

# **THE NAR-ANON FAMILY GROUPS' GUIDE TO LOCAL SERVICES**



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Conference Approved  
B203 ~ 10-08-26  
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## **PREAMBLE**

The Nar-Anon Family Groups are a worldwide fellowship for those affected by someone else's addiction.

As a twelve step program – we offer our help by sharing our experience, strength, and hope.

We carry the message of hope by letting others know that they are not alone; by practicing the Twelve Steps of Nar-Anon; and by changing our own attitudes.

We will respect your anonymity.

Our program is not a religious one, but a spiritual way of life.

## **MISSION STATEMENT**

The Nar-Anon Family Groups are a worldwide fellowship for those affected by someone else's addiction. As a Twelve Step Program, we offer our help by sharing our experience, strength, and hope.

## **VISION STATEMENT**

We will carry the message of hope throughout the world to those affected by the addiction of someone near to them.

We do this by:

- Letting them know they are no longer alone.
- Practicing the Twelve Steps of Nar-Anon.
- Encouraging growth through service.
- Making information available through Public Information, Hospitals and Institutions and websites; and
- Changing our own attitudes.

## TABLE OF CONTENTS

<p><b>Preamble</b>.....ii</p> <p><b>Mission Statement</b> .....ii</p> <p><b>Vision Statement</b> .....ii</p> <p><b>Introduction</b> ..... 1-1</p> <p><i>Diagram: Nar-Anon Service Structure</i>.... 1-2</p> <p><b>Membership in Nar-Anon and Narateen</b>..... 1-3</p> <p><b>How to Start a Group</b> ..... 2-1</p> <p style="padding-left: 20px;">Registration of Groups ..... 2-1</p> <p style="padding-left: 20px;">Choosing a Group's Name ..... 2-2</p> <p style="padding-left: 20px;">Narateen Groups ..... 2-2</p> <p style="padding-left: 20px;">Institution Groups ..... 2-3</p> <p style="padding-left: 20px;">Limited Access Groups ..... 2-3</p> <p><b>Suggested Programs for Nar-Anon</b></p> <p><b>Family Group Meetings</b> ..... 3-1</p> <p style="padding-left: 20px;"><i>Sample Format for Nar-Anon Meetings</i> ..... 3-2</p> <p style="padding-left: 20px;">Meeting Ideas ..... 3-4</p> <p style="padding-left: 40px;">Plan programs in advance ..... 3-4</p> <p style="padding-left: 40px;">Personal Stories ..... 3-4</p> <p style="padding-left: 40px;">Beginner Meetings ..... 3-4</p> <p style="padding-left: 40px;">Step Meetings..... 3-4</p> <p style="padding-left: 40px;">The Twelve Traditions and Twelve Concepts..... 3-4</p> <p style="padding-left: 40px;">Slogans ..... 3-4</p> <p style="padding-left: 40px;">Don't rely solely on visiting speakers 3-4</p> <p style="padding-left: 20px;">Suggested Format for Beginner Meetings..... 3-5</p> <p style="padding-left: 20px;">General Suggestions for a Six-Week Series of Beginner Meetings ..... 3-5</p> <p style="padding-left: 40px;">Chart..... 3-6</p> <p style="padding-left: 20px;">Open/Closed Meetings ..... 3-7</p> <p style="padding-left: 20px;">Taped Meetings..... 3-7</p> <p><b>Group Structure</b>..... 4-1</p> <p style="padding-left: 20px;">Organizing a Nar-Anon/Narateen Family Group..... 4-1</p> <p style="padding-left: 20px;">Duties of Group Officers..... 4-1</p> <p style="padding-left: 40px;">Chair/Leader ..... 4-1</p> <p style="padding-left: 40px;">Secretary..... 4-1</p> <p style="padding-left: 40px;">Treasurer ..... 4-1</p> <p style="padding-left: 40px;">Group Service Representative (GSR) 4-2</p> <p style="padding-left: 20px;"><i>Sample Group Business Meeting Agenda</i>.... 4-3</p> <p style="padding-left: 20px;">Multiple Group Membership and Office-Holding ..... 4-4</p> <p style="padding-left: 20px;">Dual Membership in Nar-Anon/Narateen and NA..... 4-4</p> <p style="padding-left: 20px;">Group Conscience and Business Meetings ..... 4-4</p> <p style="padding-left: 20px;">Group Problems..... 4-5</p>	<p style="padding-left: 20px;">Autonomy of Groups ..... 4-5</p> <p><b>Area Structure</b>..... 5-1</p> <p style="padding-left: 20px;">Area Officers ..... 5-1</p> <p style="padding-left: 20px;">Duties of Area Officers..... 5-2</p> <p style="padding-left: 40px;">ASR ..... 5-2</p> <p style="padding-left: 40px;">Secretary ..... 5-2</p> <p style="padding-left: 40px;">Treasurer ..... 5-2</p> <p style="padding-left: 20px;"><i>Sample ASC Agenda</i>..... 5-3</p> <p><b>Regional Structure</b>..... 6-1</p> <p style="padding-left: 20px;">RSC Officers..... 6-1</p> <p style="padding-left: 40px;">Chair..... 6-1</p> <p style="padding-left: 40px;">Vice Chair ..... 6-1</p> <p style="padding-left: 40px;">Interim Chair..... 6-2</p> <p style="padding-left: 40px;">Secretary ..... 6-2</p> <p style="padding-left: 40px;">Treasurer ..... 6-2</p> <p style="padding-left: 20px;">Removal of RSC Officers ..... 6-3</p> <p style="padding-left: 20px;">RSC Meetings..... 6-3</p> <p style="padding-left: 20px;">RSC Policies and Procedures ..... 6-4</p> <p style="padding-left: 40px;">Spiritual Guidance of the RSC ..... 6-4</p> <p style="padding-left: 40px;">Compliance of the RSC..... 6-4</p> <p style="padding-left: 40px;">Quorum ..... 6-4</p> <p style="padding-left: 40px;">Minutes..... 6-4</p> <p style="padding-left: 40px;">Motions..... 6-4</p> <p style="padding-left: 40px;">Tie Breakers..... 6-4</p> <p style="padding-left: 40px;">Special Rules of Order..... 6-4</p> <p style="padding-left: 40px;">World Service Conference ..... 6-4</p> <p style="padding-left: 40px;">Contributions to WSO ..... 6-5</p> <p style="padding-left: 40px;">Subcommittees..... 6-5</p> <p style="padding-left: 40px;">Conventions and Events ..... 6-5</p> <p style="padding-left: 40px;">Post Office Box ..... 6-5</p> <p style="padding-left: 20px;">Regional Financial Policies..... 6-5</p> <p style="padding-left: 40px;">Budgeted Funds ..... 6-5</p> <p style="padding-left: 40px;">Expenditures ..... 6-5</p> <p style="padding-left: 40px;">Non-Budgeted Funds ..... 6-5</p> <p style="padding-left: 40px;">Budget Changes ..... 6-6</p> <p style="padding-left: 40px;">Bank Account ..... 6-6</p> <p style="padding-left: 40px;">Signatures on Bank Account ..... 6-6</p> <p style="padding-left: 40px;">Absence of the Treasurer ..... 6-6</p> <p style="padding-left: 20px;">Subcommittees ..... 6-6</p> <p style="padding-left: 40px;">Hospitals and Institutions (HI) ..... 6-6</p> <p style="padding-left: 40px;">Public Information (PI)..... 6-6</p> <p style="padding-left: 40px;">Literature ..... 6-7</p> <p style="padding-left: 40px;">Conventions/Events ..... 6-7</p> <p style="padding-left: 40px;">Ad-Hoc or Special Subcommittees..... 6-7</p> <p style="padding-left: 20px;">Regional Delegates..... 6-7</p> <p style="padding-left: 40px;">Delegates..... 6-7</p> <p style="padding-left: 40px;">Alternate Delegates ..... 6-8</p> <p style="padding-left: 20px;">Assemblies..... 6-8</p> <p style="padding-left: 40px;">Assembly Agendas..... 6-9</p> <p style="padding-left: 40px;">Election Assemblies ..... 6-9</p> <p style="padding-left: 40px;">Nominations ..... 6-10</p> <p style="padding-left: 40px;">Interim Assemblies ..... 6-10</p>
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<b>Anonymity</b> .....	7-1	<b>Nar-Anon as it Relates to Others</b> ....	12-1
Anonymity Outside Nar-Anon .....	7-1	Cooperation with NA.....	12-1
Anonymity Within Nar-Anon .....	7-1	Outside Agencies.....	12-1
Anonymity in Our Personal Growth .....	7-2	Speakers from the Helping	
<b>Finances</b> .....	8-1	Professions .....	12-1
Individual Contributions to WSO .....	8-1	Publicizing Nar-Anon/Narateen .....	12-1
Appeals From WSO .....	8-1	Sharing Services .....	12-2
Individual Contributions.....	8-1	Members – Outside Involvement ....	12-2
Birthday Plan .....	8-1	Commercial Enterprises .....	12-2
Memoriam Contributions.....	8-1	Films.....	12-2
Personal Bequest .....	8-1	Magazines.....	12-2
Other Contributions to WSO .....	8-1	Religion/Philosophies.....	12-2
Fund Raising .....	8-2	Meetings .....	12-2
Outside Contributions.....	8-2	Retreats.....	12-3
Activities and Services .....	8-2	Events .....	12-3
Avoiding Commercialism.....	8-2	Dilution of the Nar-Anon Program .....	12-3
Use of Group Funds .....	8-2	Outside Therapy.....	12-3
Meeting Space .....	8-2	Professionally Conducted Family	
Literature .....	8-2	Therapy Groups.....	12-3
GSR Travel Expenses.....	8-2	People With Unrelated Problems.....	12-3
Donations to the Area,			
Region and WSO.....	8-3	<b>The Twelve Steps of Nar-Anon</b>	
Refreshments and Supplies.....	8-3	<b>Family Groups</b> .....	13-1
Childcare .....	8-3	<b>The Twelve Traditions of</b>	
Gifts to Members .....	8-3	<b>Nar-Anon Family Groups</b> .....	13-2
Donations to Outside Agencies.....	8-3	<b>The Twelve Concepts of</b>	
Payment for Speaking .....	8-3	<b>Nar-Anon Service</b> .....	13-3
Public Meetings .....	8-3	Group Registration Form .....	13-4
Selling Products.....	8-4	Group/Alternate Group	
<b>Literature</b> .....	9-1	Service Representative	
Conference Approved Literature (CAL) .	9-1	Registration Form .....	13-5
The Nar-Anon Newsletter .....	9-1	Group/Alternate Group	
Outside Publications.....	9-1	Service Representative	
Publications by Groups, Areas or		Substitution Form .....	13-6
Regions .....	9-2	Acronyms.....	13-7
<b>Public Information</b> .....	10-1		
Paid Ads, Free Listings in Newspapers, and			
Meeting List Flyers .....	10-1		
Answering Services .....	10-1		
Public Information Literature .....	10-1		
Posters .....	10-1		
<b>Conventions and Events</b> .....	11-1		
Mini Conventions, Narathons, Workshops,			
or Other Small get-togethers .....	11-1		
Narateen Participation.....	11-1		
Distribution of Proceeds .....	11-1		

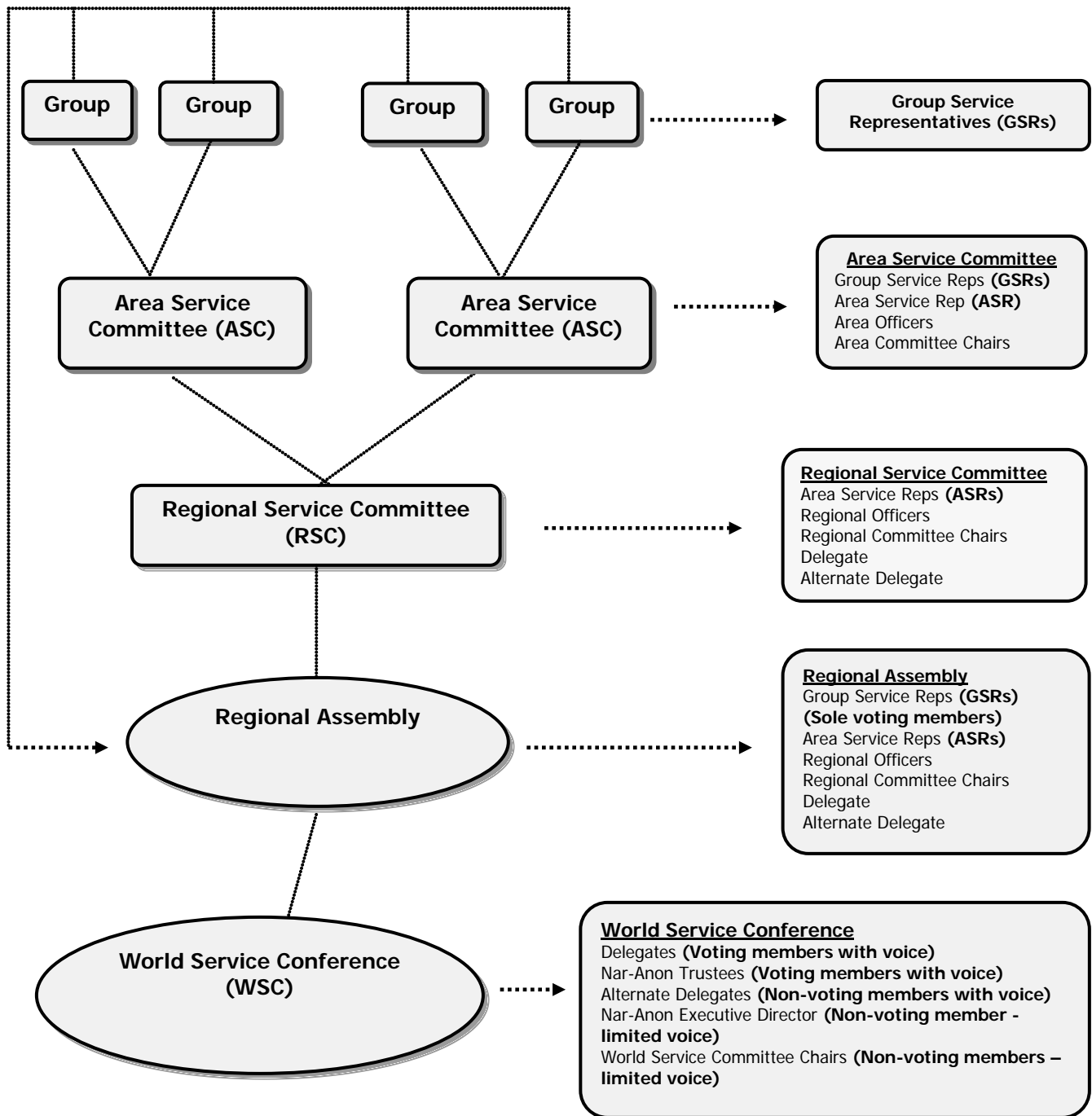
## INTRODUCTION

The *Nar-Anon Family Groups Guide to Local Services* is for members of the fellowship who have found the personal growth and continuous recovery that come from taking an active role in the Nar-Anon program. This guide is one of many Nar-Anon tools that can be used on the road to recovery. The *NFG Guide to Local Services* can serve as a vehicle to the many ways Nar-Anon members can be of service to the fellowship. Service is a wonderful way to give back to the program for the peace and serenity members receive when using the tools of Nar-Anon.

While Tradition Nine states in part, "Our groups as such, ought never to be organized," it does suggest that an orderly structure and reasonable procedures will make it possible for Nar-Anon to carry the message with maximum effectiveness.

This guide is a resource to those in every country committing themselves to providing services necessary to carry the message to the families and friends of addicts. Parts of it may prove to be inappropriate for use because of geography, national or provincial law, cultural differences, or the developmental state of a particular Nar-Anon community. If this is the case, certain adjustments may be made to this guide to meet the needs of the group, provided these adjustments are consistent with Nar-Anon's Twelve Steps, Twelve Traditions and Twelve Concepts, and authorization has been obtained from the Nar-Anon World Service Office. For further information concerning local adjustments to the *NFG Guide to Local Services*, contact Nar-Anon WSO.

# NAR-ANON LOCAL SERVICE STRUCTURE



## **MEMBERSHIP IN NAR-ANON AND NARATEEN**

Anyone who feels their life is or has been affected by close contact with an addict is eligible for membership in Nar-Anon. Narateens are members of the Nar-Anon fellowship and, as the name implies, Narateen is designed for members in their teens. Members beyond the teen years are encouraged to attend Nar-Anon meetings. Family members below teen years may not be ready for the Narateen self-help program. Such children may have to depend on others to choose what they learn. This dependency could lead to the development of a teaching program rather than a shared learning experience. "Teaching" is not compatible with the Nar-Anon principle of sharing. There are, however, younger children who need and are ready for sharing in Narateen. It is within the autonomy of each Narateen group to lower the age limit or divide into groups according to age. Whatever the decision, all such groups will be registered as "Narateen" at the World Service Office (WSO).

## HOW TO START A GROUP

### Registration of Groups

The founding of a group and its functions are the responsibility of those qualified for membership. The WSO will register any group designating itself a Nar-Anon Family Group (NFG) or Narateen group with the understanding that it will abide by the Twelve Traditions and Twelve Concepts and meetings will be open to any Nar-Anon or Narateen member. Group registration forms are available online at [www.nar-anon.org](http://www.nar-anon.org) and at the end of this guide. The WSO cannot register any group that is solely for Nar-Anon members who are also recovering addicts and members of Narcotics Anonymous (NA) because the group does not qualify to have a group service representative (GSR).

If there is no NFG in your community, contact WSO by writing to Nar-Anon Family Group Headquarters, Inc., 22527 Crenshaw Blvd., Suite 200B; Torrance, California 90505, by the web at [www.nar-anon.org](http://www.nar-anon.org), by email at [naranonWSO@nar-anon.org](mailto:naranonWSO@nar-anon.org) or by calling 1-800-477-6291 for information. Anyone who has an addicted relative or friend or is concerned about the effects of drug use in others in any way may start a group. The first step in getting a group started is finding at least one other person sharing your concern. It is easiest to start a group with three or more people. If you do not know anyone, attending NA meetings to meet the relatives or friends of addicts after the meetings can be a successful way of locating others interested in starting a new group. Usually NA groups are happy to cooperate with Nar-Anon, but they must be assured that their anonymity will be protected.

Find a meeting place, usually in a church, school, community center, hospital, or rehabilitation center. Some choose a location and time coordinated with an NA meeting. Churches usually want a small donation for a meeting place. This may be paid for by passing the Seventh Tradition basket at the meeting. After a meeting place is found, contact the WSO and your region and purchase a New Group Packet. The packet includes all the necessary information and literature to start a meeting along with the group registration form. A permanent mailing address, such as that of the secretary of the group, will assure that your group continues to receive the benefits of WSO's services.

You will need to attract more members to your group. Informing the clergy, doctors, social workers, and others in your community who have occasion to counsel the families of addicts may be productive. This can be done by mail and you can keep your anonymity. Some newspapers will include Nar-Anon listings in the local events columns without charge.

In Nar-Anon's format for group meetings, it states we have no dues or fees, but we pass the basket at each meeting to pay for literature, to cover the group's expenses and to support Nar-Anon beyond the group level. This is in accordance with our Seventh Tradition.

New and small groups will need a member to act as secretary and a member to act as chair/leader of their meetings. It may be helpful to invite guest speakers from other Nar-Anon groups. NA speakers may also be invited to speak.

Do not be discouraged if the group grows slowly or if members drop out. There are many reasons why people do not continue to attend, even if your meetings are highly interesting and helpful. Whatever the reason, Nar-Anon is like NA; it is only for those who really need it and want it.

### **Choosing a Group's Name**

A group may choose a name which includes the town or section of the town, meeting day or a phrase from our program that would be inviting to all. This is done by a group conscience. A group's name should **not** imply affiliation with any commercial venture, agency, religious group, rehabilitation facility, or other outside enterprise, or by the use of a name associated with its location (e.g., the (blank) Church NFG or the (blank) Hospital NFG).

### **Narateen Groups**

If you are a teenager and someone important to you is an addict, you can find help by attending Narateen meetings. If there is no group near you, talk to someone in a Nar-Anon meeting and ask if they would be willing to sponsor a Narateen group. It may be a good idea to hold Narateen meetings at the same time and location as the Nar-Anon or NA meeting. A weekly meeting will give members a better opportunity to apply and practice the Narateen program in their lives on a day-to-day basis.

Every Narateen group has a Nar-Anon sponsor. If possible, it is suggested that each group has two sponsors. An NA member may assist a group. If, however, NA members are also Nar-Anon members, they may serve as the sponsor of a Narateen group by virtue of their Nar-Anon membership. Emphasis should be placed on the Nar-Anon program at all times. Narateen sponsors should help to facilitate, not rule, the meetings by keeping the group focused and on topic.

It is best if a sponsor is not a parent of a Narateen member as the members of the group may not feel free to speak openly. Sponsors should be those who are active in Nar-Anon and continue to attend their own meetings. Groups are more successful if a sponsor is willing to serve in this capacity for one year, preferably two. It is the responsibility of a sponsor to find a substitute if unable to be present at a meeting.

All Narateen sponsors must register with the WSO and must agree to submit to a background check.

### **Institution Groups**

Institution groups are Nar-Anon groups that meet at hospitals, treatment centers, correctional, and other residential facilities. Membership is transient; there are no GSRs. Experienced Nar-Anon members share the responsibilities for forming these groups and leading the meetings. Some institution groups fall into the category of limited access groups (e.g., those meetings in correctional facilities, abused families' residences and juvenile homes). Surrounding groups can be encouraged to help with the cost of literature and other expenses either directly or through the area.

### **Limited Access Groups**

Limited access groups meet in locations where our general membership may not be able to attend. Groups meeting in industrial, military or school settings would fall into this category. These are Nar-Anon or Narateen groups but membership may be limited because of location.

## **SUGGESTED PROGRAMS FOR NAR-ANON FAMILY GROUP MEETINGS**

Meetings follow an adopted format. They usually open with a moment of silence followed by the group reciting the Serenity Prayer. The chair or leader then reads the Preamble or the Newcomer's Welcome to the group. The Preamble is found on page 2 of our *Nar-Anon Blue Booklet*. Volunteers, or members going around the room, read About Addiction, the Twelve Steps, Twelve Traditions, and Keeping our Meetings Healthy. They may also choose to read The Family, Changing Ourselves, Helping, or other selections as decided by the group for its format. Most readings are found in the *Nar-Anon Blue Booklet*.

When there are new people at a meeting, it is suggested that experienced members briefly describe what brought them to Nar-Anon and what Nar-Anon has done for them. Some groups have a speaker, choose a central theme or topic, focus on a reading, do a step study, focus on a tradition study, or talk about a slogan. There are many subjects to choose from in our daily reader *Sharing Experience, Strength and Hope (SESH)*. More can be accomplished by dealing with a single topic on which each member can share. Sharing personal stories is often very helpful to the other members.

**Sample Format for Nar-Anon Meetings**  
(All readings are from the *Nar-Anon Blue Booklet*)

**Leader/Chair says** "Hello, my name is \_\_\_\_\_. Let's open the meeting with a moment of silence followed by the Serenity Prayer on page 1."

"Is anyone here tonight at their first, second or third meeting? If so, will you please introduce yourself so we may welcome you?" (*If there are new members, read the Newcomer's Welcome on page 3.*) (*If there are no new members, read the Preamble on page 2.*)

**Leader/Chair asks members to introduce themselves, using first names only.**

**Leader/Chair asks members to read the following:**

Page 7      Twelve Steps  
Page 8      Twelve Traditions  
Page 12     Keeping Our Meetings Healthy

**Leader/Chair asks members to read one or more of the following:**

Page 2      Mission Statement; Vision Statement  
Page 4      The Family  
Page 5      Changing Ourselves  
Page 6      About Addiction  
Page 13     Helping  
Page 15     Just for Today

**Leader says** "Once the meeting has opened, we only read from conference approved literature which can be found on the literature order form from WSO."

**Leader asks for Secretary's report and Nar-Anon announcements.**

**Leader says** "Our 7<sup>th</sup> Tradition says that every group ought to be fully self-supporting. We pass the basket around for contributions to be used for purchasing literature from the WSO (World Service Office), to pay rent, and to make donations to service areas beyond the group level."

**Leader/Chair says** "Anything you hear tonight is strictly our own opinion. The principles of Nar-Anon are found in our Twelve Steps and Twelve Traditions. If a member says something here that you cannot accept – remember he or she is speaking from their own experience, they are not speaking for Nar-Anon. When you leave our meeting, take home those thoughts that will be most helpful to you, forget those you feel will not be helpful, and keep coming back. We ask that you speak only as a member of Nar-Anon unless you were invited as a speaker from NA."

**Leader/Chair says** "In Nar-Anon meetings, we do not engage in crosstalk. Personal progress for the greatest number depends on unity; therefore we take turns sharing our own experience, strength and hope. We do not interrupt each other or engage in dialogue; we do not put the spotlight on just one member; and we do not give advice, offer solutions or try to rescue one another. By patiently listening, we show respect for each other and concern for the common welfare of the group. Loving interchange can occur outside the meeting time through one-on-one or group conversations, shared meals, e-mail, telephone, and sponsorship."

**Leader/Chair presents the topic and shares.**

(Use only conference approved Nar-Anon literature and limit sharing to between 3 and 5 minutes per person. The last 15 minutes of the meeting can be reserved for newcomers to share.)

**Leader/Chair then opens the sharing to the other members.**

**At the close of the meeting, Leader/Chair says** "As this is an anonymous program, we ask all members and visitors to respect our anonymity. The stories you heard were told in confidence and should not be repeated outside. They are told so that we might better understand this program and ourselves, and to give encouragement and help to the new members."

**After a moment of silence, close the meeting.**

## Meeting Ideas

### **Plan programs in advance**

The leader or chair will choose a topic found in our daily reader, *SESH*, or from other Nar-Anon literature. Members will usually share by going around the room, or popcorn style, where members choose to share when they wish to do so, keeping in mind that we do not engage in crosstalk or cross-conversation. We wait for each member to finish sharing before another member begins to share.

### **Personal Stories**

Two or three members are asked before the meeting to tell how Nar-Anon has helped them find a new way of life.

### **Beginner Meetings**

Newcomers find help more readily if their introduction to the program is kept simple. Beginner meetings give the fundamentals of the program and the Twelve Steps and Twelve Traditions, with less confusion than if the unfamiliar terms and ideas are encountered all at once.

### **Step Meetings**

Experience has shown that it is valuable to study the steps. This can be done once a month using the step that corresponds with the month. There are helpful readings about each step in the *Nar-Anon Twelve Step Program* booklet and in our daily reader, *SESH*. Members will have an opportunity to comment on the step and how it applies to their lives.

### **The Twelve Traditions and Twelve Concepts**

The group studies one or more of the traditions or concepts and their value in maintaining group unity and growth, keeping in mind the goal of Nar-Anon worldwide unity. Currently, our fellowship and the World Service Literature Committee are working on books to cover these topics. Members who would like to write about the traditions and concepts may email the World Service Literature Committee at [LitCom@nar-anon.org](mailto:LitCom@nar-anon.org) for information.

### **Slogans**

Refer to our daily reader, *SESH*. There are helpful meeting topics on the slogans: "One Day at a Time," "Just for Today," "Keep it Simple," "How Important Is It," etc.

### **Don't rely solely on visiting speakers**

At Nar-Anon meetings we learn by sharing our own experience, therefore many interesting programs can be planned in which all members participate.

## **Suggested Format for Beginner Meetings**

Beginner meetings are an important tool in Nar-Anon, introducing newcomers to the Nar-Anon program and providing information about the disease of addiction. These meetings give the newcomers a special opportunity to share and open their hearts to understanding members, something they may not, at first, feel comfortable doing at a regular meeting.

The average length of a beginner meeting is often 30 to 45 minutes and held just prior to a regular meeting. These meetings are conducted by a Nar-Anon member with an understanding of the Twelve Steps and Traditions. Patience and tolerance, and the ability to listen, as well as the ability to explain our program to families and friends of addicts, are important assets. It is a good idea to have two or three regular members present to share a variety of experience, strength and hope, as a backup team during the discussions. Members conducting a series of beginner meetings will find their own experiences are their most valuable source of meeting material.

### **General Suggestions for a Six-Week Series of Beginner Meetings**

- Open the meeting with the Serenity Prayer and reading of the Newcomer's Welcome and the Twelve Steps and Twelve Traditions.
- Stress the importance of attending all six of the scheduled meetings.
- Explain what newcomers may expect at Nar-Anon meetings.
- Encourage participation in regular Nar-Anon meetings during and after completion of the series.
- Explain Narateen and the help it offers to children of addicts.
- Encourage newcomers to share their feelings and focus on their own recovery. This is an ideal time to emphasize the need for a sponsor.
- Stress the importance of using the telephone for support between meetings; have members' telephone numbers and local meeting lists available for distribution.
- Point out the importance of observing each member's anonymity and stress that gossip is detrimental to Nar-Anon and to each member.
- Explain briefly that Nar-Anon is a spiritual program not a religious one; we do not discuss specific religious tenets.
- Comment on the value of attendance at open NA meetings.
- End the meeting with the suggested closing and a moment of silence followed by the Serenity Prayer.

<b>Meeting Number</b>	<b>Resources for Background Material</b>	<b>Suggested Nar-Anon Literature for Newcomers</b>
<p><b>First Meeting</b> Explain the disease of addiction and its impact upon the family. Briefly discuss Step One, stressing that we are not responsible for the addict's behavior.</p>	<p><i>Nar-Anon 12 Step Program - Step One and SESH</i></p>	<p><i>Open Letter to My Family, Nar-Anon Blue Booklet - About Addiction (Pg 6) &amp; Helping (Pg 9), and Let's Talk - Do you Need Nar-Anon?</i></p>
<p><b>Second Meeting</b> Continue discussion of Step One and living One Day at a Time.</p>	<p><i>Nar-Anon 12 Step Program - Step One and SESH</i></p>	<p><i>A Guide for the Family of the User, Just for Today, Do's &amp; Don'ts, and It's Not About Yesterday But Today</i></p>
<p><b>Third Meeting</b> Review of Step One Discussion of the Slogans.</p>	<p><i>Nar-Anon 12 Step Program - Step One and SESH</i></p>	<p><i>Detachment – The Key to Survival, Personal Stories, and Slogans bookmark</i></p>
<p><b>Fourth Meeting</b> Discussion of Step Two. Discuss Serenity Prayer.</p>	<p><i>A Guide for the Family of the User, Nar-Anon 12 Step Program - Step Two and SESH</i></p>	<p><i>Nar-Anon Blue Booklet - The Family (pg 4), Passport to Freedom and Serenity Prayer</i></p>
<p><b>Fifth Meeting</b> Discussion of Step Three. Understanding myself, letting go of my fears, resentments and self-pity.</p>	<p><i>Nar-Anon 12 Step Program - Step Three and SESH</i></p>	<p><i>Nar-Anon Blue Booklet - Changing Ourselves (pg 5) &amp; Just for Today (pg 15)</i></p>
<p><b>Sixth Meeting</b> Member's role in the group. Selecting a sponsor. Discuss the importance of selecting a home group and attending as many meetings as possible.</p>	<p><i>Let's Talk About Anonymity and SESH</i></p>	<p><i>Finding a Sponsor, Questions About Sponsorship in Nar-Anon</i></p>

## **Open/Closed Meetings**

Closed meetings are only for Nar-Anon members; anyone whose life is or has been deeply affected by close contact with an addict. Open meetings may be attended by anyone interested in Nar-Anon or Narateen.

## **Taped Meetings**

Nar-Anon meetings may be taped by members, but the person doing the taping must have the group's permission.

Nar-Anon closed meetings may be taped for use by professionals in the field of drug abuse with the following suggestions:

All members are aware of and approve the taping.

Anonymity is carefully preserved.

The participants are knowledgeable about our traditions, demonstrate how the Nar-Anon philosophy has affected their own attitudes and actions, and avoid dwelling on the addict's story.

## **Note**

WSO has no responsibility in the matter of tape enthusiasts who realize a profit from the sale of taped talks by Nar-Anon members.

## GROUP STRUCTURE

### **Organizing a Nar-Anon/Narateen Family Group**

Organizing a group should be kept simple. Officers are elected by group conscience to serve for a period decided by the group, often from three to six months. Regular rotation of service positions gives all members the privilege of serving. Every group needs a meeting leader, sometimes called a chair. A small group will also need a member to act as secretary. The secretary often acts as treasurer until the group is large enough to divide duties among other members. Each group also has a group service representative who participates in the wider service organization of Nar-Anon. Officers are trusted servants, they do not govern.

### **Duties of Group Officers**

#### **Chair/Leader**

- Plans meetings in advance
- Opens the meeting with a moment of silence followed by the group reciting the Serenity Prayer
- Reads the Newcomer's Welcome and Preamble
- Introduces speakers or announces the topic of the meeting
- Invites new members to share, e.g., last 15 minutes of meeting
- Helps establish committees, if these are necessary
- Can act as chair of the steering committee, when there is one

#### **Secretary**

- Handles all routine matters between the group and WSO including the annual group registration form which can be found at the end of this guide
- Handles any group correspondence
- Uses a home or other address to serve as a permanent mailing address
- Notifies WSO of any change in mailing address
- Notifies WSO when there is a change of group officers
- Keeps a current list of members' telephone numbers
- Makes announcements at meetings including the WSO's appeal for contributions
- Orders conference approved literature (CAL) for the group (this may also be done by the treasurer or a literature chair)

#### **Treasurer (may also be the Group Secretary)**

- Passes the Seventh Tradition basket at group meetings
- Reports expenses paid and donations collected to the group secretary to be entered in the group's record book
- Collects and disburses funds as necessary

- Announces the current balance in the treasury and donations made to the area, region and WSO
- Keeps a record of the group's expenses which may include rent; literature; contributions to area, region and WSO whenever the group is financially able; and miscellaneous items such as refreshments

### **Group Service Representative (GSR)**

The GSR is a vital link in the continuing function, growth and unity of worldwide Nar-Anon. GSRs are elected by their groups for a three-year term. GSRs should be members with experience and stability in the Nar-Anon program and an understanding of the Twelve Traditions and Twelve Concepts and how they work. It is suggested that each group have an alternate GSR.

#### **The GSR**

- Becomes familiar with the Nar-Anon Guide for Local and World Services
- Attends all area meetings and region assemblies, and reports to the group on the proceedings of these events
- Votes their group's conscience at area meetings and region assemblies
- Completes and submits the GSR registration form to the Regional Service Committee (RSC) secretary - A sample form is found at the end of this guide
- Brings the group's viewpoint on any situation or problem concerning Nar-Anon to the area meeting or region assemblies

A GSR may be an officer of their area. If a GSR holds office at the area level, they may only vote as a GSR.

## **Sample Group Business Meeting Agenda**

### **Call to Order**

Reading of the Serenity Prayer  
Reading of the Twelve Traditions and/or Twelve Concepts of Service  
Roll call  
Approval of last meeting's minutes (additions or corrections are made)

### **Reports**

GSR's report on the business of the area service committee (ASC)  
and assembly  
Treasurer's report  
Subcommittee reports

### **Sharing Session**

General discussion of group concerns and issues

### **Old Business**

Motions regarding business from previous meetings

### **New Business**

Motions regarding business from this meeting

### **Announcements**

### **Adjournment**

## **Multiple Group Membership and Office-Holding**

Nar-Anon members who attend several groups regularly and participate fully in all of them may consider themselves members of all those groups. However, most members consider one group their home group.

Group membership entitles a person to vote and hold office. Whether members may hold office in more than one group is a matter of group autonomy. However, no member may be GSR of more than one group at the same time.

## **Dual Membership in Nar-Anon/Narateen and NA**

Nar-Anon/Narateen members who are also members of NA are eligible to hold office within their Nar-Anon or Narateen groups. Active members of Nar-Anon who are also members of NA may serve as the sponsor of a Narateen group by virtue of their Nar-Anon membership. These are vital group services and, at all times, emphasis should be placed on the Nar-Anon program.

Nar-Anon/Narateen members who are also members of NA, do not hold office (including the GSR and alternate GSR) beyond the group level in order to maintain the focus on the Nar-Anon program and to avoid the possibility of a conflict of interest at the area service level and beyond.

## **Group Conscience and Business Meetings**

**Tradition 1** - Our common welfare should come first; personal progress for the greatest number depends on unity.

**Tradition 2** - For our group purposes there is but one authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants – they do not govern.

**Concept 6** - Group conscience is the spiritual means by which we invite a loving Higher Power to influence our decisions.

All members share responsibility for the healthy functioning of the group. To ensure the unity of our groups, we use the Twelve Steps, Twelve Traditions and Twelve Concepts of Service with the guidance of a Higher Power when making decisions that affect the group. The principle of the group conscience is used for decision making in all of our business meetings, whether it be at the group, area, region, or World Service Conference (WSC).

A group conscience is the collective viewpoint on matters affecting the group. Arriving at a group conscience requires informative discussion by its members using the Guides to Local and World Services and adhering to the steps, traditions and concepts of Nar-Anon in order to reach a decision. As members of

a spiritual program, we invite our Higher Power to guide us throughout this process. When we treat each member with respect and learn by listening to one another, we can achieve unity.

Each group is autonomous but still has an obligation to work within the guidelines of Nar-Anon. Through group conscience and group autonomy, our groups make decisions such as

- How their business meetings are conducted and when they are held
- Issues to be discussed at business meetings, e.g., group, area, region, and world service matters such as the Conference Agenda Report (CAR)
- Types of meetings held by the group, e.g., beginner meetings, step meetings, tradition meetings
- Establishing committees when necessary, e.g., public information, literature, group anniversary, finding a new location
- Group participation in area, region or world events
- Holding group elections
- Scheduling regular group inventories in order to keep meetings healthy
- Donating to the area, region and WSO

### **Group Problems**

All groups are encouraged to resolve their misunderstandings or disputes by applying the Twelve Traditions and the Twelve Concepts at the group level. If this is not possible, they should refer these matters to their area or regional service committee before asking the WSO or their respective National or General Service Office (NSO/GSO) to suggest solutions.

### **Autonomy of Groups**

It is not within the authority of the RSC, NSO/GSO or the WSO to close a group because they disapprove of the manner in which a group practices the Nar-Anon program. However, it is within their authority to remove a group's information from their respective directories, meeting lists and websites if the group is violating the principles and traditions of Nar-Anon. Appeals for reinstatement of a group's listing must start with their RSC.

## AREA STRUCTURE

Areas are convenient segments into which a region is divided by the RSC with approval from the assembly voting members.

The Area Service Committee (ASC) meeting is held in a central location within an area to hear reports and to discuss area and group matters. ASC meetings are attended by the area officers, GSRs, and subcommittee chairs. These meetings are open to all Nar-Anon members. A sample ASC meeting agenda may be found at the end of this section.

Area meetings give groups an opportunity to do the following:

- Elect area officers
- Hear GSR group reports
- Review, discuss, and disseminate information from WSO and the region such as
  - The NFG Guide to Local Services*
  - The NFG Guide to World Services*
  - Steps, Traditions and Concepts
  - New conference approved literature (CAL)
  - Conference Agenda Report (CAR)
- Establish subcommittees such as Narateen sponsors, events, outreach, telephone answering services, and others as deemed necessary
- Coordinate area events
- Organize workshops for sponsorship, service positions, and step/tradition study
- Share resources for outreach, e.g. hospitals, institutions, and public information
- Encourage submission of writings to the World Service Literature Committee, and articles of interest to the WSO and region newsletters
- Discuss and seek to resolve group concerns
- Elevate unresolved concerns or issues to region

### Area Officers

Officers of the ASC are the area service representative (ASR), secretary and treasurer. Officers are elected to serve for three (3) years. Their term of service shall begin following the election.

ASRs are GSRs elected by the other GSRs in each area prior to the region's assembly. When GSRs are elected ASRs, they no longer serve as GSRs.

The ASR is the area chair and represents the area as a member of the RSC.

## **Duties of Area Officers**

### **ASR**

- Chairs the ASC meetings
- Attends all RSC meetings and assemblies
- Votes their area's group conscience at the RSC
- Brings the area's viewpoint to the RSC on situations or problems concerning their groups or Nar-Anon as a whole
- Reports on activities within their area
- Reports the region's activities to the area
- Visits all groups in the area providing support and direction, particularly for new groups
- Aids members starting new groups
- Works with groups to understand and apply the Twelve Traditions and Twelve Concepts as needed in regards to fellowship activities
- Provides a current mailing list of the GSRs in their area to the RSC secretary
- Urges groups to promptly complete and return group registration forms to the WSO to ensure accuracy of the WSO group directory and website
- Notifies the RSC and WSO of groups that have closed within their area
- Assists the delegate by keeping the GSRs informed of WSO activities and World Service Conference (WSC) decisions

An ASR may be an officer of their region. If an ASR holds office at the regional level, they may only vote as an ASR at the RSC meetings. An ASR may not vote at an assembly.

### **Secretary**

- Takes minutes of the ASC meetings and distributes them to its members
- Works with the area officers to plan the meeting agenda
- Submits the agenda to the GSRs in time for them to add items under new business
- Notifies the ASC members of upcoming meetings
- Maintains a current mailing list of all GSRs in their area
- Informs the RSC of any changes in ASC officers

### **Treasurer**

- Maintains the ASC's finances and keeps an accurate record of financial transactions
- Makes disbursements to cover ASC expenditures
- Reports the ASC financial status at each regular ASC meeting
- Prepares a special appeal letter to be sent to all groups, as needed, asking them to contribute to the ASC treasury to cover expenses

## **Sample ASC Agenda**

### **Call to Order**

Reading of the Serenity Prayer  
Reading of the Twelve Traditions and/or Twelve Concepts of Service  
Roll call  
Approval of last meeting's minutes (additions or corrections are made)

### **Reports**

ASC officers' reports  
Group reports  
Subcommittee reports

### **Sharing Session**

General discussion of group concerns and issues

### **Old Business**

Motions regarding business from previous meetings

### **New Business**

Motions regarding business from this meeting

### **Announcements**

### **Adjournment**

## REGIONAL STRUCTURE

The region is comprised of areas located within its geographic boundaries. The region supports the areas and groups by providing opportunities for them to communicate with each other, acting on behalf of their common interest and encouraging growth of the fellowship. The structure consists of the Regional Service Committee (RSC) and the Regional Service Assembly (hereafter assembly).

The RSC's purpose is to plan for the general improvement of groups and areas, and to conduct assemblies. The members of the RSC perform the duties described in these guidelines and follow any parliamentary procedures (Robert's Rules of Order) adopted at the assembly. Its members strive to work for the common good of Nar-Anon as a whole, guided by the conscience of their groups. All members and officers should be bound by Nar-Anon's Twelve Traditions and Twelve Concepts of Service.

### **RSC Officers**

Officers of the RSC are the chair, vice chair, secretary and treasurer. In the absence of a chair or vice chair, there may be an interim chair until an election assembly is held. Officers are elected to serve for three (3) years. The term of service shall begin following the election.

#### **Chair**

The chair should have leadership and organizational abilities and be capable of conducting business meetings. The recommended experience for this position is three (3) years continuous service in Nar-Anon.

#### **Duties**

- Presides over all RSC meetings and assemblies
- Stays informed of all subcommittee activities and is available for support with any concerns
- Calls for an assembly after the WSC to hear the delegate's report
- Calls for assemblies whenever the RSC or delegate deems them necessary
- Signs all committee correspondence
- Is a co-signer on the RSC bank account
- Holds a post office box key if any

#### **Vice Chair**

The vice chair should be willing to become chair at the end of the current chair's term. If the chair is unable to fulfill the position, the vice chair assumes the chair's position for the duration of the term or until an election assembly is held.

The recommended experience for this position is two (2) years continuous service in Nar-Anon.

#### Duties

- Acts as parliamentarian for the RSC
- Is a co-signer on the RSC bank account

#### **Interim Chair**

This position is needed when areas are preparing to establish a region. It may also be necessary between assemblies if the offices of chair and vice chair become vacant. The recommended experience for this position is the same as for the Chair.

#### **Secretary**

The secretary keeps accurate minutes of each RSC meeting and assembly. The recommended experience for this position is one (1) year of service in Nar-Anon.

#### Duties

- Works with the RSC officers to plan meeting agendas
- Distributes minutes of RSC meetings and assemblies to members of the RSC
- Maintains archives of RSC meeting and assembly minutes to be passed to the incoming secretary
- Updates a log of all approved RSC and assembly policy motions and distributes it as needed
- Handles all RSC correspondence
- Keeps a current directory of RSC and assembly members
- Submits a copy of the approved assembly minutes to the WSC Committee ([wscconference@nar-anon.org](mailto:wscconference@nar-anon.org)) verifying the election or continued endorsement of the delegate and alternate delegate prior to each conference
- Is a co-signer on the RSC bank account

#### **Treasurer**

The treasurer is the custodian of the RSC's finances and bank account. The recommended experience for this position is two (2) years continuous service in Nar-Anon.

#### Duties

- Maintains accurate records of RSC financial transactions
- Issues receipts for any contributions received
- Makes disbursements to cover RSC expenditures
- Submits a written report at each RSC meeting of all financial transactions that have occurred since the prior meeting
- Presents an annual summary of income and expenses to the RSC for budget planning
- Reports the RSC's current financial status at the assembly

- Presents the RSC's proposed budget at the assembly for approval
- Prepares a special appeal letter, as needed, to be sent to all groups requesting contributions to cover RSC expenses
- Forwards the delegate's equalized expense sum to WSO by the established deadline as set forth by the WSC committee
- Is a co-signer of the RSC bank account
- Holds a post office box key if any

### **Removal of RSC Officers**

RSC officers may be removed from their positions after written notification of non-compliance. A two-thirds (2/3) majority of the voting assembly members is required for removal of any RSC officer. Non-compliance includes, but is not limited to, failure to fulfill the duties of their positions, and failure to attend two (2) consecutive regular RSC meetings without prior notification to the chair. It is within the discretion of the RSC to accept a written report in lieu of attendance.

If removals or resignations occur during an RSC meeting, that position shall be filled on an interim basis at that time. If removals or resignations occur between regularly scheduled RSC meetings, the chair will call an interim assembly for a special election to fill the position until the next Election Assembly.

### **RSC Meetings**

RSC meetings are held to discuss the business of regional and area matters as described below. These meetings are attended by the officers, ASRs, regional subcommittee chairs, and the delegate and alternate delegate. All Nar-Anon members are welcome to attend. At the discretion of the chair, speaking by non-voting members may be limited.

The voting members are the officers (chair, vice chair, secretary and treasurer); ASRs; subcommittee chairs; and others as the region may deem appropriate. The delegate and alternate delegate are not voting members of the RSC.

### **The RSC**

- Hears and discusses region and area reports
- Hears subcommittees' reports and reviews their activities
- Hears and discusses the delegate's report
- Reviews ways of keeping the groups informed and unified
- Establishes subcommittees
- Develops policies for assembly approval
- Develops the region's budget
- Raises funds for the delegate's equalized travel expenses to attend the WSC
- Drafts a slate of nominees eligible for election at the assembly

## **RSC Policies and Procedures**

### **Spiritual Guidance of the RSC**

The region shall be guided by the principles of unity, group conscience and the spiritual nature of our fellowship.

### **Compliance of the RSC**

In all of its actions the region shall comply with the following:

- The Twelve Traditions
- The Twelve Concepts of Service
- *The NFG Guides to Local and World Services*
- A current edition of parliamentary procedures (Robert's Rules of Order)
- Past region motions

### **Quorum**

A quorum shall consist of 51% of the voting members, or business will not be conducted.

### **Minutes**

All meetings will be recorded and the resulting minutes distributed to the members of the RSC and assembly. Upon request, any Nar-Anon member can be given a copy of the minutes. No official business will be conducted without a written record of the transaction. A motion may be made and passed for general discussions to be off the record.

### **Motions**

Only voting members may make motions. Motions may be amended at any time prior to voting. A motion to amend must have a second.

### **Tie Breakers**

In the case of a tie vote on any motion, a body of three (chair, treasurer and secretary) shall cast one vote each to decide the issue. If one or more of these officers are absent, the vice chair, delegate, and alternate delegate, in that order, shall replace the missing officer(s). Tie breaker privileges do not apply in actions requiring a two-thirds majority.

### **Special Rules of Order**

New business resulting from a member's report or recommendation is to be taken up in new business.

### **World Service Conference**

The region will support Nar-Anon as a whole by sending a delegate and/or alternate delegate to the biennial WSC held in California, USA. Proper notification must be given to WSC Committee ([wscconference@nar-anon.org](mailto:wscconference@nar-anon.org)) by submitting assembly minutes in which the delegate and alternate delegate have been elected.

### **Contributions to WSO**

The region will make regular donations to the WSO of all funds over its established prudent reserve.

### **Subcommittees**

The region will create and support subcommittees to respond to the needs of the region.

### **Conventions and Events**

The region will encourage and support an annual convention within the region. When Nar-Anon groups are to participate in an NA or Nar-Anon region or area convention, a subcommittee shall be formed. To assure liaison with the RSC and the convention subcommittee, a subcommittee chair shall be elected at the assembly. The region will also encourage and support other area events.

### **Post Office Box**

The chair or treasurer may establish a post office box to be a point of contact with the region. This box may be shared with an area if convenient and the cost is divided between them. The box may be changed as deemed necessary by the current service body. Notice shall be sent to region ASRs and GSRs when current information has been changed.

## **Regional Financial Policies**

All monies accumulated from area contributions and other Nar-Anon sources shall be maintained in a bank account and distributed as follows:

### **Budgeted Funds**

- RSC, assembly and workshop expenses
- Delegate's equalized expenses, and if possible, incidental expenses incurred due to attendance at the WSC
- Subcommittee's expenses
- Chair's/Delegate's mileage, postage and phone calls
- Newsletter
- Miscellaneous expenses, e.g., photocopies, postage

### **Expenditures**

All expenditures made by the RSC shall be recorded. No expenditure shall be made from the treasury without receipt or proof of payment if over \$25. Minor expenses may be requested and described by written statement.

### **Non-Budgeted Funds**

Unbudgeted expenses will not be reimbursed without an approved motion of the RSC.

## **Budget Changes**

All motions requiring modifications to the budget require a two-thirds (2/3) majority of the voting assembly members.

## **Bank Account**

The region shall establish a prudent reserve to cover its budgeted business expenses. Funds shall be maintained in a bank account. The account shall be readily available to the persons with signature authority. Funds from donations made to the region shall be deposited in the account no later than 30 days from the date of receipt.

## **Signatures on Bank Account**

All checks shall require two (2) signatures of any of the following:

- Chair
- Vice Chair
- Treasurer
- Secretary

## **Absence of the Treasurer**

In the treasurer's absence at the RSC meeting and assembly, the chair, vice chair, or secretary shall obtain the check book and take custody of all monies collected.

## **Subcommittees**

The RSC may establish subcommittees to carry out the work of the region. These subcommittees shall include, but are not limited to, HI/PI (Public Outreach), Literature, Convention and Events. Subcommittee chairs shall be elected at the assembly.

Once a chair is chosen, the committee may elect its own officers. Regular meetings are usually held in central locations. Each committee submits written reports of their activities and finances at RSC meetings and at the assembly. An itemized budget is to be prepared by the committee to submit to the RSC for approval.

## **Hospitals and Institutions (HI)**

This subcommittee acts as a resource to groups and members in their efforts to carry the Nar-Anon message into hospitals and institutions to those who may not be aware of Nar-Anon, keeping in mind the Twelve Traditions.

## **Public Information (PI)**

This subcommittee acts as a vital link between individuals seeking help and Nar-Anon members who share their experience, strength, and hope. Its mission is to provide information regarding Nar-Anon to agencies and the public, following the

HI/PI guidelines. PI is responsible for keeping the region's meeting directory current with information provided by the ASRs.

### **Literature**

This subcommittee meets regularly to develop new ideas and new literature proposals to be submitted to the World Service Literature Committee. Its mission is to be an instrument to produce literature for the Nar-Anon fellowship as a whole, thereby helping the overall unity. In an effort to involve all members, the subcommittee may hold workshops at conventions or other Nar-Anon events.

### **Conventions/Events**

This subcommittee plans, organizes and hosts region conventions and events. It also encourages and supports area conventions and events.

### **Ad Hoc or Special Subcommittees**

Ad hoc or special subcommittees may be formed, as needed, by motion and approval of the voting members of the RSC. The purpose of ad hoc or special subcommittees is to carry out a short term goal as requested by the RSC. These subcommittees present a report to the RSC upon completion of their assignment.

## **Regional Delegates**

Regional delegates and alternate delegates should be members who have been ASRs. If this is not feasible, regions may select from members who have completed a minimum of three years continuous service as GSRs in Nar-Anon. When elected as delegates and alternate delegates, they can no longer hold office in the area or region. Delegates and alternate delegates are elected to serve for three (3) years. The term of service begins following the election. Alternate delegates should be willing to become delegates at the end of their delegate's term, upon assembly approval.

### **Delegates**

- Work for the good of Nar-Anon, providing two-way communication between the region and Nar-Anon as a whole
- Provide a written report to the board of trustees on region and delegate activities
- Speak for the members, groups and areas within the region at the world service level
- Attend all regular meetings of the RSC, assemblies, the WSC, and when invited, area meetings
- Work closely with the ASRs, the RSC and subcommittees
- May serve on subcommittees, although not as chair
- Contact inactive areas to determine their status at the region level
- Are a source of information regarding the Twelve Traditions and Concepts, providing input in matters which concern them
- Keep the region informed of the Conference Agenda Report (CAR) as soon as it becomes available, prior to the WSC

- Coordinate and facilitate as many sessions as the RSC requests to review the CAR
- Obtain a group conscience at the assembly to vote on items in the CAR and a vote of confidence for items not in the CAR
- Visit the groups to report on the WSC in cooperation with the ASRs within the region
- Become active members of a World Service Committee (current committees are Events (World Service Conference and World Convention), Fundraising, HI/PI (Public Outreach), Literature, Narateen, Newsletter, Policy and Guidelines, Web Site, and World Pool)

### **Alternate Delegates**

- In the delegates' absence, perform the duties of delegates previously listed
- In the event that delegates are unable to fulfill the duties of their position, assume the delegates' duties until an election assembly can be held
- Attend all regular RSC meetings and assemblies, and when invited, area meetings
- May serve on one or more of the RSC subcommittees
- Attend the WSC with their delegate in the last year of the delegate's term to become familiar with the WSC process (this is conditional upon approval by their region and WSO)
- May join world service committees, which are listed under Delegates

### **Assemblies**

An assembly is an event held at least once a year. The assembly is attended by the officers of the RSC, the delegate and alternate delegate, the region's GSRs, ASRs, and subcommittee chairs. The assembly is a vital link between the groups and the region where members conduct the following business:

- Set policies for the region
- Receive, discuss, and vote on proposed motions from the groups to be submitted to the WSC committee
- Review and vote on the Conference Agenda Report (CAR)
- Give a vote of confidence to the delegates to vote their conscience at the WSC on items not in the CAR
- Hear area and subcommittee reports
- Hear the delegate's report
- Elect officers of the RSC, the delegate, alternate delegate, and subcommittee chairs
- Approve the region budget developed by the RSC
- Set area boundaries within the region

To conduct business, a quorum of the region's GSRs voting their group's conscience will be necessary. A tie vote will be taken back to the areas for their consideration if time permits. If time does not permit, refer to tie breakers under RSC policies above.

The only voting members of the assembly are the GSRs, or in their absence, alternate GSRs. This is consistent with one vote per group. Only recognized GSRs are considered voting members. This recognition is gained by filing a GSR registration form with the RSC prior to the vote being taken. (A sample form is found at the end of this guide.)

The RSC will provide a form to each area within the region for registering GSRs and alternate GSRs. Each area is responsible for reproducing and completing a form for each GSR/alternate GSR within their area. Only those names appearing on these forms will be recognized as voting members at the assembly.

If a GSR or alternate GSR is not able to attend an assembly and a group sends a substitute, a substitution form must be filled out and presented to the RSC before that representative can be recognized as a voting member. (A sample form is found at the end of this guide.)

All Nar-Anon members are welcome to attend assemblies. At the discretion of the chair, speaking by non-voting members may be limited.

**Assembly Agendas** may include but are not limited to the following:

- Reading of Nar-Anon's Twelve Traditions
- Reading of Nar-Anon's Twelve Concepts of Service
- Approval of prior assembly minutes (additions or corrections are made)
- Chair's report on the RSC since the previous assembly
- Delegate's report on the WSC and/or recent communications from WSO
- Secretary's report
- Treasurer's report
- ASR's report on the progress and problems of their area
- Subcommittee reports
- Time for GSRs to discuss ideas, offer opinions and ask questions
- Workshops, e.g., traditions and concepts

### **Election Assemblies**

Every third year the region holds an election assembly to elect new RSC officers, the delegate, alternate delegate, and subcommittee chairs. All GSRs, being voting members, are required to attend.

**Nominations**

The RSC election subcommittee shall draft a slate of nominees for officers, delegate, alternate delegate, and subcommittee chairs prior to the election assembly. Names may be added from the floor. Any member of the RSC may nominate a qualified individual for a position. All nominees must meet the recommended experience for the position. The following past or current service members are eligible for nomination: officers of an area or region, RSC subcommittee chairs, GSRs, and ASRs.

No member shall hold more than one (1) office at a time. No member shall serve more than two (2) consecutive terms in the same position. The delegate cannot serve for two consecutive terms but may be elected again after a three year break.

**Interim Assemblies**

Interim assemblies are held, as needed, between regularly scheduled assemblies, to discuss matters affecting the region.

## **ANONYMITY**

The experience of our groups suggests that the principle of anonymity, which is summed up in Tradition Twelve as “the spiritual foundation of all our traditions,” has three elements: anonymity as it applies outside Nar-Anon, anonymity within the fellowship, and anonymity as it contributes to our personal growth.

### **Anonymity Outside Nar-Anon**

Tradition Eleven gives us specific guidelines, “we need always maintain personal anonymity at the level of press, radio, films, internet, and other forms of mass media.” This gives potential members the confidence that their identity will not be revealed when they join Nar-Anon.

When speaking or writing as a Nar-Anon/Narateen member at the public level, only first names or pseudonyms are used. In photographs for publication or in television appearances, faces can be blurred or turned away from the cameras so they are unrecognizable.

Any Nar-Anon/Narateen member may write an article about the fellowship for local or national publication and may be financially remunerated. Personal anonymity should be maintained by signing anonymously or using a pseudonym.

A member appearing on a television program can face the camera and give his full name, providing he does not reveal his membership in Nar-Anon or Narateen.

It is important to make Nar-Anon known through public information work with professionals who come into contact with families suffering from the effects of addiction. Such contacts may make it necessary for the Nar-Anon and Narateen members involved to give their full names to interested doctors, spiritual leaders, school or industrial personnel.

### **Anonymity Within Nar-Anon**

Members have the right to use their full names within the fellowship. The degree of anonymity a member chooses (first name, pseudonym, or full name) is not subject to criticism.

Regardless of our personal choice, we guard the anonymity of others in the fellowships of Nar-Anon/Narateen and NA. This means not revealing to anyone, even to relatives, friends and other members, who we see and what we hear at a meeting.

Anonymity goes well beyond mere names. All of us need to feel secure in the knowledge that nothing seen or heard at a meeting will be revealed. We feel free

to express ourselves among our fellow Nar-Anon members because we can be sure that what we say will be held in confidence.

At open Nar-Anon meetings, group anniversaries, conventions or workshops where non-members may be present, Nar-Anon and Narateen members are free to decide how much anonymity they prefer. It is well to open such meetings with a brief explanation of the Eleventh and Twelfth Traditions. One suggestion is as follows:

*There may be some who are not familiar with our tradition of personal anonymity at the public level. If so, we respectfully ask that no NA, Nar-Anon or Narateen speaker or member be identified by full name or picture in published or broadcasted reports of our meeting.*

The assurance of anonymity is essential to our efforts to help other families and friends of addicts, and the Twelfth Tradition reminds us that Nar-Anon and Narateen principles come before personalities.

When members serve beyond the group service level, it is practical to use full names and addresses to facilitate communication. Letters (including the return address) to a Nar-Anon or Narateen member should never have the name Nar-Anon on the envelope. Letters to the Newsletter should give full names and addresses. Material which is published will be signed in the way the writer wishes: first name and initial, initials only, "Anonymous" – either with or without geographical location. Regional newsletter editors usually follow this procedure.

### **Anonymity in Our Personal Growth**

While each member has the right to make their own decision regarding personal anonymity within the fellowship, the use of first names only reminds us we are equals in Nar-Anon. We share as equals, regardless of social, educational or financial position. Anonymity provides the freedom and security Nar-Anon assures each member. Our spiritual growth in humility is rooted in the principle of anonymity.

## FINANCES

The Nar-Anon Family Group Headquarters, Inc. is a non-profit organization that is fully self-supporting. Contributions from our membership are used to support our groups, areas, regions, and WSO, including a portion of the operating expenses for the World Service Conference. Contributions made directly to the WSO, as well as monies from the sale of conference approved literature, are used to help realize our vision of carrying the message of hope throughout the world.

### **Individual Contributions to WSO**

Individual donations made by members of the fellowship in the United States are tax deductible.

#### **Appeals from WSO**

From time to time, the WSO will send out appeals for contributions to cover Nar-Anon worldwide services, including a share of the operating expenses for the World Service Conference.

#### **Individual Contributions**

The limit on all contributions to WSO from individual members of Nar-Anon and Narateen is \$10,000 per year.

#### **Birthday Plan**

The Birthday Plan is an additional way for members to express their gratitude to Nar-Anon by contributing a dollar a year for each year of membership.

#### **In Memoriam Contributions**

Nar-Anon or Narateen members may make in memoriam contributions to WSO.

#### **Personal Bequest**

The WSO may accept a one-time legacy from a Nar-Anon member in any amount up to \$100,000.

### **Other Contributions to WSO**

Although it is appropriate to ensure that funds are available to carry out the normal tasks of groups, areas and regions, all entities should avoid the accumulation of funds in excess of their immediate needs (prudent reserve). Excess funds should be contributed to the WSO for the benefit of Nar-Anon as a whole.

Contributions cannot be earmarked for special purposes unless recommended by the World Service Conference; all contributions are allocated to the general fund.

## **Fund Raising**

### **Outside Contributions**

Nar-Anon and Narateen groups do not accept contributions from sources outside of the Nar-Anon Family Groups.

### **Activities and Services**

Fund-raising activities such as potluck suppers, dances or other social events should be conducted only within the fellowship. In the spirit of cooperation, NA members are welcome to attend these activities. These events should be held at reasonable intervals and in agreement with the groups directly involved. These functions are not in violation of the Seventh Tradition.

Members may raise money to send a delegate to the World Service Conference and for other group, area or regional purposes by performing services such as rummage sales, garage sales, white elephant sales, car washes, bake sales, spaghetti suppers, etc. When such sales or events are open to the public, use of the Nar-Anon or Narateen name would violate our tradition of anonymity.

### **Avoiding Commercialism**

The sale of articles is permitted at fund raising events. It is suggested that the articles relate to our spiritual principles or be the product of the creative talents of individual members.

In keeping with the Sixth Tradition, the WSO cannot provide lists of suppliers for articles associated with the fellowship, e.g., plaques, jewelry.

Nar-Anon WSO does not stock or offer program-related jewelry, trinkets or t-shirts for sale because that could divert it from its primary purpose and endanger its tax-exempt status.

## **Use of Group Funds**

### **Meeting Space**

The Seventh Tradition suggests that groups pay for their meeting space. At locations where monetary payments may not be acceptable, providing a supply of Nar-Anon/Narateen conference approved literature (CAL) to the facility would be an appropriate alternative.

### **Literature**

Groups purchase CAL from the WSO for use at meetings and sell to their members. Donations to WSO may be included with their literature orders. No other literature may be purchased with group funds.

### **GSR Travel Expenses**

Group funds may be used to pay for the GSR's travel expenses to area meetings and assemblies.

### **Donations to the Area, Region and WSO**

Group support of the fellowship is accomplished through regular donations to the area, region and WSO. It is suggested that groups allocate a portion of their budget for these donations.

### **Refreshments and Supplies**

Group funds may be used to purchase refreshments and supplies.

### **Childcare**

Some meetings are attended by members who must bring their children. Using group funds or taking a special collection to pay for childcare at the meetings is within a group's autonomy.

### **Gifts to members**

Group funds are only used for group purposes, not for personal gifts to members (such as baby showers, flowers for the sick, financial assistance to needy members, etc.). Any member, who wishes to, may provide such gifts on an individual basis.

### **Donations to Outside Agencies**

Contributions to any outside agency, activity or program cannot be made from group funds which are for Nar-Anon/Narateen purposes only. This includes donations, other than rent, to the facility where a group is holding its meeting.

### **Payment for Speaking**

In keeping with the Eighth Tradition, Nar-Anon speakers are reimbursed for expenses only. When members speak to outside organizations they may suggest that payments in excess of their expenses be used by the organizations to purchase CAL for distribution as an educational service.

### **Public Meetings**

A basket may be passed at open meetings to which the public is invited, but it should be stated that the fellowship depends on its own voluntary contributions. Reading the Seventh Tradition accomplishes this.

## **Selling Products**

No articles, including Nar-Anon related items such as praying hands, steps, traditions, etc., may be sold at meetings, conventions or conferences for personal gain. It is inappropriate to use Nar-Anon as a market place for the sale of services or products for profit by an individual. Members may not solicit on behalf of any outside organization. The newcomer would be confused about Nar-Anon's true purpose.

Nar-Anon and Narateen members refrain from solicitation or the sale of products at NA meetings. This would violate Tradition Seven.

## LITERATURE

### **Conference Approved Literature (CAL)**

In our meetings, we may only read and use literature that is on the literature order form from WSO. This consists of literature written by and for our fellowship and approved at our World Service Conference, literature that is pending approval by our World Service Conference and certain pieces of AI-Anon literature. AI-Anon gave Nar-Anon permission to sell some of their literature until we have our own. As Nar-Anon literature replaces AI-Anon literature, we will no longer sell or approve AI-Anon literature for use at meetings. Nar-Anon's daily reader, *SESH*, replaced AI-Anon's *Courage to Change* and *One Day at a Time*. The World Service Literature Committee is currently working on Nar-Anon's Twelve Steps, Twelve Traditions and Twelve Concepts book. Members interested in writing for Nar-Anon may contact the Literature Committee at LitCom@nar-anon.org, or call (800) 477-6291 or (310) 534-8188.

### **The Nar-Anon Newsletter**

The newsletter is a quarterly publication in which Nar-Anon and Narateen members share their experience, strength and hope. It is the "Voice of the Fellowship" where individual members and groups can be heard. Letters and articles sent from all over the world are edited by the World Service Newsletter Committee. This ensures a publication which helps the reader understand and grow in the program. It also offers meeting ideas and material to be used as a basis for group discussions.

The newsletter can be used by all members and groups for meetings. In concept, the newsletter is conference approved literature, but it is not possible for each issue to follow the full procedure for conference approval. However, everything published in it – from personal stories to issues affecting the fellowship – is reviewed for fidelity to the Nar-Anon program and principles.

Since it is copyrighted material, the WSO does not grant permission for substantial reprints in regional newsletters in the U.S. and Canada. However, newsletters of other countries, upon informing the WSO, may use newsletter material if they give a proper credit line in their publication.

Subscriptions to the newsletter are available to both individuals and groups.

### **Outside Publications**

There are many outside publications on drug addiction, religion and philosophy which appeal to members as individuals. While this may be helpful to the individual member, we do not endorse the readings of outside publications in our group meetings. Nar-Anon cannot assume the responsibility for evaluating or recommending reading material other than conference approved literature.

### **Publications by Groups, Areas or Regions**

Traditions are violated when groups, areas or regions publish their own literature. The only exceptions are noted under Public Information Literature or as clarified in the Guide to World Services covering the General Service Office (GSO) or National Service Office (NSO). It is also a violation of traditions to promote the sale of any literature other than CAL.

## PUBLIC INFORMATION

### **Paid Ads, Free Listings in Newspapers and Meeting List Flyers**

A group may pay for an ad in a newspaper or magazine to make the community aware of Nar-Anon and Narateen. It would not constitute a violation of our traditions for an individual member to pay for such space with group approval. This can be considered a member's personal contribution. Some newspapers will post group information under community services for free. It is suggested that when placing an ad, it state that it is a support group for families and friends of addicts. It may list the day, time and location, and/or for meetings call: 1-800-477-6291 (which is WSO's 800 number). Meeting information can also be found online at [www.nar-anon.org](http://www.nar-anon.org). We do not recommend using an individual's name or telephone number in these ads or in group directories, meeting list flyers, etc., due to turnover in members available to take these calls.

### **Answering Services**

An answering service for a community can be an effective tool in Twelfth Step work. The decision to implement and support this service is within the autonomy of the groups it serves. Such services must guard the anonymity of its volunteer members. Members' names or personal phone numbers should not be published.

### **Public Information Literature**

Although the conference has designated Nar-Anon's WSO as the sole publishing agent for the fellowship, the WSO extends permission to RSCs to publish only one public information piece, which can be reproduced inexpensively and distributed within their region. As an example, this is often incorporated with the local meeting schedule. In regions where a GSO or NSO does not exist, the WSO reserves the right to review such items before publication.

### **Posters**

Nar-Anon/Narateen posters may be displayed in any public place or conveyance (bus, library, laundry mat, clinic, school, etc.) with the permission of the respective facility. For referrals, use a post office box or office address with the local Nar-Anon hotline or service phone number. Areas or regions may have a need for posters which can be produced inexpensively and distributed within their geographic boundaries. In order to protect our public image, permission limits for the production of such posters are the same as those for public information literature as stated above. Such permission is, of course, not required when posters are made up for single local events.

## CONVENTIONS AND EVENTS

Conventions attract many members, drawing them together to celebrate and share their experience, strength and hope. Committees planning area or region-wide events work closely with their local RSC. Communication within the fellowship helps avoid calendar conflicts, promotes better attendance and encourages unity. Flyers for these events may be submitted to WSO for inclusion on its website ([naranonwso@nar-anon.org](mailto:naranonwso@nar-anon.org)).

### **Mini Conventions, Narathons, Workshops, or other small get-togethers**

Members may choose to plan smaller get-togethers for public information, services or other sharing purposes. Chairs of these events are not necessarily chosen by or are members of the RSC.

### **Narateen Participation**

Since Narateen is part of the Nar-Anon fellowship, its members are included in Nar-Anon activities wherever possible. It is within the autonomy of the planning committee to determine whether Narateen members have a separate agenda.

### **Distribution of Proceeds**

Funds derived from conventions or other events are contributed to the region or area treasury, as appropriate. The region or area may set aside a reasonable sum to seed the next convention or event.

## **NAR-ANON AS IT RELATES TO OTHERS**

### **Cooperation with Narcotics Anonymous**

Although a separate entity, Nar-Anon should always cooperate with Narcotics Anonymous. In relating to NA, Nar-Anon may offer

- The services of one or two members to act as liaison and to provide current lists of group contacts for Twelfth Step referrals
- To submit Nar-Anon/Narateen meeting information for inclusion in NA's local meeting list if asked to do so
- To participate in NA Conventions (guidelines for Nar-Anon and Narateen participation at NA Conventions are currently being worked on and will become available when completed)

NA has no jurisdiction over the Twelfth-Step work done by individual Nar-Anon members with families and friends of addicts in drug rehabilitation centers, hospitals or other institutions. However, Nar-Anon should cooperate with NA in all respects and never interfere with their work with addicts.

A group composed of relatives and friends of addicts whose primary purpose is to serve NA is not a Nar-Anon Family Group. Members of those groups, which do not follow Nar-Anon's stated precepts, may not speak as Nar-Anon members at open NA meetings, conventions, etc.

### **Outside Agencies**

#### **Speakers from the Helping Professions**

The purpose of Nar-Anon is personal growth through applying the Twelve Steps and sharing our experience, strength and hope. It is from Nar-Anon and Narateen members that we hear the ideas and experiences that put us on the road to recovery. Outside speakers at Nar-Anon and Narateen meetings may divert the focus from our recovery. It would be well to make sure that the occasional guest speaker is knowledgeable about the Nar-Anon program. Professionals in the field of drug addiction can provide valuable information but they may be heard in other places. It is suggested that outside speakers be asked to discuss a specific topic and be made aware of our Sixth Tradition which states "Our Family Groups ought never to endorse, finance or lend our name to any outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim..."

#### **Publicizing Nar-Anon/Narateen**

In any newspaper announcement of a Nar-Anon or Narateen meeting at which a clergyman or professional is to speak, it is suggested that a statement such as the following be included: "Nar-Anon/Narateen is not affiliated with any sect, denomination, political entity, organization or institution."

## **Sharing Services**

To avoid an implication of affiliation with other agencies, Nar-Anon Family Groups should refrain from sharing an agency's stationery, answering service or post office box.

## **Members – Outside Involvement**

Nar-Anon members may serve on boards or councils in the field of drug addiction but should maintain anonymity at the public level. It may be helpful in carrying the message for an individual to disclose their Nar-Anon membership to others on the board.

The Nar-Anon fellowship should never be involved in the promotion of legislation relating to drug addiction or engage in any other outside enterprise. As individuals, Nar-Anon members can engage in any outside activities of their choice.

In keeping with Tradition Eight, Nar-Anon/Narateen Twelfth-Step work should remain forever nonprofessional. When dealing with outside agencies, we should never use any terms identifying ourselves as other than Nar-Anon members. We do not use titles.

## **Commercial Enterprises**

### **Films**

Filmmakers may indicate an interest in producing films concerning Nar-Anon and Narateen to sell to public agencies. No commitments should be made to such producers by either groups or individuals. In the interest of world-wide unity, the prospective filmmakers should be asked to write to the WSO to explain the proposed project and its probable audience. The Nar-Anon name may not appear among the film's credits even though technical assistance may have been provided.

### **Magazines**

Mail directed to Nar-Anon/Narateen should not be addressed to the publishing company's post office box, e.g., a magazine printing an article about the fellowship. Members cooperating with the author of such an article should encourage the inclusion of a Nar-Anon address for responses. For magazines with national coverage, the appropriate national (WSO/GSO/NSO) address or post office box should be used.

## **Religion/Philosophies**

### **Meetings**

Since Nar-Anon is not a religious program, but a spiritual one, religious terminology and discussion of specific beliefs are avoided at Nar-Anon/Narateen meetings and events. A newcomer or members of various cultures or religions could get a false impression of Nar-Anon's purpose or take offense and never

return. Our meetings are open to all those who are affected by another person's drug addiction, whether they have a religious belief or not.

### **Retreats**

Outside the fellowship Nar-Anon does not affiliate with other organizations and neither endorses nor opposes any other philosophies or spiritual programs. The Nar-Anon/Narateen name therefore, cannot be used to identify or publicize retreats or activities sponsored by others. If members wish to participate in such activities, they do so as individuals. Nar-Anon/Narateen newsletters and bulletins should not be used to promote or announce outside retreats and activities of any kind sponsored by others.

### **Events**

Religious services and announcements of them are not a part of a Nar-Anon/Narateen event.

## **Dilution of the Nar-Anon Program**

### **Outside Therapy**

Our Nar-Anon experience helps us understand we are powerless over another person's drug addiction. This makes us aware at meetings of the danger of being diverted from our recovery by techniques which are focused on the recovery of the drug addict, such as confrontation and intervention. The Sixth Tradition suggests that there be no promotion or endorsement of any outside therapies at Nar-Anon/Narateen meetings, e.g., encounter groups, prayer groups, meditation groups, group dynamics and that our groups do not announce or discuss the activities of other anonymous groups which follow the Twelve Step program. Nar-Anon newsletters and bulletin boards should not be used to publicize activities of other organizations, with the possible exception of NA.

### **Professionally-Conducted Family Therapy Groups**

The growing awareness of drug addiction as a family disease has given rise to numerous instances of professionals forming groups which they call Nar-Anon or Narateen. While we encourage awareness of our program and principles, it should be understood that a Nar-Anon or Narateen group is properly formed and conducted by the families and friends of addicts themselves. It would be permissible, however, for an appropriate agency to invite an existing Nar-Anon or Narateen group to provide a brief on-site meeting to demonstrate how group meetings function, for example "Meeting on Wheels."

### **People With Unrelated Problems**

From time to time, people seeking help with problems other than someone else's addiction come to our meetings. After the meeting, we may suggest another program would be more appropriate since they do not qualify for membership in Nar-Anon.

## THE TWELVE STEPS OF NAR-ANON FAMILY GROUPS

1. We admitted we were powerless over the addict – that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we *understood* Him.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. 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 others, and to practice these principles in all our affairs.

## THE TWELVE TRADITIONS OF NAR-ANON FAMILY GROUPS

Our group experience suggests that the unity of the Nar-Anon Family Groups depends upon our adherence to these traditions.

1. Our common welfare should come first; personal progress for the greatest number depends on unity.
2. For our group purposes there is but one 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 relatives of addicts, when gathered for mutual aid, may call themselves a Nar-Anon Family Group, provided that as a group, they have no other affiliation. The only requirement for membership is that there be a problem of addiction in a relative or friend.
4. Each group should be autonomous except in matters affecting other Nar-Anon Family Groups, or N.A. as a whole.
5. Each Nar-Anon Family Group has but one purpose; to help families of addicts. We do this by practicing the Twelve Steps of Nar-Anon, by encouraging and understanding our addicted relatives, and by welcoming and giving comfort to families of addicts.
6. Our Family Groups ought never to endorse, finance or lend our name to any outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim; but although a separate entity, we should always cooperate with Narcotics Anonymous.
7. Every group ought to be fully self-supporting, declining outside contributions.
8. Nar-Anon Twelfth Step work should remain forever non-professional, but our service centers may employ special workers.
9. Our groups, as such, ought never to be organized, but we may create service boards or committees directly responsible to those they serve.
10. The Nar-Anon Family Groups have no opinion on outside issues; hence our 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, films, internet, and other forms of mass media. We need guard with special care the anonymity of all N.A. members.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles above personalities.

## THE TWELVE CONCEPTS OF NAR-ANON SERVICE

Just as freedom for the individual comes from the Twelve Steps and freedom for the group springs from the Twelve Traditions, so freedom for the service structure flourishes from the Twelve Concepts.

1. To fulfill our fellowship's primary purpose, the Nar-Anon Family Groups have joined together to create a structure that develops, coordinates, and maintains services on behalf of Nar-Anon as a whole.
2. The final responsibility and authority for Nar-Anon services rests with the Nar-Anon Family Groups.
3. The Nar-Anon Family Groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Nar-Anon. 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 Higher Power 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. Regular, two-way communications are essential to the fulfillment of all these concepts and the integrity and effectiveness of our services themselves.
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. Nar-Anon funds are used to further our primary purpose to carry the message, and must be managed responsibly.
12. In keeping with the spiritual nature of Nar-Anon, our structure should always be one of service, never of governance.

GROUP REGISTRATION FORM – WORLD SERVICE OFFICE

Groups are registered with the World Service Office (WSO) with the understanding that they will abide by all the Nar-Anon traditions and have no outside affiliation.

The following information will bring our files up to date. Please fill out and return as soon as possible. Please notify this office of all changes as they occur. Thank you.

DATE GROUP STARTED \_\_\_\_\_

GROUP \_\_\_\_\_ DAY \_\_\_\_\_ TIME \_\_\_\_\_

MEETING LOCATION \_\_\_\_\_  
*Street Address City State Zip*

Secretary \_\_\_\_\_  
 (or Narateen Sponsor) *Full Name Telephone Email*

\_\_\_\_\_  
*Street Address City State Zip*

Treasurer \_\_\_\_\_  
*Full Name Telephone Email*

\_\_\_\_\_  
*Street Address City State Zip*

Group Service Rep. (GSR) \_\_\_\_\_  
*Full Name Telephone Email*

\_\_\_\_\_  
*Street Address City State Zip*

Alternate GSR \_\_\_\_\_  
*Full Name Telephone Email*

\_\_\_\_\_  
*Street Address City State Zip*

We need a few people from each group who are willing to have their first names and phone numbers listed with us. Newcomers often need directions to a meeting in your area. Thank you for your help.

12 Step Contact \_\_\_\_\_  
*First Name and Last Initial Telephone*

12 Step Contact \_\_\_\_\_  
*First Name and Last Initial Telephone*

12 Step Contact \_\_\_\_\_  
*First Name and Last Initial Telephone*



Please return this form to:

**Nar-Anon Family Groups, Inc.**  
 22527 Crenshaw Blvd., Suite 200 B  
 Torrance, CA 90505  
 310-534-8188 / 800-477-6291  
 www.nar-anon.org  
 Email: NarAnonWSO@nar-anon.org

For Office Use Only          
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GROUP/ALTERNATE GROUP SERVICE REPRESENTATIVE  
REGISTRATION FORM

The area submits the following name to the region for acknowledgment as an authorized group/alternate group service representative, until notified otherwise.

CHECK ONE: GROUP SERVICE REPRESENTATIVE [ ] / ALTERNATE [ ]

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Area: \_\_\_\_\_

Group: \_\_\_\_\_

COMPLETE THE FOLLOWING IF REGISTERING A NEW GROUP SERVICE REPRESENTATIVE:

Previous Group Service Representative: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Submitted by:

Name: \_\_\_\_\_

ASC Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

GROUP/ALTERNATE GROUP SERVICE REPRESENTATIVE

SUBSTITUTION FORM

For purposes of group representation at the assembly, the area hereby submits the following name(s), acting on behalf of the group(s) in place of the group service representative/alternate group service representative(s) for the following group(s):

Name \_\_\_\_\_

Group \_\_\_\_\_

Name \_\_\_\_\_

Group \_\_\_\_\_

Name \_\_\_\_\_

Group \_\_\_\_\_

Area \_\_\_\_\_

Submitted by:

Name: \_\_\_\_\_

ASC Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Acronyms

ASC	Area Service Committee
ASR	Area Service Representative
CAL	Conference Approved Literature
CAR	Conference Agenda Report
GSO	General Service Office
GSR	Group Service Representative
HI	Hospitals and Institutions
NA	Narcotics Anonymous
NFG	Nar-Anon Family Groups
NSO	National Service Office
P&G	Policy and Guidelines
PI	Public Information
RSC	Regional Service Committee
SESH	Sharing Experience, Strength, & Hope in Nar-Anon (our daily reader)
WSC	World Service Conference
WSO	World Service Office