



SERVICE MANUAL
OF
NARCOTICS ANONYMOUS

CONFERENCE



APPROVED

THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

1. Our common welfare should come first; personal recovery depends on N.A. 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 N.A., as a whole.
5. Each Group has but one primary purpose - to carry the message to the addict who still suffers.
6. An N.A. Group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every N.A. Group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever non-professional, but our Service Centers may employ special workers.
9. N.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. N.A. has no opinion on outside issues; hence the N.A. 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.



INTRODUCTION TO THE THIRD EDITION (1978)

The 1976 World Service Conference was held in conjunction with N.A.'s Sixth World Convention in Ventura, California. That Conference established an Ad Hoc Committee of elected representatives of the fellowship to review and revise the service structure that had been proposed for Narcotics Anonymous in The N.A. Tree.

The Ad Hoc Committee presented the results of its labors to the group conscience at N.A.'s first independent World Service Conference, held in Van Nuys, California, in the Spring of 1978. The Conference accepted that work and the many other suggestions that came in and turned them all over to the newly established World Service Conference Literature Committee for finalization.

The work has been completed and this third edition, The Service Manual of Narcotics Anonymous, is the result and will be presented to the Conference in the Spring of 1979 for group conscience approval.

To the group that set forth the original service structure: our immense gratitude for taking that crucial first step. We realize that this service structure must be able to grow and change in response to the needs of the fellowship. One day there may be a fourth edition, or a tenth. To the groups that shall undertake those works: 'Best of luck and our love is with you. Have at it...we did what we could!

God Bless,

Conference Literature Committee
Autumn, 1978

(APPROVED BY CONFERENCE
APRIL - 1979)

DEDICATION

This presentation of the Service Structure of Narcotics Anonymous is dedicated to the following proposition:

To assure that no addict seeking recovery need die without having had a chance to find a better way of life; from this day forward may we provide the necessary services.

THE PURPOSE AND FUNCTION OF THE SERVICE UNITS OF N.A.

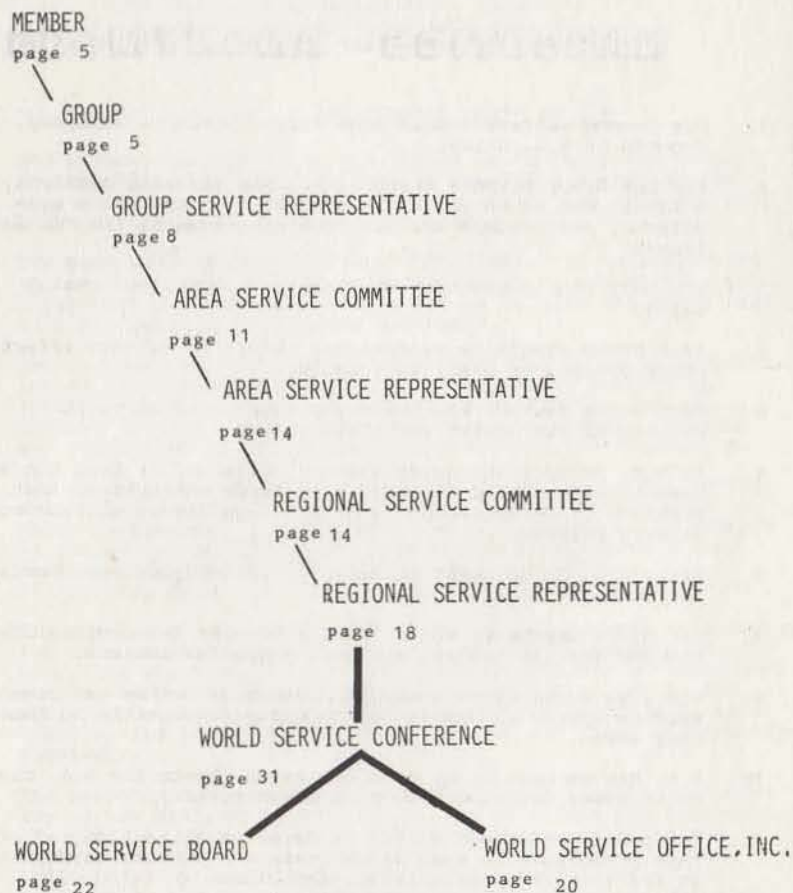
1. The primary purpose of an N.A. Group is to carry the message to the addict who still suffers by providing a setting for identification and recovery where an addict can come for help if he or she has a desire to stop using.
2. The purpose of an AREA SERVICE COMMITTEE is to be supportive to the N.A. group and its primary purpose by associating the Group with other Groups locally and by helping the Group deal with its day-to-day problems and needs.
3. The purpose of a REGIONAL SERVICE COMMITTEE is to be supportive of its Areas and Groups and their primary purpose by linking together the Areas and Groups within the Region; by helping the Areas and Groups deal with their basic problems and needs; and by encouraging the growth of the Fellowship.
4. The purpose of the BOARD OF TRUSTEES is to insure the continuation and growth of N.A. by seeking new and better ways to carry the message to the addict who still suffers; by seeking to insure the maintenance of the Twelve Traditions; and by dealing with those things, both within and outside the Fellowship, which affects its continuation and growth.
5. The purpose of the WORLD SERVICE OFFICE is to serve as a center for communications and information for the Fellowship of N.A., its services, Groups and members. The WSO achieves this purpose by maintaining correspondence with N.A. Groups and Service Committees; by publishing and distributing N.A. literature; and by maintaining the archives and files of Narcotics Anonymous.
6. The purpose of the WORLD SERVICE CONFERENCE is to be supportive of the Fellowship as a whole, and to define and implement the policies of N.A. The W.S.C. does this by joining the members, Groups, Areas, and Regions of N.A. into a united Fellowship; by dealing with the problems and needs of the Fellowship; and by actively encouraging the primary purpose and growth of Narcotics Anonymous.

TWELVE TRADITIONS of NARCOTICS ANONYMOUS

1. Our common welfare should come first; personal recovery depends on N.A. 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 N.A., as a whole.
5. Each Group has but one primary purpose - to carry the message to the addict who still suffers.
6. An N.A. Group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every N.A. Group ought to be fully self-supporting, declining outside contributions.
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THE SERVICE STRUCTURE OF NARCOTICS ANONYMOUS

AN OUTLINE AND INDEX



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THIRD EDITION

MEMBER

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

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

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

GROUP

An N.A. group is any meeting which meets regularly at a specified place and time, providing that it follows the 12 Steps and 12 Traditions (having no outside affiliations and receiving no outside financial support). To facilitate communications and unity and to better serve N.A., as a whole, groups should register with the World Service Office of Narcotics Anonymous. The group is the second level of the N.A. Service Structure.

The primary purpose of an N.A. group is to carry the message to the addict who still suffers. However, it also provides to each member the chance to express themselves and to hear the experiences of other members who are learning how to live a better life. There are two basic types of groups: Those which are open to the general public and those closed to the public (For Addicts Only). Meetings vary widely in format from group to group. Some are participation meetings, some speakers, some question and answer, some special problems discussion, some topic discussion, and some have a combination of these formats.

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

THE GROUP (continued)

The group has proven to be the most successful vehicle for 12 Step work. After sharing one's personal experience, strength and hope, the most valuable thing a member can do is to bring prospective new members (addicts) to the group meeting. In this way the group meeting becomes a place where the newcomers know they can come for help. Often the first thing that can open the doors of recovery for addicts is the recognition of themselves in others. The group provides a setting in which the newcomer can find this identification by hearing a number of recovering addicts, rather than just one or two.

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

SECRETARY (A)

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

TREASURER (B)

The Treasurer of an N.A. group is responsible for the funds which come into the group from the collection and for the handling and distribution of these funds. The money collected in our meetings must be carefully budgeted. There are numerous expenses necessary for running a group. The treasurer keeps an accurate record of all the group's financial transactions, meeting log books, maintains the group bank account and distributes the money to pay the rent, purchase of literature, provide refreshments, buy supplies, and cover the cost of any miscellaneous expenses the group incurs. In order to maintain our fellowship and freedom, money which comes from the group collections and member contributions must always be used to further our primary purpose. A group must first support itself. After paying its bills any remaining funds should be placed in a group bank account and a reserve adequate to run the group for two or three months built up. After this "prudent reserve" has been established, excess funds should be diverted to the "Area Service Committee" or the "Regional Service Committee" which serves the group, or through contributions made directly to the World Service Office of Narcotics Anonymous. One of the biggest problems we have faced has been the misuse of the group's money. This abuse severely limits what N.A. can do for recovering addicts. The treasurer has a grave responsibility and much thought should be taken in selecting a member to perform this function.

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

1. The willingness or desire to serve.
2. A history of sobriety (we suggest a minimum of six (6) months continuous freedom from all drugs.
3. A good working knowledge of the 12 Steps and the 12 Traditions.
4. An active participation in the group they are to serve.

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

The group Secretary, the Treasurer, and the GSR serve for a period of one year. After which time they are succeeded by another member who has been elected by the group. The use of any drugs, including alcohol, while serving as a group servant constitutes an automatic resignation of that office.

THE GROUP TREASURER (continued)

NOTE: One of the responsibilities of group officers not often talked about is to train group members to replace them. A group can be strengthened by new officers who are prepared to take over the responsibilities of those they replace. Continuity of service can be aided by staggering the election of servants and overlapping the terms of service. Example: A group secretary might be elected in November to begin serving in January and the Treasurer elected in March to begin in May. This would always allow a group to have representation from experienced officers. Remember: Choose your trusted servants well. It is you whom they will be serving.



(C) & (D)

Group Service Representative & G.S.R. Alternate.

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

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

A Group Service Representative normally serves for a period of two (2) years. The first year is spent as a GSR-Alternate, working closely with the existing GSR, learning the duties of the office and taking over in case the GSR is ill, or cannot, for any reason, continue to serve. Also, if the GSR cannot attend one of the monthly Area Committee Meetings, the Alternate has the power to vote in his absence. The second year he becomes the group's GSR, taking over the full responsibilities and

THE GROUP SERVICE REPRESENTATIVE AND G.S.R. ALTERNATE (Continued)

functions of the office, and in turn is helped by a newly elected Alternate. This "apprentice" system serves two purposes: first of all, it helps to provide a continuity of service which never leaves a group unrepresented; and secondly, the year spent as an Alternate provides the training necessary for a good GSR. As you can see, the role of the GSR is not a simple one, nor one to be taken lightly. The election of good GSR's and Alternates is probably the most important thing that you, as an individual, can do for the unity of N.A. In choosing your representative, remember that he or she is your voice and your ears in N.A. If you wish to be well represented and well informed, it is your responsibility to elect the best possible nominee. For this reason we suggest that candidates for GSR should have:

1. The willingness or desire to serve.
2. A history of sobriety (we suggest a minimum of one (1) year of continuous freedom from drugs.
3. An active participation in the groups they are to serve.
4. A good working knowledge of the 12 Steps and 12 Traditions.
5. An understanding of the service structure of N.A. and the responsibilities of the GSR.

The requirements for the office of GSR-Alternate are the same as those for GSR, except that there is a minimum of six (6) months of continuous freedom from drugs, including alcohol. These qualifications are not, of course, hard fast rules. They are, however, some of the things you should consider in the selection of your representatives. The Group Service Representative, as we have described him, is your link to the rest of N.A. He is also the tie that binds the personal service you and your group perform to the next type of service which is offered by N.A. - General Service.

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



AREA SERVICE COMMITTEE (continued)

4. The Treasurer shall make a report of contributions and expenditures at every regular ASC meeting, as well as an annual report at the end of the calendar year. He/She shall be the other co-signer on the committee's bank account. The Treasurer can also be made responsible for bulk purchases of literature for the groups. It is suggested that the Treasurer have a minimum of two (2) years abstinence.
5. The Area Service Representative (ASR).
6. The Area Service Representative-Alternate (ASR-ALT).

The function of these last two committee members will be covered in more detail in the next section of this manual. All these officers are elected yearly from among the active Group Service Representatives. They do not normally represent any group and have no vote in the committee. Any committee worker or officer may be removed during their term in office by a majority vote of the ASC. Also, all committee members and workers may succeed themselves in office, but in keeping with the 9th Tradition and the principle of rotating leadership, it is recommended that no officer serve more than two (2) consecutive terms.

Because groups, just like individuals, find it hard to survive alone, one of the most important functions of the ASC is to encourage new membership. This can, of course, be successfully accomplished only by active 12th Step work. For this reason, each ASC should maintain an accurate 12 Step and sponsor list, put together a notice of its meetings and post this notice in places where people can see it, provide for periodic public service announcements, keep in contact with local authorities and referral agencies, and perhaps arrange for an answering service to take calls which can then be referred to members on the 12 Step list. Our primary aim is to bring the newcomer into our fellowship in the hope that he, too, can benefit from our way of life.

Another major function of our ASC's is initiating activities which can make cleanliness even more attractive to the newcomer, give the member an opportunity to learn how to function drug-free on a social level, and which gives us a chance to gather together to celebrate living. These local activities could include dances, picnics, parties, dinners, breakfasts, round-robin meetings, and any other functions which the committee feels would benefit its groups.

The third and most important service which the ASC provides is that of group support. Whenever a group has a specific problem or need which it has not been able to handle on its own, it can

AREA SERVICE COMMITTEE (continued)

come to its Area Service Committee for help. These problems are almost limitless in scope; however, we have learned that we can get much accomplished when we work together.

The committee performs other functions which are of help to the groups. It can help new groups get started or give aid to floundering groups. It might scout an area for potential meeting places; might encourage members of other groups to attend meetings which need support; or might keep a stock of literature which the groups can purchase without waiting for mail to get to and from the World Service Office. The point is that the ASC handles whatever functions are necessary or helpful to its groups.

In order to provide these services the ASC needs the active participation of its GSR's, the facilities already mentioned, and qualified leaders. The group supports its Area Service Committee both financially and emotionally. It takes money to provide the services we have described. It is the groups' responsibility to offer this support. When an ASC is first formed, this need for funds may be minimal; just enough to pay for a Post Office Box, to rent a hall once a month, and to serve refreshments. However, as an Area grows so the financial needs of the committee also grow. In order to provide a full line of services it requires a steady, reliable input of money. Some Areas have tried to provide these funds through their activities. These alternate courses of financial support are helpful, but the bulk of the responsibility still falls on the member of the group.

The active participation of each group representative is essential for a successful ASC. Each GSR must keep his/her group informed and must represent that group's spiritual conscience in all committee decisions. In addition to this, a GSR participates in helping to carry out the ASC's other specific functions. The attracting of new members, the planning and implementation of activities, and the aid given to groups with special problems are services which require much more effort than a monthly meeting. Most ASC's have found that a sub-committee system is necessary to provide these services. A sub-committee does the actual work necessary to implement ASC programs. These sub-committees normally deal with a single service, such as 12 Step work, and may meet or do the work as needed during the month between regular ASC meetings. (A word to the wise: sub-committees are notorious for getting lost in their own dust as they stumble down the road of uncertain destiny; therefore, the Vice-Chairperson's job of coordinating these sub-committees is indeed an important one.)



Area Service Representative

The Area Service Representative (ASR) is to the ASC what the GSR is to the group. As the representative of the Area, the ASR speaks for the members and groups within his Area Committee. The primary responsibility of the ASR is to work for the good of N.A. as a whole by providing two-way communication between his/her Area and the rest of N.A., particularly with neighboring ASC's. He/She represents the group conscience of the ASC at the Regional level and at the World Service Conference level.* The ASR attends all Regional Service Committee meetings and takes part in any decisions which affect the region as a whole, speaking as the voice of his ASC's group conscience. The ASR may serve on one or more of its sub-committees. The office of ASR is an immensely important one, for the ASR is the next link in expressing the will of a loving God. An ASR must be able to work for the common good, placing principles before personalities at all times. Therefore, in addition to the regular qualifications for GSR's it is recommended that nominees to the post of ASR also have:

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

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

ELECTION OF OFFICERS

Committee officers should be elected from the active GSR's, but can be elected from the active members that are in its area. Service experiences are a value: i.e., Secretary, Treasurer, panel member in institutions, etc., etc.



*For further explanation, see section of Regional Service Representative.



Regional Service Committee

The Regional Service Committee (RSC) is a committee made up of the ASR's from all the Areas within a designated Region. This service committee is designed to provide service to its member areas, and should be duly registered with the World Service Office. The ASC and the RSC are similar in nature and purpose, but their respective functions are slightly different. While the ASC serves the specific needs of the individual member groups, the RSC serves the common needs of its member areas.

One of the primary aims of the RSC is to unify the Areas and Group within its jurisdiction. Another aim is to carry N.A.'s message of recovery, in strict accordance with the 12 Traditions, to addicts who cannot attend regular meetings, through contact with various institutions. A third basic function of this committee is to contribute to the growth of N.A. as a whole, both by initiating much of the work to be finalized at the World Service Conference and by helping to support our World Services. Ingrained in these basic functions is, of course, our primary purpose of carrying the message of recovery to the addict who still suffers. The desire to more effectively achieve this goal is the reason that our entire Service Structure, including the RSC, exists.

Just as the ASC often deals with problems that the groups cannot resolve on their own, so the RSC tries to solve problems that the Area cannot deal with on their own. This is one way in which the RSC strives for unity; another is by providing a meeting place for Areas and a center of communication with other Regions and N.A. as a whole.

The Regional Service Committee is also responsible for major activities such as Conventions, Retreats, and Round-ups. These also can be considered functions to stimulate N.A. unity. Most of us have, at some time, attended an activity of this type and we are aware of the unity, creative action, and fellowship they can create. Each Region is encouraged to hold at least one major function or activity each year. These can be as simple as a camping trip or as involved as a convention; it doesn't really matter: they all provide the same stimulus. Usually the planning and implementation of such an event is left to a Regional activities sub-committee specifically established for this purpose. We have found that a sub-committee system is even more important at the Regional level than it is in our areas. This is because the RSC covers a greater number of meetings and only meets every two or three months. By necessity, most of the work (excluding major decisions and matters of conscience) must be done by sub-committees. Only the initiation and the finalization of a project takes place in the regular RSC meeting.

REGIONAL SERVICE COMMITTEE (continued)

Our Traditions say that our primary purpose is to carry the message to the addict who still suffers. This is just as true for the RSC as it is for any group. All RSC functions have this purpose as a goal; some functions, however, relate directly to carrying the message. As we have noted, the Areas basically work to bring the addict to the fellowship, through public relations, public service announcements and advertising. The RSC's basic means of attracting addicts is to take the message to the addict. Institutional work is the responsibility of the RSC, and is usually handled by one or more sub-committees. Most of the violations of our Sixth, Seventh, and Eighth Traditions occur within this type of work. Drug programs, recovery houses, mental health groups, hospitals, criminal diversion courses, drug and alcoholism schools, and other organizations which have requested N.A. speakers, panels or meetings for the benefit of their residents, patients, or members have at times used the name of Narcotics Anonymous as part of their publicity and as a means to obtain financial grants. These types of MISUSES of the N.A. name and violations of the N.A. Traditions must be avoided at all costs.

Another important part of the RSC's function is to contribute to our World Services. Regional support in the nature of funds, ideas, and confidence is essential to the work of our World Services. Any excess funds which accumulate at the Regional level should be contributed directly to the W.S.O. The RSC itself has little need of large amounts of money, since it has no stationary facilities and, therefore, need pay no rent. Monies are needed for major activities, though these are ideally self-sustaining, with enough money left over from one activity to secure the next. However, the RSC does need money to operate. There are expenses: most RSC's normally publish quarterly meeting directories; large quantities of literature are often supplied to institutions and hospitals (though in some cases this is handled through a separate institutional fund); most Regions sponsor their representatives to the World Service Conference; and groups of any kind require miscellaneous funds for postage, stationary supplies and the like. Your RSC needs your support and the support of your group. Most of the suggestions, ideas, and new literature presented at the World Service Conference are initiated at the regional level. These are submitted in writing to the proper sub-committee of the WSC prior to the conference itself in order to be placed on the agenda.

Like the ASC, the RSC elects officers each year from among its member ASC's and ASR-Alternates. They include: 1) a Chairperson, 2) a Vice-Chairperson, 3) a Secretary, and 4) a Treasurer.

REGIONAL SERVICE COMMITTEE (continued)

Their functions and responsibilities are identical with those of the ASC officers. The RSC also elects a Regional Service Representative (RSR) and a Regional Service Representative Alternate (RSR-ALT.) who speaks for his/her Region at the World Service Conference (WSC). (Note: These servants are the counterpart of the GSR and the ASR, and, will be discussed in more detail in the next section of this pamphlet.) Often, because of the limited number of people to choose from, one person may be elected to serve both as Chairperson and as RSR, and another may be elected to serve as Vice-Chairperson and RSR-ALT.

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

The final thing that must be done when forming a group or a committee is to set down some kind of framework or guidelines within which to function. For our groups, this is usually a simple format which describes the type of meeting to be held and tells the leader how to proceed in holding it. Our committees also need a format in order to keep their meetings orderly. And, in addition, they need some kind of guidelines in order to maintain their service functions.

Meeting formats vary widely from group to group, but usually consist of a statement defining the group, readings from our pamphlet, the body of the meeting, announcements from the Secretary and the GSR, and a collection. The format of an ASC meeting might consist of a definitive statement, the reading of our Traditions, a roll call and a report from the Treasurer, old business (including work in progress, sub-committee reports, and announcements from the ASR), new business (including a report from each group), announcements, a collection, and a closing prayer. Generally, ASC meetings are fairly flexible in their formats in order to deal with the wide variety of problems which might come up.

RSC meetings, on the other hand, are usually pretty well structured. The format of an RSC meeting is virtually identical to that of an ASC meeting, but the RSC deals primarily

REGIONAL SERVICE COMMITTEE (continued.)

with common problems, working on a broader scale. Some regions have found it valuable to conduct their meetings according to a pre-arranged agenda. During the time since their last meeting, the RSC officers have been in touch with the Area officers and collected topics for discussion and problems to be considered at the up coming RSC meeting. In this way, area problems can be dealt with on a priority basis, and similar problems can be combined to prevent duplication of efforts.

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

The General Service Committees are the real working bodies of Narcotics Anonymous. It is these committees which can contribute more to the growth of N.A. than any other parts of our service structure. However, in order to function, they need active support: your support. Choose your representatives carefully; participate in group functions; get involved in N.A. seek to serve where and when you can. The work is hard and often there seems to be little getting accomplished. But beyond helping you to stay clean your personal return will be a thousand fold.

REGIONAL SERVICE REPRESENTATIVE

The Regional Service Representative (RSR) is to the region what the GSR is to the group and the ASR is to the area. The RSR represents and speaks for the members and groups that comprise his/her Regional Service Committee. The primary responsibility of the RSR is to work for the good of N.A. as a whole by providing two-way communication between his/her region and the rest of N.A. The RSR is the fellowship's link with the WORLD Service Branches of the N.A. structure (i.e., with the WORLD service Office Inc., the World Service Board and the World Service Conference). The RSR provides two-way communication between these service levels and the various Areas within their region and the region as a whole: they attend all RSC meetings and as many ASC meetings as possible.

THE REGIONAL SERVICE REPRESENTATIVE (continued)

The office of Regional Service Representative is a year round job. The RSR attends and is a member of the annual World Service Conference, and takes part in any decisions which affect N.A. as a whole*. The RSR serves on one or more Conference committees, receives Conference information and requests from the WSO and WSB, works closely with Regional Officers and sub-committees, and is a source of information or guidance in matters concerning the Twelve Traditions or N.A. as a whole.

Except in those cases where the Chairperson of the RSC also serves as the RSR, the RSR is elected in the following manner: Each year the RSR nominates potential Regional Service Representative-Alternates from among the qualified members in their region. These nominations are then taken through the Area Committees to their groups for a group conscience vote. The results of this vote are reported back to the RSC and the nominee who receives support from the most groups becomes the RSR-Alternate for the following year. An RSR normally serves for a period of two (2) years: the first as an alternate representative and the second as a voting representative. The RSR-Alternate also fills in if the RSR is absent for any reason or is unable to complete his term in office.

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

- 1) A commitment to service.
- 2) Service experience.
- 3) The willingness to give the time and resources necessary to do the job.
- 4) A minimum of five (5) years of continuous abstinence from all drugs, including alcohol (four (4) years for the RSR Alternate).
- 5) A good working knowledge of the Twelve Steps and the Twelve Traditions of the fellowship.

Our Regional Service Representative should be selected from among our best informed, most trusted, and most active members in order that they may serve our needs and the needs of N.A. as a whole.

* In order that the fellowship may have a more fairly audible voice at the highest level of group conscience decision making in Narcotics Anonymous: Until such time as the various ASC's within N.A. have joined together in forming Regional Service Committees, representation of the fellowship at the World Service Conference level shall consist of all ASR's from all Area Service Committees duly registered with the World Service Office.

WORLD SERVICE

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

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

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

World Service Office, Inc.

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

One of the most important functions of the WSO is to link our widespread groups and members into a single cohesive fellowship. The WSO stays in close contact with our Groups, Areas, and Regions. This contact is maintained through correspondence, our quarterly magazine, and through the representatives within our service structure. WSO offers considerable aid to new groups, existing groups with special problems, institutional groups, groups outside the United States, members who travel extensively, and loners. This aid is in the nature of sharing the experience which other groups and members have reported to the WSO, and by putting those who seek aid in touch with other groups or members within our fellowship.

WORLD SERVICE OFFICE (continued)

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

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

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

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

WORLD SERVICE OFFICE (continued)

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

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



World Service Board. (Trustees)

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

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

WORLD SERVICE BOARD (continued)

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

1. The purpose of the Board Of Trustees (hereafter referred to as The Board) is to insure the continuation and growth of Narcotics Anonymous.
11. The functions of the Board are:
 - A. To deal with those things, both within and outside the fellowship, which affect the continuation and growth of Narcotics Anonymous.
 - B. To actively seek and insure the maintenance of the Twelve Traditions of Narcotics Anonymous.
 - C. To actively seek and encourage ways of carrying the message of recovery to the addict who still suffers.

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

111. The Twelve Traditions of Narcotics Anonymous. (see page)

GUIDELINES OF THE BOARD OF TRUSTEES OF N.A. (continued)

- IV. The membership of the Board of Trustees of Narcotics Anonymous conforms to the following:
- A. The number of Trustees serving at any time is limited to a maximum of fifteen (15). There need not be a full complement of Trustees serving at any given time; ultimately, the number of active Trustees will be determined by need.
 - B. Trusteeship is of two basic types: Addict and Non-Addict. Of the active Trustees, at least two-thirds (2/3) are recovered drug addicts.
 - C. At least one-half (1/2) of the active Trustees reside within commuting distance of the World Service Office (WSO).
 - D. THE QUALIFICATIONS REQUIRED OF ADDICT TRUSTEES INCLUDE:
 - 1. The willingness to serve as an active member of the Board.
 - 2. Nomination at the World Service Conference (WSC).
 - 3. A commitment to service as shown by experience working as a member of other N.A. service committees, and his or her contributions to the continuation and growth of the fellowship.
 - 4. The time and resources necessary for active Trusteeship.
 - 5. A minimum of five (5) years continuous abstinence from drugs.
 - 6. A good working knowledge of the Twelve Traditions of N.A.
 - E. THE QUALIFICATIONS REQUIRED OF OUR NON-ADDICT TRUSTEES ARE:
 - 1. The willingness to serve as an active member of The Board.
 - 2. Nomination at the World Service Conference (WSC).
 - 3. The time and resources necessary for active Trusteeship.

GUIDELINES OF THE BOARD OF TRUSTEES OF N.A. (continued)

- 4. A good working knowledge of the Twelve Traditions of N.A.
 - 5. A good understanding of the nature of the addict and our program of recovery.
- F. A TRUSTEE IS SELECTED BY THE FOLLOWING PROCEDURE:
- 1. Candidates for The Board are nominated at the World Service Conference (WSC).
 - 2. Following the WSC, or whenever needed, The Board selects its replacements or new Trustees from the list of Conference Nominees.
- G. The term of Trusteeship for a member of the Board of Trustees of Narcotics Anonymous is indefinite.
- H. A TRUSTEE MAY BE REMOVED FROM OFFICE FOR DUE CAUSE:
- 1. Upon a two-thirds (2/3) majority vote of the entire Board, any member of the Board is immediately terminated.
 - 2. The procedure for such a vote is as follows:
 - a. Upon receipt of a written 'statement of cause,' the Chairman of The Board of Trustees calls a special meeting of The Board. (In the case where the trusteeship of the Chairman is in question, the Vice-Chairman takes charge of this procedure.) Each Trustee is notified of this meeting and supplied a copy of the 'statement of cause' at least one (1) month prior to the meeting date.
 - b. At the meeting the author of the 'statement of cause' and the Trustee in question are each allowed twenty (20) minutes to express their points of view. Other Trustees are then allowed to ask direct questions of either or both parties for an additional twenty (20) minutes.
 - c. A roll call vote of all Trustees is then called. If the required two thirds (2/3) majority decision can be determined by those Trustees present, then the vote is

GUIDELINES OF THE BOARD OF TRUSTEES OF N.A. (continued)

considered final. If, however, the decision cannot be determined by those Trustees present, a copy of the minutes and a request for immediate reply is sent to each absent Trustee. As soon as the required majority or lack of required majority can be determined the issue is closed and the decision of The Board is final.

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

- V. In order to function more effectively, The Board of Trustees of Narcotics Anonymous elects officers.
 - A. The officers of The Board of Trustees include:
 1. The Chairman
 2. The Vice-Chairman
 3. The Secretary
 - B. The duties of these officers are:
 1. The Chairman of The Board of Trustees:
 - a. Presides over all Trustee meetings.
 - b. Has such powers and performs such duties as may be required, from time to time, by The Board.
 - c. May appoint and define the duties of committees as authorized by The Board.
 - d. Is elected from, and is a member of, The Board.
 2. The Vice-Chairman of The Board of Trustees:
 - a. Performs all the duties of and has all the powers of the Chairman in his or her absence.
 - b. Has such powers and performs such duties as may be required, from time to time, by The Board.

GUIDELINES OF THE BOARD OF TRUSTEES OF N.A. (continued)

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

- VI. The meetings of The Board of Trustees conform to the following:
 - A. The Trustees hold regular quarterly meetings on the first Saturday of the months of February, May, August, and November.
 - B. Additional Special Meetings are held whenever needed upon two (2) weeks notification by the Chairman.
 - C. The regular quarterly Trustee meetings are open to members of the fellowship as non-participant observers.
 - D. The attendance of at least two-fifths (2/5) of the active Trustees at a meeting constitutes a quorum for conducting the business of The Board.
 - E. Each Trustee is expected to attend at least two (2) regularly scheduled meetings each year. A Trustee who is unable to attend may be asked to resign his or her Trusteeship.
 - F. A record is kept of the meetings of the Board.

GUIDELINES OF THE BOARD OF TRUSTEES OF N.A. (continued)

1. Accurate minutes of all Trustee meetings are taken and published within thirty (30) days of the meeting. A copy of the minutes are sent to:
 - a. Each Trustee;
 - b. The World Service Office;
 - c. Each duly registered Regional Service Committee.
2. These are the only copies normally distributed; however, any member of the fellowship may, upon request, receive a copy of the minutes of Trustee meetings from the World Service Office (WSO) by sending a self-addressed stamped envelope.
3. The basic format for these minutes is:
 - a. Date and location of meeting;
 - b. Attendance;
 - c. The minutes of the last meeting were read...
 - d. The following reports or information were presented...
 - e. The following items of old business were discussed;
 - f. The following topics were considered as new business...
 - g. The next meeting of the Board will be held...
 - h. The following action should be taken prior to the next meeting...
 - i. The following items will be discussed as part of the agenda for the next meeting...
- G. The regular meetings of the Board of Trustees last approximately two (2) hours and have the following basic format:
 1. Opening;
 2. Information and Reports;

GUIDELINES OF THE BOARD OF TRUSTEES OF N.A. (continued)

3. Old business;
 4. New business;
 5. Closing.
- VII. In order that we may better serve, we utilize a sub-committee system between the meetings of the Board.
- A. Our Temporary Committees are established as the need arises and exist so long as the need exists.
 - B. Trustee Committees are chaired by a Trustee who has been selected because of his or her experience in a specific area. Other members of these committees include other Trustees, members of the fellowship, or non-addicts as appointed by the committee Chairman.
 - C. Minutes of all sub-committee meetings are taken and copies of these minutes are maintained by the Secretary of the Board of Trustees and by the World Service Office (WSO). These minutes are not published and distributed; however, any member of the fellowship may, upon request, receive a copy from the World Service Office (WSO) by sending a self-addressed stamped envelope.
- VIII. The Board of Trustees is an advisory Board rather than a directive Board. It is our responsibility to offer guidance to our members, our groups, and our service committees in matters concerning the Traditions or which affect N.A. as a whole.
- A. The actions of the Board or of any individual Trustee are documented so that we can learn from our experiences. The following basic format is used in documenting trustee action:
 1. Date, location, Trustee(s) involved;
 2. Description of problem;
 3. Action taken;
 4. Effect of action.
 - B. In order that we may be consistent in our guidance we use the following basic formats whenever possible in communicating with N.A. members, groups, service committees, non-members, and other organizations:

GUIDELINES OF THE BOARD OF TRUSTEES OF N.A. (continued)

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

"Dear...

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

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

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

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

Yours in fellowship..."

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

"To...

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

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

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

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



WORLD SERVICE CONFERENCE

INTRODUCTION

The purpose of these guidelines are to define and describe the World Service Conference. This can only be done by looking at the World Service Conference in relationship to the rest of our service structure.

No service committee can function in isolation; It is dependent on all the other service units in the structure. A group can only exist if it has active members and it depends on an Area Committee for guidance.

An effective World Service Conference depends on the strength of the whole structure.

In writing these guidelines, we have found it helpful to take a look at our structure as a whole.

As you read through these guidelines it will become clear as to how each area of service at the conference level functions.

The guidelines describe the duties of all the committees and their sub-committees; It defines the process of elections, voting, also what each committee is responsible for.

The following guidelines were approved at the 1979 World Service Conference.





MEMBER	GROUP	AREA SERVICE COMMITTEE	REGIONAL SERVICE COMMITTEE	WORLD SERVICE CONFERENCE
WHO	any addict	members	A.S.R.	R.S.D., qualified rep., Trustee, W.S.O. mgr., W.S.C. officers, sub-comm. chairpersons
WHY	stay clean	carry the message	support groups & groups	support & guide fellowship
WHEN	daily	weekly	monthly	quarterly
WHERE	everywhere	community	area	region

POINT OF FOCUS

Time one day at a time

IDEAS

conceive & decide

finds group conscience

clarify & transmit

gather & defines input

ACTION

do the work

supervise

implement

coordinate

initiates

PRESENT-----FUTURE

one day at a time

weekly needs

short range

medium range

long range

NARCOTICS ANONYMOUS CONFERENCE



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

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

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

1. The World Service Conference meets in the spring of each year. The last weekend in April has been arbitrarily selected as a target date; However, the actual dates of the conference may vary slightly from year to year.
2. The site of the conference is within commuting distance (approx. 25 miles) of the World Service Office.
3. The participants of the World Service Conference consist of:
 - a. Duly elected World Service Conference Officers.
 - b. Duly elected Regional Service Delegates.
 - c. Members of the Board of Trustees.
 - d. Manager of the World Service Office.
 - e. Sub-Committee chairperson from previous year and this year's conference.

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

4. Only Conference participants are allowed to vote, make motions, or address the Conference.
5. A person chairing the Conference, conducting a vote, or officially counting a vote does not have a vote while serving in this capacity.
6. All presentations, motions, statements, etc., will be made from the podium and then clearly restated by the chairperson. This is to facilitate the taping of the Conference and to assure an accurate record of the proceedings.
7. Items for consideration at the Conference must be submitted in writing to the Conference.

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

1. Each Conference participant shall have one and only one vote.
2. Any item to be voted on shall be displayed in writing before the vote.
3. Prior to the actual vote, a voice vote, (yea-nay) will be taken to determine if the item is Conference business or if it should be returned to each group for a "group conscience" vote.
4. ACTUAL VOTES WILL BE TAKEN AS FOLLOWS:
 - a. The chairperson will call for a voice vote.

- b. If the outcome is unclear, if any participant challenges the judgement of the chair, or if any participant challenges the validity of the vote in any way then a standing vote is called.
- c. For a standing vote the chairperson will ask all in favor of the item to stand and remain standing.
- d. The number of participants standing will then be counted by three independent counters (the tallies of these 3 counters must agree prior to counting the voting process).
- e. Those in favor will then be asked to sit, and the procedure will repeat for those opposed to the item in question.
- f. The tally of those in favor and the tally of those opposed will be compared and the position in plurality will be declared.

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

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

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Treasurer

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

THE DUTIES OF THESE OFFICERS ARE:

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

THESE OFFICERS ARE ELECTED BY THE FOLLOWING PROCEEDINGS:

1. Nominations for any elective World Service Conference position are accepted from the Conference participants. Nominees shall be selected from current conference members and previous years participants, including sub-committees.
2. Nominations must be seconded.
3. The nominee is entitled to decline the nomination.
4. The names of the nominees are posted prior to the vote and each nominee will briefly qualify.
5. A standing vote is taken and repeated until a single nominee receives the majority support of Conference participants.
6. In order to expedite the voting process in a case where no single nominee receives the support of a clear majority, the nominee who received the least support will be excluded prior to each subsequent vote.

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

1. Administrative Committee
2. Policy Committee
3. Finance Committee
4. Institutional Committee
5. Public Information Committee

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

1. The World Service Conference ADMINISTRATIVE Committee consists of the newly elected World Service Conference officers and the officers of the current Conference. This committee serves the administrative needs of the Conference (e.g., locates and arranges for the next years conference).
2. The World Service Conference POLICY Committee deals with those things which are the policies of N.A. The general policies of Narcotics Anonymous are expressly stated in the Traditions, however, the application of these traditions is the concern of this committee.
3. The World Service Conference FINANCE Committee is concerned with the utilization of funds within Narcotics Anonymous to further our primary purpose.
4. The World Service Conference LITERATURE Committee deals with our primary purpose as it is achieved in writing. This committee seeks the input of the Fellowship, compiles this input and presents it to the World Service Conference.
5. The World Service Conference INSTITUTIONAL Committee deals with those things relating to Narcotics Anonymous' relationship to institutions (e.g., prisons, jails, drug programs, hospitals, and clinics). It's goal is to encourage our primary purpose in these places (e.g., how can we better carry the message to those who cannot come to us).
6. The World Service Conference PUBLIC INFORMATION Committee deals with how Narcotics Anonymous interfaces with society; Narcotics Anonymous' image, and how we can get those outside of the Fellowship to carry our message to addicts we cannot reach. This committee deals with matters of attraction through the media, (e.g., supplies regions and areas with the information necessary to initiate public information campaigns).

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

1. These committees are chaired by a Conference participant elected to the position during the conference.
2. Each committee includes at least one Trustee
3. No committee has a preponderance of members from any particular geographical area or region.
4. Committees are composed of Conference participants who may appoint additional committee members as needed.
5. It is also added: That the new committee Chairman for next year and the old committee Chairman for this year meet with each committee during the Sub-committee sessions.
6. The committee will discuss each item of input during the committee sessions. The committee will then draft a brief report on the discussion (including all important points, pro-con) the report will later be presented to the World Service Conference as a whole.
7. The discussion of a committee need not be limited to specific input they have received, but each particular committee is expected to limit itself to its area of specialization.

NOTE: IT IS IMPORTANT THAT WE REMEMBER THAT THESE COMMITTEES CANNOT DO THE DAY TO DAY WORK: (The policy committee doesn't actually make policy, the finance committee doesn't actually provide funds, etc.). Only the members can do these things.

V. BASIC FORMAT OF THE WORLD SERVICE CONFERENCE

SESSION ONE

- A. OPENING
- B. WORLD SERVICE CONFERENCE OFFICERS REPORT
- C. WORLD SERVICE BUSINESS REPORT
- D. SUB-COMMITTEE REPORTS

SESSION TWO

ELECTIONS OF OFFICERS AND SUB-COMMITTEE CHAIRMEN

SESSION THREE

COMMITTEE DELIBERATIONS

SESSION FOUR

SUB-COMMITTEE PRESENTATIONS TO WORLD SERVICE CONFERENCE

SESSION FIVE

COMMITTEE PLANNING

SESSION SIX

CLOSING

VI. ADMENDMENTS TO THE GUIDELINES

1. ANY SECTION OR SECTIONS OF THESE GUIDELINES MAY BE AMENDED AT ANY TIME BY A 2/3 MAJORITY VOTE OF THE WORLD SERVICE CONFERENCE.



THE TWELVE STEPS OF NARCOTICS ANONYMOUS

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 those steps, we tried to carry this message to addicts and to practice these principles in all our affairs.



MY GRATITUDE SPEAKS

WHEN I CARE

AND WHEN I SHARE

WITH OTHERS

THE N.A. WAY.

