

INTERNAL USE OF NA INTELLECTUAL PROPERTY

A statement of the NA Fellowship's policy on the reprinting of copyrighted NA recovery literature and the use of registered NA trademarks and service marks by NA groups, service boards, and committees

This policy was approved by the Fellowship of Narcotics Anonymous as given voice by its groups through their regional service representatives at the World Service Conference on April 27, 1993. It is applicable as of May 1, 1993. It supercedes all previous policies pertaining to the use of copyrighted literature and registered trademarks and service marks by NA groups, service boards, and committees.

The Fellowship Intellectual Property Trust describes in detail how NA's name, trademarks, and recovery literature are protected and administered by the World Service Office, NA's primary service center. The following guidelines for use of NA's intellectual properties by the fellowship are presented as an adjunct to that agreement. The guidelines are based partly on legal considerations and partly on the nature of NA. By following these simple steps, the fellowship will help ensure that NA's name, trademarks, and recovery literature will always be available to fulfill our primary purpose.

All matters not specifically addressed by the following guidelines will be considered under the conditions of the Fellowship Intellectual Property Trust.

Any questions or concerns about this policy should be directed to NA's World Service Office.

This is a policy affecting the use of NA intellectual property within the NA Fellowship. By clarifying the right to use this property it by no means conveys any ownership of NA's intellectual property.

Use by NA groups

These guidelines emphasize appropriate uses of NA logos and recovery literature by NA groups. The guidelines also lay out criteria a group can use to avoid improper use.

A description of the NA group--its nature, function, and role in the NA Fellowship--can be found in current NA service manuals. You are encouraged to review those sections describing groups prior to attempting use of the guidelines described below.

Use by NA service boards and committees

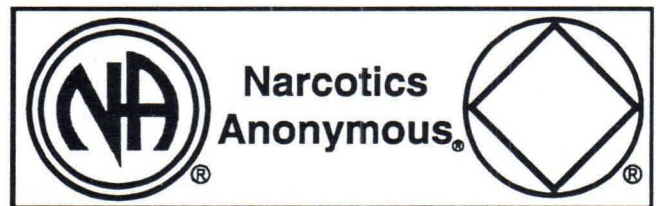
Service boards and committees created directly or indirectly by NA groups may use NA logos and recovery literature in the ways described in these guidelines so long as they register with NA's World Service Office.

Use by individual NA members or others

This policy does not grant individual NA members or those outside NA permission to use NA intellectual property. Individual NA members or others who wish to use NA's trademarks or copyrighted recovery literature should write directly to NA's World Service Office.

GUIDELINES FOR USE OF NA TRADEMARKS

Three of the NA Fellowship's registered trademarks are used quite frequently: the name "Narcotics Anonymous," the stylized NA initials, and the diamond in a circle, all shown below:



General guidelines

Use of Narcotics Anonymous trademarks should always reflect the seriousness of our primary purpose and our spiritual foundation of anonymity.

Narcotics Anonymous trademarks should not be used in any way that would serve to endorse, finance, promote, or affiliate the NA Fellowship with any outside enterprise.

Narcotics Anonymous trademarks should not be used in conjunction with any law enforcement, political, medical, or religious slogans, themes, or other related materials.

Narcotics Anonymous trademarks should not be used or displayed in such a manner as to possibly offend or disrespect the sensibilities of other groups or NA as a whole.

Narcotics Anonymous trademarks should not be used in a manner that could draw us into public controversy.

"NA Fellowship Approved" trademark

The "NA Fellowship Approved" trademark is used to indicate that a piece of recovery literature has been approved by the Fellowship of Narcotics Anonymous as given voice by its groups through their regional service representatives at the World Service Conference. The "NA Fellowship Approved" trademark may not be used on any other materials.



Marking trademarks¹

The capital letter "R" should be placed inside a small circle to the right of all NA trademarks every time any of them are used. By doing so, we are showing that these logos are legally registered trademarks. This is one way in which we help preserve the fellowship's legal claims to ownership of its trademarks.

Protecting artwork

Whenever an NA group, service board, or committee has an artist create original artwork, drawings, designs, or screens using any NA trademark, the NA body should always be sure the artist signs a document releasing to the NA body his or her rights to the artwork, including the original rendering. By doing so, we ensure that neither the NA logos nor any artwork that has been created for the benefit of the fellowship can later be used to benefit a private individual or an outside business enterprise.

GUIDELINES FOR REPRODUCTION OF NA RECOVERY LITERATURE

NA's World Service Office acts as the publisher of all NA Fellowship-approved recovery literature and each issue of *The NA Way Magazine*. As such, the WSO has been entrusted with the responsibility to obtain copyright protection for these items on behalf of the fellowship. This ensures that the fellowship's message as presented in our books and pamphlets is not tampered with.

The work of our primary service center, the WSO, is dependent on the income generated from the sale of NA recovery literature. This income is used to cover the costs of publishing as well as the expenses associated with other services provided to the World Service Conference and the NA Fellowship-at-large. A large part of WSO's income comes from NA groups who purchase recovery literature to distribute at their meetings. Many groups consider their purchase of NA Fellowship-approved recovery literature as one way in which they contribute to the unity and growth of NA as a whole.

Use by NA groups

As a general rule, no one has the authority to reproduce NA Fellowship-approved recovery literature without prior permission from the World Service Office. However, given the nature of our fellowship, our experience indicates that NA groups *and only NA groups* should have the authority to reproduce fellowship-approved recovery literature in certain instances. When preparing to reproduce NA Fellowship-approved recovery literature, we suggest that NA groups discuss the Fourth Tradition and follow these general guidelines:

1. An NA group should only reproduce NA Fellowship-approved recovery literature when it has a clear need to do so.
2. NA Fellowship-approved recovery literature reproduced by an NA group should be distributed only within that group. Such materials should always be given away free of charge; they should never be sold to generate income.
3. The text of NA Fellowship-approved books and pamphlets reproduced by an NA group should not be altered or modified in any way.
4. The copyright for the item being reproduced should be shown prominently as follows: "Copyright (c) [year], World Service Office, Inc. Reprinted by permission. All rights reserved."

Use by registered NA service boards and committees

Registered NA service boards and committees who wish to quote or reprint portions of NA Fellowship-approved recovery literature should always include the proper notation or credit identifying the origin of the quote or reprinted portion they wish to use. Generally speaking, the length of a reprint or quote should not exceed 25% of the original piece. In the case of NA books, reprints or quotes should not exceed 25% of a single chapter or section. In the case of an article from *The NA Way Magazine*, the entire piece may be used if the source is fully cited.

Note 1: *These are the marking instructions for use in the United States. For instructions relating to other countries, refer to NA Intellectual Property Bulletin #7, Trademark Markings Throughout the World.*

This is the document identified by name in the Fellowship Intellectual Property Trust Operating Rules, Article V, Section 1. It was approved by the Fellowship of Narcotics Anonymous as given voice by its groups through their regional service representatives at the World Service Conference as Trustor of the Fellowship IP Trust on April 27, 1993. It may be changed only by the Trustor.

**To register, or for more information, write to the World Service Office,
PO Box 9999, Van Nuys, CA 91409 USA, or telephone (818) 780-3951**