regional PI chair \_\_\_\_\_

Area PI chair \_\_\_\_\_



I, \_\_\_\_\_,

accept this nomination to the WSC PI Committee and have the time, resources, willingness, and qualifications necessary to participate as an *active* member of the WSC PI Committee.

Current service positions: \_\_\_\_\_

\_\_\_\_\_

Reason for wanting to join the WSC PI Committee: \_\_\_\_\_

\_\_\_\_\_

Previous service positions not completed: \_\_\_\_\_

\_\_\_\_\_

Previous PI experience: \_\_\_\_\_

\_\_\_\_\_

## THE NA WAY MAGAZINE REVIEW PANEL NOMINATIONS

Nominations will be accepted for the *NA Way* review panel at the annual meeting of the World Service Conference this April. Nominations will be accepted from any conference participant. Nominees need not be present at the WSC meeting to qualify.

The review panel is responsible for the first stage of *The NA Way Magazine's* editorial process. Twice a month, review panel members take part in conference calls, each lasting about an hour, to go over twenty to thirty pages of stories submitted to the magazine.

Nominees should have at least five years clean, good English composition skills, and the ability to make a firm commitment to actively review the stories and take part in the conference calls.

All nominees' names will be placed in a pool. The magazine's editorial board--composed of the trustee-appointed associate editor, the WSC-elected associate editor, and the managing editor--selects individuals from the pool to serve annual terms on the review panel. Several pool-members are due for replacement this year and only three names remain in the pool from last year's nominations.

### NOMINEE DATA

Full name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Clean time: \_\_\_\_\_

Qualifications, background: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE \_\_\_\_\_ home  
\_\_\_\_\_ work

**THE NA WAY MAGAZINE  
EDITORIAL BOARD NOMINATION**

At the annual meeting of the WSC held in even-numbered years, one person is elected, by majority vote, to serve a two-year term on the *NA Way Magazine* Editorial Board. Final article-selections and editing (from the material approved by the Review Panel) are the responsibility of the Editorial Board. In addition to the individual elected by the WSC, the Editorial Board includes the Managing Editor and one member appointed by the WSB. Clean time requirement is five or more years. The individual elected to this position must be able to provide daily (if needed) direct supervision and participation.

WSB and WSC Editorial Board members consult with the Managing Editor, as needed, during the development of each issue. Examination and approval of final proofs, except as proscribed by the *Temporary Working Guide to our Service Structure*, are the responsibility of the Editorial Board.

**NOMINEE DATA**

Full name \_\_\_\_\_

Address \_\_\_\_\_

Clean time: \_\_\_\_\_

Qualifications, background: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TELEPHONE** \_\_\_\_\_ home

\_\_\_\_\_ work

# WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

P.O. Box 9999  
Van Nuys, CA 91409  
(818) 780-3951



Dear NA Member,

Before you complete your service resume form, we would like to let you know a little more about service at the world level.

The position for which you may be nominated will require that you make a commitment of at least one year, with the possibility that your commitment could last for up to five years. This means that you may be asked to make a considerable investment of your time. You may be asked to travel and spend time away from your family, your job, and your home. For members and officers of some committees and boards, this means at least one weekend a month away from home. You may also be required to spend some of your personal funds in order to fulfill your responsibilities. Certainly you will have work to do at home in your spare time, such as reading or writing reports and discussing the plans and objectives of your work with other members of your board or committee. In addition, you may be asked to participate in conference telephone calls with other trusted servants.

In order to provide our fellowship with the very best level of service possible, we ask that you carefully consider the responsibilities that go with the elected position for which you may be nominated. You may wish to consult your employer, your family, or your sponsor. Talking with members who have served at the world level may give you additional insights into the commitment involved. Service on this level has many rewards and may have a profound effect on your life and personal recovery. However, it does not come without hard work, long hours, dedication, and personal sacrifice.

*In fellowship,*  
WSC Administrative Committee

**NA SERVICE RESUME**  
(Please print legibly in black ink)

Name \_\_\_\_\_ Clean date \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

**Group service (list positions, approximate dates served)**

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

**Area service (list positions, approximate dates served)**

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

**Regional service (list positions, approximate dates served)**

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

**World service (list positions, approximate dates served)**

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

Have you failed to complete or been removed from a service position in the last five years? Please explain. \_\_\_\_\_

\_\_\_\_\_

Have you read the attached letter, and are you willing to make the necessary commitment? \_\_\_\_\_

\_\_\_\_\_

Do you have the time, resources, and skills necessary to complete the service position to which you may be nominated? Please explain. \_\_\_\_\_

\_\_\_\_\_

Do you have any academic or professional training which may assist you in fulfilling the service position to which you may be nominated? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nominated for (position): \_\_\_\_\_

Nominated by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**ADDENDUM 11:  
PROCEDURE FOR SEATING OF REGIONS AT  
WSC, AND ADMISSIONS PANEL POLICY**

## **ADDENDUM 11**

### **PROCEDURE FOR SEATING OF REGIONS<sup>1</sup> AT WSC**

1. A region seeking to become a WSC participant will notify the WSC in writing in care of the WSO. An information packet will be made available to the new region, parent region if there is one, and any other affected surrounding regions. Response by the requesting region will be required to any questions included in the packet.
2. The Admissions Panel (as described below) will compile and verify the information, making a report to the conference.
3. A representative from the requesting region will attend the conference, be introduced by the parent region or the WSC chairperson, and state the request to be seated.
4. A question and answer period will be held.
5. Upon two-thirds majority vote of the conference participants, the new region will receive all conference participation privileges.
6. The conference can grant any region not seated that year the ability to address the conference during specific sessions.

### **ADMISSIONS PANEL**

#### **Purpose**

The purpose of the Admissions Panel is twofold:

1. To assist those regions seeking to be seated; and
2. To compile and verify information on regions requesting seating at the WSC, and to report that information to the conference.

#### **Function**

1. Serve as the communication link between WSC and the requesting region by following up on information sent in response to the questionnaires.
2. Share experience and input on various regional structures.
3. Report to the WSC through the WSC Administrative Committee.

#### **Composition**

The Admissions Panel will be composed of the following members, appointed by their respective service bodies:

1. Two WSC Policy Committee members
2. Two members of the WSB Internal Affairs Committee
3. One WSC Administrative Committee member, who chairs the panel
4. One WSO administrative staff person

---

<sup>1</sup> The term "region" is used throughout this document to mean either region or appropriate service body.



**ADDENDUM 12:  
REGIONAL MOTIONS**



Motion: Carolina Regional Service Committee moves that the WSO be moved to the Carolina Regiona. If this is not possible, that the WSO BOD explore the possibility of moving the WSo to a location in the Eastern or Southeastern area that would be more cost effective.

Intent: To lower the overhead of the WSO in an atte,pt to alleviate the financial crisis the WSO is experiencing.

NNYRSCNA  
2117 Buffalo Rd.  
Suite 286  
Rochester, NY 14624  
12-17-91

World Service Conference Chair  
C/O World Service Office  
Attn: Steve Sigman  
PO Box 9999  
Van Nuys, CA 91409

Dear Steve,

As per my phone conversation today with Kolly at the WSO I am faxing the motion listed below for inclusion in the CAR. This motion is being submitted as a result of action taken by the Northern New York Regional Service Committee at their November meeting. Thank you for your cooperation in this matter.

Motion: That the WSO Board of Directors establish one standard price for all literature sold to the Fellowship.

Intent: To establish an equitable system for all fellowship purchasers of our literature.

David J. Lester, RSR.

NEW MOTION

That a committee of RSRs be formed to receive all Regional motions and working along with WSC Administrative Committee have them inserted under its proper heading in the Conference Agenda Report.

Intent: To cut down confusion concerning Regional Motions and their validity and order of importance.

\* Copy of Regional Minutes Attached

### Regional Motion for 1992 CAR

That the Iowa Region insert the following into the '92 CAR:

**Motion** "That the 1993 World Service Conference and all succeeding WSC annual meetings be held during the last week of May with the CAR published 120 days before each WSC."

**Intent** "To extend the length of time available to the Service Structure to review Conference motions and issues. This proposal would extend the window of time for consideration of Conference Agenda Review items to 120 days. This is warranted by the following reasons:

- 1) In many areas of the Fellowship, there is a need for more time to workshop WSC issues.
- 2) With the upcoming need to review the Daily Meditation book, the It Works: How and Why, the Treasurer's Handbook, the Guide To Service, and in consideration of the expanding authority the WSC will be exercising on WSO/WSC Unified Budgets, a longer review period would enhance the review responsibilities required for these extended and involved issues and documents.
- 3) World Services, by providing a longer timeframe for review, would facilitate multinational participation; realizing a truer sense of 'world services'.
- 4) This would allow the Service Structure in newer or developing Regions additional time to develop the best conscience they can.
- 5) A 120 day period to vote on the WSC issues would allow a strengthened conscience from the fellowship and conference participants in terms of quality of review, spectrum of concerns,...which would enhance the discussions at the WSC open forums.
- 6) World Service would be able to accommodate this schedule change by moving the July Quarterly back a few weeks, and placing more of the emphasis on completing WSC projects at the Fall Quarterly.
- 7) This type of WSC schedule would prevent participants from missing events commonly held around the time of the April WSC, such as scholastic exams, for example."

(Regional Intent: After traveling to the ASCs, one fact became clear: ASC participants wished to have more time to review the CAR items. Passage of this motion by our Region would provide the Fellowship with an opportunity to select a 120 day review period, which would aid our Region's Areas.)

Wisconsin Regional Service Conference  
c/o WRSO  
6754 W. Beloit Road  
West Allis, WI 53219

November 25, 1991

WSC Admin Committee  
c/o WSO  
PO Box 9999  
Van Nuys, CA 91409

Submitted below are two motions passed by the Wisconsin Regional Service Conference on November 17, 1991. Both motions received unanimous support of those present and voting.

MOTION: That the WSC direct the World Service Office to produce and stock braille literature, specifically- the White Book, Newly Revised.

INTENT: To carry the message of recovery to visually impaired addicts and to meet ongoing demands for braille literature.

Due to the far-reaching implications of the next motion it will be of critical importance that the entire fellowship discuss the effects of changing our current conference system.

MOTION: That WSC create a transition plan that participation at WSC will be based on national/zonal/continental representation; such plan to be included in the Conference Agenda Report '93.

INTENT: To have the fellowship, as a whole, direct the resources of the current WSC to assist the United States regions in the creation of a conference that more equitably represents a world (multi-national) fellowship.

Feel free to contact me if you have any questions.

In loving service,

Bob Jordan, RSR-Wisconsin  
733 E. Johnson #1  
Madison, WI 53703





CHICAGOLAND REGIONAL SERVICE COMMITTEE  
NARCOTICS ANONYMOUS

212 S. Marion Street - Suite 27  
Oak Park, IL 60302  
HELP-LINE (708) 848-4884

December 15, 1991

Barbara Jorgensen, Chairperson  
World Service Conference  
PO Box 9999  
Van Nuys, California 91409

Dear Barbara,

The Chicagoland Region has worked on several motions for consideration at this year's Conference. Please refer them to the appropriate committees also.

- 1) That the World Convention for Narcotics Anonymous /World Convention Corporation stop supplying free coffee at the World Convention. This action is to take effect before or by WCNA-23 1993.

Intent: To save Narcotics Anonymous \$10,000 to \$40,000 and to help keep the cost of convention registrations down.

The Chicagoland Region is not opposed to refreshments but we believe in being self supporting and paying for our needs. If we give away coffee, we should also give free tea, herbal tea, soda pop, fruit juice, bottled water, etc. .

- 2) That no changes be made in Narcotics Anonymous literature without the approval of the NA Fellowship as voiced through the normal NA literature approval process.

Intent: to prevent any changes in NA literature without Fellowship approval.

There have been motions brought up on the floor of the Conference to change already approved literature and there is no mechanism to protect the literature from being changed.

Both of these motions should have no financial cost to be carried out and should have no effect on any budget. These motions should save the Fellowship money in the future.

Both motions passed our region with an almost 90% favorable vote.

Yours in service

*Jim Edgren*  
Jim Edgren RSR  
(312) 489-4841



# Narcotics Anonymous

NEW JERSEY REGIONAL SERVICE CONFERENCE

(800) 991-0401 IN-STATE HELPLINE  
(201) 462-9199 OUT-OF-STATE HELP LINE

"...that no addict seeking  
recovery need ever die."

TO: Barbara Jorgensen, Chairperson  
World Service Conference  
FROM: Jon Thompson, RSR  
New Jersey Region

Dear Barbara,

The New Jersey Region is presenting these 7 group conscience motions to be included in the 1992 Conference Agenda Report.

1. **MOTION:** That the WSC adopt guidelines stating that the members of the WSC Board of Trustees have one (1) vote collectively at the WSC expressed through their chairperson or in the absence thereof, their vice-chairperson. All other conference participation privileges will continue to be granted.  
**INTENT:** To acquire and maintain a consistent voting structure throughout the WSC where all voting participants represent a group not an individual conscience.
2. **MOTION:** That the WSC adopt guidelines allowing all members of the WSO Board of Directors a seat on the floor of the WSC. Except for voting, all other conference participation privileges will be granted. They will continue to have one (1) vote collectively at the WSC as expressed through their chairperson or in the absence thereof, their vice-chairperson.  
**INTENT:** To give each member of our WSO Board of Directors a voice in the group conscience process on the floor at the WSC.
3. **MOTION:** That the *World Service Conference* be renamed the *United States National Assembly*, and the *Multi-National Development Forum* be renamed the *World Service Conference*.  
**INTENT:** To properly identify and align our service structure along with the majority of services being offered.
4. **MOTION:** To include the IP#6 "Recovery and Relapse" into the next printing of the Introductory Guide to Narcotics Anonymous.  
**INTENT:** Although not a requirement, relapse is a reality in recovery and this IP brings to light for the newcomer that recovery is always available to them and encourages them to **KEEP COMING BACK!!!**
5. **MOTION:** That the WSC strongly recommends to the WSO Board of Directors to look into the formation of an electronic bulletin board computer system for the expressed use of the Fellowship and reports back with their findings.  
**INTENT:** To look into possible ways of reducing the WSO printing, copying and distribution costs while facilitating better communication and access to these printed materials throughout the fellowship.

(2)

6. **MOTION:** To insert in The Group Booklet under the section "How Can Our Groups Solve It's Problems?", page 17, 6th line from the top, after the sentence ending "...in all our affairs.", the sentence that states, "When we collectively apply the insight received from that spiritual awakening to our group's problems, we call that *group conscience*."

**INTENT:** This sentence, which appears in the proposed Group Chapter of The Guide to Service, was deleted during the revision to The Group Booklet. Although it is understood differently in different places, obtaining group conscience is the practice by which our second tradition is exerised throughout our Fellowship. Nowhere in The Group Booklet is the term "group conscience" mentioned. To deprive memebers and newly forming groups of any exposure to this process deprives them of the opportunity to experience the second tradition in action.

7. **MOTION:** That the WSC adopt guidelines stating that only RSRs or in their absence, their alternate will be the voting member at the WSC.

**INTENT:** That voting at the WSC reflect only the conscience of the Fellowship as a whole and not that of individuals.

In loving light and service,

Jon Thompson, RSR-NJRSC

12/10/91





# Narcotics Anonymous

ALSASK REGIONAL  
SERVICE COMMITTEE

co Lucie Gelinas  
#8-313-3rd Ave. N.E.  
Calgary, Alta. T2E 0H5

To the W.S.C. Administrative Committee,

From the ALSASK Regional Service Committee,

Our region would like to submit the following motion;

"That the WSCLC produce an information pamphlet entitled  
'Seniors in Recovery'."

Intent; To produce an information pamphlet similar to I.P. number  
13 entitled 'Youth and Recovery', aimed at welcoming seniors into  
Narcotics Anonymous.

In Service

Lucie Gelinas RSR  
ALSASK RSC

To: WSC  
From: MID AMERICA REGION

Dec. 18, 1991

SUBJECT: REGIONAL MOTION ( Adopt a Region )

Sence WSC 1991 our region has become keenly aware of the many difficulties facing the multinational fellowship. These problems, not just language, loom very large compared to the fellowship in the United States. We have had several regional events this last year where we opened our meeting reading from the French translation of the Basic Text. The initial reaction was one of confusion, followed by an acceptance of how it must feel to not hear our powerful message of recovery in a language they could understand. At our last RSC there was a motion to bring our concern to the WSC in 1992.

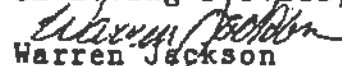
We realize our motion could be slightly premature with some of the information papers coming out in the Conference Agenda Report. However, the risk we take in not addressing this issue could deal our fellowship a serious set back in reaching the addict who still suffers world wide. We also realize the financial impact could cause problems to our fund flow, thus doing more harm than good. The notion of robbing Peter to pay Paul puts this issue in a clear enough perspective. Another concern is which regions are on a stable enough footing to seriously impact this problem. The question becomes, is the fellowship doing enough to carry our message to addicts in their own backyard? Realistically, the answer is usually negative. Some see this as a convenient excuse to do nothing. On the otherhand, to implement this motion could cause regions to do a serious inventory of their own local efforts and thereby enhance their services both locally and globally.

Regardless of the out come, our region is committed to assist WSC in any way we can to extend the hand of recovery to any suffering addict in the world.

**MOTION:** The WSC develop a system, whereby a seated region could adopt a different multinational region and assist in getting the basic necessities of recovery, to include but not limited to, funds for local translation of our literature, items not currently in a group starter kit, and any other mechanism to further assist the adopted regions ability to carry the message.

**INTENT:** To allow our fellowship to be more responsive and responsible to the ever increasing needs of a World Wide fellowship.

In Loving Service,

  
Warren Jackson

ALT RSR, Mid America Region

DEC 23 1991



To the NA Fellowship;

Greetings from the Indiana Region! We hope this finds you all well and growing in your recovery. The Indiana Region would like to present the following 4 motions for inclusion in the 1992 Conference Agenda Report. These motions have been through a true group conscience, having been conscientized by the groups in our region.

We present these here for your consideration.

**MOTION:** That the World Service Conference send back to the Fellowship for consideration the following motion:

"That the WSO produce a low-cost version of the Basic Text, Narcotics Anonymous, 5th Edition utilizing Measures One, Two, Three, Four, and Five detailed in the 1991 WSO "Report Concerning The Motion For A Low-Cost Basic Text."

Said motion to be included in the 1992/93 Conference Agenda Report, along with the above cited Measures from the WSO 1991 report, for action at WSC 1993.

**INTENT:** To allow the Fellowship of NA to choose a viable option for the creation of a low-cost Basic Text without jeopardizing WSO services or translation funds.

**MOTION:** That only RSRs or their duly elected alternate be the voting participants at the World Service Conference.

**INTENT:** To allow a loving God to express himself only through the spiritual principle of group conscience throughout the entire service structure of NA.

**MOTION:** That non-voting participants (WSC officers; WSC committee chairpersons; Trustees) may make motions and/or address the conference, provided that said motions are seconded by an RSR or duly elected alternate.

**INTENT:** To allow the experience, strength and hope of said participants to be a part of the WSC while maintaining the principle of group conscience.



**MOTION:** That the WSC send out a referendum/questionnaire to all registered groups asking the following question: Does your group feel that the Fellowship as a whole is represented at the WSC, and if so, is your group willing to financially support the decisions that are made there?

**INTENT:** The discrepancy between WSC directives during the conference year, and the Fellowship donations, or lack thereof, submitted by the Fellowship to support those directives, raises the fundamental question as to whether or not the Fellowship truly feels it is being represented at the WSC. This motion implies a mass educational process throughout our Fellowship, at all levels of service, yet, we believe, must be answered before any grass-roots support of conference decisions on a financial or spiritual level can be expected.

Additionally, if the conference itself does not truly represent the Fellowship, then a group-wide survey, which would by-pass the world service mechanism, would seem to be essential for an accurate fellowship-wide conscience.

In Loving Service,

John R., RSR  
Indiana Region



# BUCKEYE REGION

DEC 27 1991

P O BOX 336  
CORTLAND, OHIO 44410

ROY DRUM - RSR  
216-637-3145

---

Dear Barb

In an effort to repair some of the perceived damage created at the level of World Services, the Buckeye Region would like to submit the following motions to be included as agenda items in the 1992 WSC Agenda Report.

Many of the members from our region, as well as members from neighboring regions, believe that the true fellowship conscience is not accurately carried at the Conference. This holds possible in that a region with a sum total of 50 recovering addict members has the same voice as a region with 1000 recovering addict members.

Please accept these motions in the spirit they are given with hope that we can arrive at a process once and for all that will quiet the controversy of "Conference Approval" vs. "Fellowship Approval".

1. We move that the WSC adopt a popular vote tally procedure to accurately reflect the true fellowship conscience about issues sensitive to the fellowship.

**INTENT:** To promote the development of a process or voting procedure that can accurately reflect the conscience of the mass general fellowship.

2. We move that the WSC Literature Committee restructure it's guidelines to eliminate the use of a "Select Committee".

**INTENT:** The Literature Committee has not directly involved the fellowship's participation. If the "Select Committee" is eliminated, participation must be solicited in order to prepare anything for approval.

# BUCKEYE REGION

P O BOX 336  
CORTLAND, OHIO 44410

ROY DRUM - RSR  
216-637-3145

---

3. We move that the WSC Literature Committee return to the practice of conducting "Literature Conferences".

INTENT: The use of "Literature Conferences" produced most of the literature enjoyed by the Narcotics Anonymous fellowship. Since this practice was discontinued, literature production has fallen off.

4. We move that the Conference Treasurer produce a financial definition of:

A) How many groups or members are represented by each voting participant of the Conference.

and

B) How much money is spent in services to each country or region from the WSC.

INTENT: To quickly determine if the money from the World Service Conference is being spent responsibly and appropriately.

5. We move that the WSC stop funding all travel from foreign countries.

INTENT: To spend fellowship money as the fellowship directs. The Conference needs to be accountable to the fellowship it serves. Money donated from this country should be used to provide services in this country.

Greater Illinois Regional  
Service Conference  
P.O. Box 6326 Peoria, Illinois 61601-6326

December 20<sup>th</sup>, 1991

Barbara Jorgensen, Chairperson  
World Service Conference  
P.O. Box 9999  
Van Nuys, CA 91409  
(818) 780-3951

Dear Barbara:

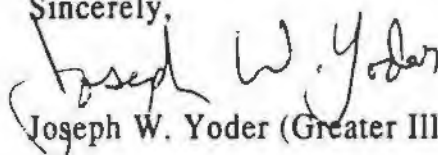
Please include the following motion in the Conference Agenda Report. The item was discussed in our regional literature committee meeting and they voted unanimously to propose the motion to GIRSCNA. At the regional meeting on December 15<sup>th</sup>, 1991 GIRSCNA voted unanimously to include the following motion in the CAR.

**Motion:** Delete sentence 4, paragraph 1, of page 1 from the IP "For Those In Treatment". (WSO Catalog Item No. 3117)

**Intent:** The sentence reads: "Treatment can help you start to live life drug-free." Although the statement is probably true in some cases, making a statement about treatment like this could be seen as an affiliation, an endorsement, and/or an opinion; thus possibly violating our Sixth and Tenth Traditions. The pamphlet still reads well without the sentence and by removing the sentence there will not be any possible implied endorsement and/or affiliation with treatment centers.

If you have any questions and/or clarifications, feel free to contact me at (217) 344-4847.

Sincerely,



Joseph W. Yoder (Greater Illinois Region RSR)



**ADDENDUM 13:  
APPROVAL-FORM ORDERS**



## APPROVAL-FORM ORDERS

Use this form to order additional copies of approval-form items presented in the 1992 *Conference Agenda Report*.

### Just for Today--Daily Meditations for Recovering Addicts (book)

#1110, single copies                      quantity \_\_\_\_\_ @ \$6.00 \_\_\_\_\_  
#1111, bundles of 5                      quantity \_\_\_\_\_ @ \$19.25 \_\_\_\_\_

### Twelve Concepts for NA Service (booklet)

#1162, single copies                      quantity \_\_\_\_\_ @ \$1.65 \_\_\_\_\_  
#1163, bundles of 25                      quantity \_\_\_\_\_ @ \$22.00 \_\_\_\_\_

### Fellowship Intellectual Property Trust (handbook)

#2114, single copies                      quantity \_\_\_\_\_ @ \$1.65 \_\_\_\_\_  
#2115, bundles of 25                      quantity \_\_\_\_\_ @ \$22.00 \_\_\_\_\_

### In Times of Illness (booklet)

#1602, single copies                      quantity \_\_\_\_\_ @ 20c \_\_\_\_\_

Subtotal ..... \_\_\_\_\_

California orders add 8.25% sales tax ..... \_\_\_\_\_

Total ..... \_\_\_\_\_

**Other discounts do not apply.**

**Payable by check or money order in USA funds only.**

**Prices include shipping and handling.**

**Single copies will be mailed first class.**

**Bundles will be mailed by parcel post.**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Order from:    WORLD SERVICE OFFICE  
                    PO BOX 9999  
                    VAN NUYS, CA 91409  
                    USA**

