THE NAR-ANON FAMILY GROUPS'

GUIDE TO WORLD SERVICES

2025 - 2027

THE NAR-ANON FAMILY GROUPS'

GUIDE TO WORLD SERVICES

© 2025 NFGH Inc. All rights reserved.
Conference Approved
S-301 ~ 25-09-29

Nar-Anon Family Group Headquarters, Inc.
23110 Crenshaw Blvd. Suite A
Torrance, CA 90505
(310) 534-8188 — (800) 477-6291 www.nar-anon.org

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 will 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 outreach encompassing public information, hospitals, institutions, and websites; and
- changing our own attitudes.

TABLE OF CONTENTS

Preamble 2
Mission Statement 2
Vision Statement 2
Introduction 4
Nar-Anon/Narateen Service Structure 5
Nar-Anon and Narateen Groups 5
Area Service Committee (ASC) 5
Regional Service Committee (RSC) 5
Inter-Regional Forums 5
Diagram: Nar-Anon/Narateen World Service Structure 6
Nar-Anon/Narateen World Services 7
Regional Delegates 7
World Service Conference (WSC) 7
World Service Board (WSB) 7
World Service Committees 8
World Service Office (WSO) 8
National Service Office (NSO) 8
National Service Conference (NSC) 8
Diagram: Nar-Anon/Narateen World Service System 9
World Service Conference 9
The World Service Conference Event 10
World Service Conference Publications 11
Conference Agenda Report (CAR) 11
Conference Approval Track (CAT) 11
Common Welfare Topic (CWT) 11
Conference Agenda 12
Conference Summary 12
Submitting Motions for Placement in the Conference Agenda Report (CAR) 12
2025 – 2027 World Service Conference Cycle 15
2026 Interim World Service Conference 15
2027 World Service Conference 16
Conference Rules of Order 17
WSC Standing Rules of Order 17
Floor Motion Criteria 20
World Service Conference Election Procedures 21
Nominations to the World Service Board and World Service Conference Facilitator 21
Election of Nominees to the World Pool 21
Election of Board Members from the World Pool 21
Election of World Service Conference Facilitator 22
Challenging a Nomination 22
World Service Conference Facilitator 23
Changes to Nar-Anon's Twelve Steps, Twelve Traditions, Twelve Concepts of Service, or Nar-Anon's name, nature, purpose, or logo 23
Nar-Anon/Narateen Recovery Literature and Service Materials 24
Conference Approved Literature (CAL) 24
Recovery Literature 24
Approval Process for Recovery Literature 25
Diagram: Recovery Literature Approval Process 26
Service Literature 26
Outreach Literature and Materials 26
Development and Approval Process for New Service and Outreach Literature/ Materials 26
Time Limits 27
Disagreements and Resolutions 28
Production Process for Conference Approved Literature and Materials 28
Translations of Nar-Anon/Narateen Literature 28
Diagram: Conference Approved Literature Contract Process 29
Copyright and Trademark Information 30
World Service Board 31
Mission Statement 31
World Service Board Guidelines 32
Synopsis of Bylaws Regarding Board Members 32
Qualifications of a Board Member 33
Roles and Responsibilities 33
Executive Committee 34
World Service Office (WSO) 34
National Service Office (NSO) 35
National Executive Committee 36
National Service Committee 36
Diagram: National Service System 37
World Service Committees 38
General Requirements 38
Desired Qualifications 38
General Committees Duties 38
World Service Budget and Finance Committee 38
Events – World Service Conference Committee 39
Events – World Service Convention Committee 39
World Service Human Resource Committee 39
World Service Literature Committee 40
World Service Narateen Committee 40
World Service Newsletter Committee 40
World Service Outreach Committee 41
World Service Policy & Guidelines Committee 41
World Service Translations Resource Committee 41
World Service Website Committee 42
The Twelve Steps of Nar-Anon Family Groups 43
The Twelve Traditions of Nar-Anon Family Groups 44
The Twelve Concepts of Nar-Anon Service 45
Nar-Anon/Narateen Copyright Release Form 46
World Service Committee Email Addresses 47
Abbreviations and Acronyms 48

INTRODUCTION

The Nar-Anon Family Groups Guide to World Services (GWS) provides information, explanation, and description of the Nar-Anon/Narateen world services' structure and system. Members of who volunteer, or who are interested in volunteering, to be trusted servants at the world service level will find this guide an invaluable tool in giving back to the program for the peace and serenity they have received.

The GWS is a resource for service bodies in every country committed to providing services to the Nar-Anon/Narateen fellowship. Due to cultural differences, geography, national, or provincial law, parts of this guide may be incompatible for use. In these cases, after a group conscience examining the service needs among those affected groups, areas, regions, or NSOs to discover what works best, even if they are not yet described in a Nar-Anon/Narateen service manual, adjustments may be made, provided these adjustments are consistent with Nar-Anon's Twelve Steps, Twelve Traditions, Twelve Concepts of Service, and the Nar-Anon Mission and Vision Statements. In observance of Tradition Four, the Nar-Anon World Service Office requests to be informed of any such adjustments. For further information, contact Nar-Anon WSO.

Concept One of Nar-Anon Service states, "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/Narateen as a whole." This guide is part of that fulfillment.

NAR-ANON/NARATEEN SERVICE STRUCTURE

Our members are guided by Nar-Anon's Twelve Traditions and Twelve Concepts of Service at all levels of the Nar-Anon Family Groups (NFG) service structure. Trusted servants should be ever mindful that the final responsibility and authority for Nar-Anon/Narateen services rests with the Nar-Anon Family Groups.

The following is a brief description of the service units of Nar-Anon/Narateen. A more complete description of service on the local level, including groups, areas, and regions, can be found in The Nar-Anon Family Groups' Guide to Local Services.

Nar-Anon and Narateen Groups

Nar-Anon and Narateen groups are formed to provide support to families and friends of addicts. The founding of a group and its functions are the responsibility of those qualified for membership with the understanding that the group and its members will abide by Nar-Anon's Twelve Traditions and Twelve Concepts of Service. Each group elects a group service representative (GSR) who participates in the wider service organization of Nar-Anon/Narateen.

Area Service Committee (ASC)

The ASC supports its local groups, hears reports, and discusses area and group matters. Members of the ASC are GSRs, officers, and subcommittee chairs. Officers of the ASC are the area service representative (ASR), secretary, and treasurer. The ASR is the area chair and represents the area as a member of the regional service committee.

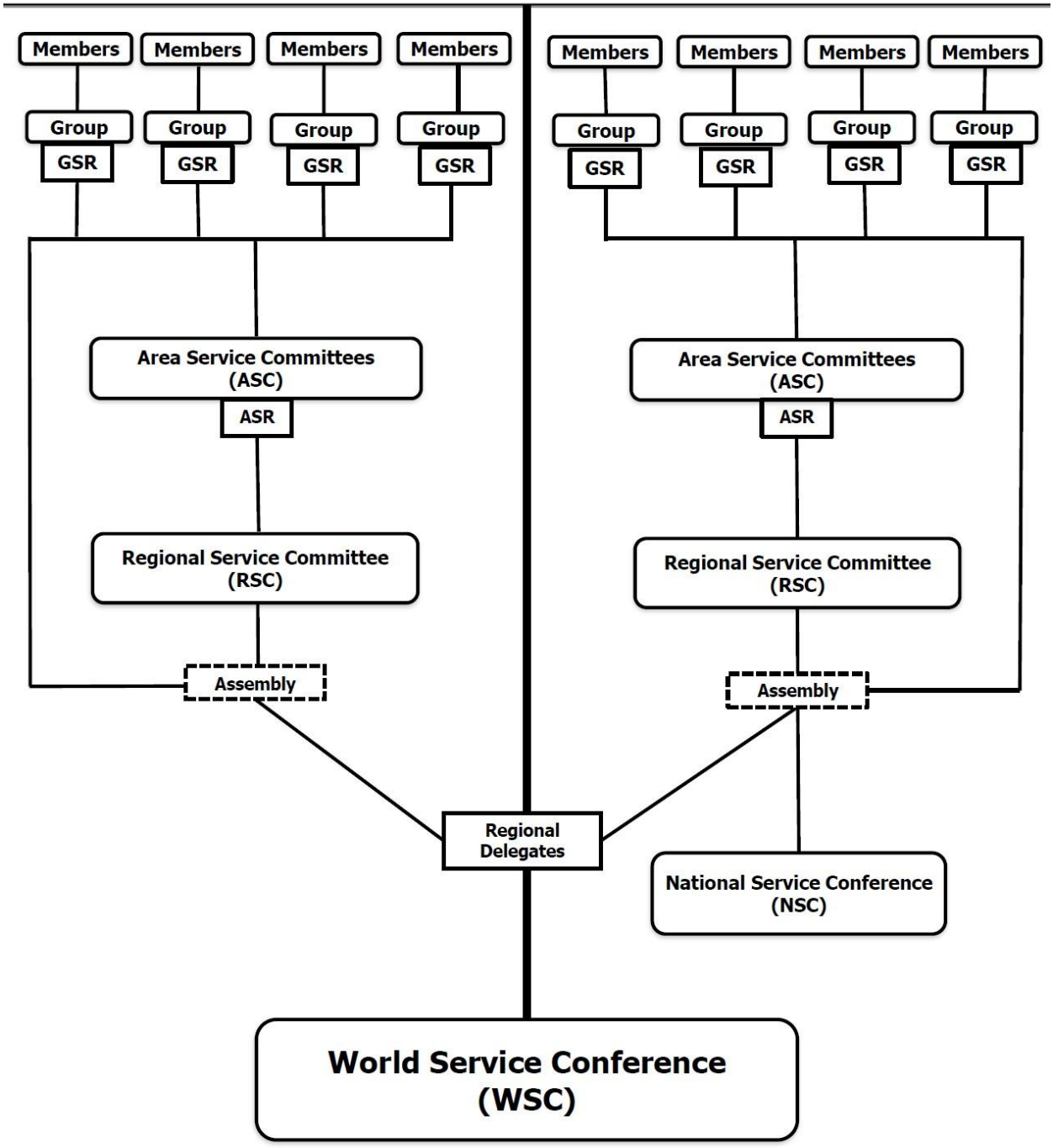
Regional Service Committee (RSC)

The RSC supports 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. Members of the RSC are ASRs, officers, subcommittee chairs, the regional delegate, and alternate delegate. Officers of the RSC are the chair, vice chair, secretary, and treasurer. The RSC conducts meetings and assemblies where its members address regional service matters and issues for the World Service Conference (WSC). Regions are encouraged to register with the World Service Office (WSO).

Inter-Regional Forums

Nearby regions that share a common language can group together in an Inter-Regional Forum, in order to foster the two-way communication expressed in Service Concept 8, sharing experience, strength and hope in services. Inter-Regional Forums are a source of information and cooperation with world services, to observe and convey the different needs of each sector where Nar-Anon Family Group Regions are located. This body can be helpful in the formation of Inter-Regional Translation Committees, among other challenges that may arise in the development of services. Interregional Forums are not part of the service bodies that present motions to the WSC, but they can be of great assistance in the exchange of ideas between regions to improve services and worldwide Nar-Anon/Narateen unity. The internal organization of each Inter-Regional Forum rests on the conscience and autonomy of its constituent regions, following the Twelve Traditions and Twelve Concepts of Service.

Nar-Anon World Service Structure



NAR-ANON/NARATEEN WORLD SERVICES

Nar-Anon/Narateen World Services provide information, communication, coordination, and guidance to those all over the world through the World Service Office, World Service Board (WSB), world service committees and website. Tradition Nine states, "Our groups, as such ought never to be organized, but we may create service boards or committees directly responsible to those they serve." This allows for a service structure that makes it possible for the Nar-Anon/Narateen fellowship to carry its message with maximum effectiveness. These services ensure that we deal with the issues and needs of our entire fellowship.

Regional Delegates

Regional delegates work for the good of Nar-Anon/Narateen, providing two-way communication between the region and Nar-Anon/Narateen as a whole. Delegates speak for members, groups, and areas within their region at the world service level and bring the views and ideas of worldwide Nar-Anon/Narateen back to their regions.

Delegates are fully active participants of the WSC, elected by the region's GSRs, and accountable to their regions. As members of the conference, they hear and discuss issues affecting the Nar-Anon/Narateen fellowship. During the cycle between conferences, they also serve on world service committees to further the work set in motion at the WSC.

Regional alternate delegates work closely with their delegates, participating in regional service activities and becoming familiar with the duties of the delegate. If a regional delegate is unable to fulfill the three-year term, the alternate delegate is prepared to complete the delegate's term.

Alternate delegates may attend the WSC with their delegates to become familiar with the WSC process. In the delegate's absence, the alternate will be recognized as a full participant on the floor of the conference. Seating on the floor of the conference is limited to two representatives per region, one delegate and one alternate. Alternate delegates may also serve on world service committees.

World Service Conference (WSC)

The WSC is a biennial event for the expression of the group conscience of the Nar-Anon/Narateen fellowship. Its participants are elected regional delegates and alternate delegates, the World Service Board, world service committee chairs, WSC Facilitator, the executive director of the World Service Office and World Service Office staff.

World Service Board (WSB)

In accordance with the Nar-Anon Twelve Concepts of Service, the World Service Board is guided by the Nar-Anon Traditions, provides support for the administration of Nar-Anon/Narateen World Services, and is responsible for and has legal authority to manage the worldwide affairs of Nar-Anon Family Group Headquarters, Inc. (NFGH, Inc.), a registered non-profit corporation in accordance with the laws of the State of California and the United States.

All committee reports presented to the WSB will be shared with the fellowship within three (3) months of receipt by the WSB, excluding reports discussing human resources, contracts, or legal issues.

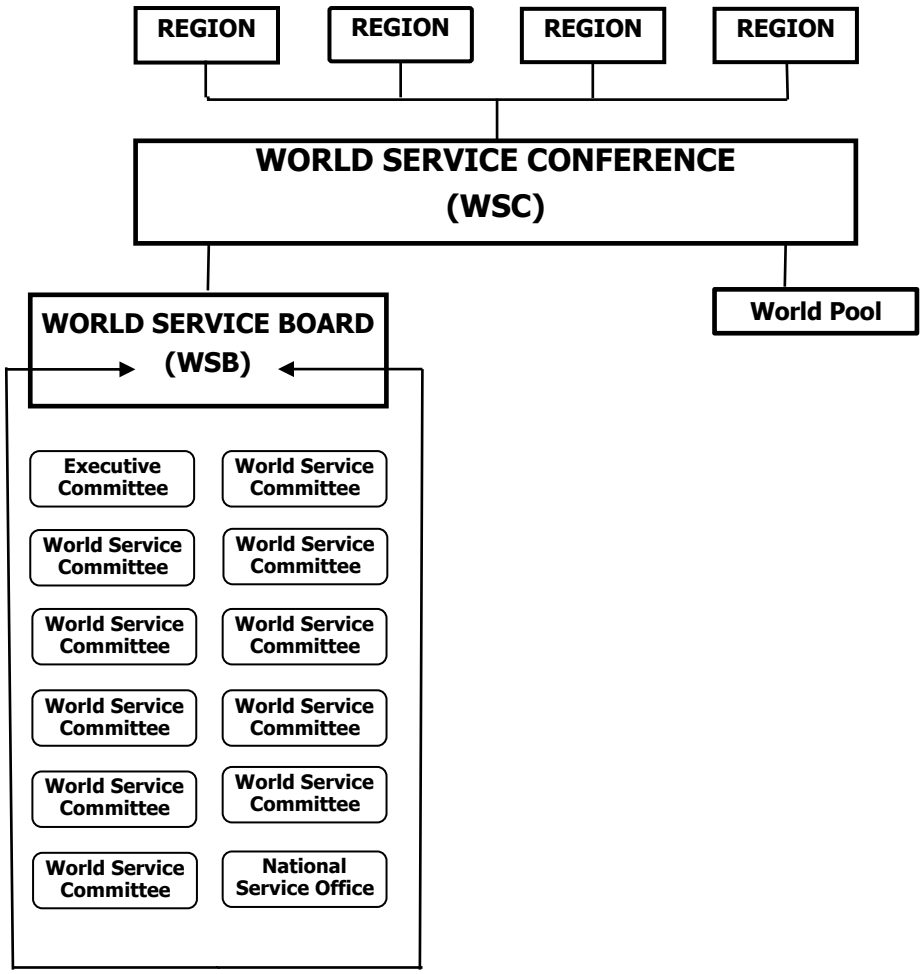
World Service Committees
Many decisions made at the WSC are carried out through the efforts of the world service committees. Committees are comprised of trustees, delegates, alternate delegates, and other Nar-Anon/Narateen members. The world service committees are Budget and Finance, Events (World Service Conference and World Convention), Literature, Narateen, Newsletter, Outreach, Policy and Guidelines, Translations, Website, and Human Resource Committee.

World Service Office (WSO)
Nar-Anon's World Service Office, located in California, is the headquarters of the worldwide fellowship. The purpose of WSO is to function as a clearinghouse; maintain communication with the WSB, national service offices, regions, groups, and members; print and distribute conference approved literature (CAL); maintain the archives and files of Nar-Anon/Narateen; and carry the Nar-Anon/Narateen message worldwide.

National Service Office (NSO)
National service offices are the administrative headquarters of Nar-Anon/Narateen in countries outside of the United States. The purpose of an NSO is to provide centralized services to the fellowship within the country. It functions as a clearinghouse and maintains communication with its board of trustees, regions, groups, and members; translates, prints, and distributes CAL under contractual agreement with NFGH, Inc.; carries Nar-Anon's message around the country; and maintains contact with WSO.

National Service Conference (NSC)
A national service conference (NSC) is an event for the expression of the group conscience of the Nar-Anon/Narateen fellowship within a country.

Nar-Anon/Narateen World Service System



WORLD SERVICE CONFERENCE

The WSC meets for the expression of the group conscience of the Nar-Anon/Narateen fellowship guided by our Twelve Traditions and Twelve Concepts of Service. The fellowship is represented at two-year conference cycles held in late April or early May, in Southern California and virtually accessible world-wide, with an Interim World Service Conference (IWSC) and a World Service Conference (WSC). IWSC and the WSC are attended by Delegates, Alternate Delegates, World Service Board, Chair and Vice Chair or designated member of World Service Committees, Regional Representatives, and Facilitator. The two-year conference cycle starts the day after the WSC ends.

Interim World Service Conference is to discuss Common Welfare Topics (CWT), World Pool voting, approval of Recovery Literature and CAT material, reports committed/referred to by previous WSC, discussion and the possibility of writing motions to submit to the CAR for the WSC. The Conference Committee will develop the

standing rules for the interim conference to be voted on at the start of IWSC. Deadline to inform the World Service Conference Committee of the region's intention to participate in the Interim World Service Conference is no later than 3 months prior to the opening date of the Interim World Service Conference.

The WSC held in late April or Early May will be held for CAR motions and to present any ideas from the Interim Conference that did not require a motion. The conference is empowered to make recommendations, direct committees, and pass resolutions. The conference represents the Nar-Anon/Narateen membership. However, it cannot mandate or govern the Nar-Anon/Narateen fellowship, which it serves.

The WSC allows the fellowship to act as a whole, encourages unity, and protects the continuity of Nar-Anon/Narateen services.

The World Service Conference Event

Delegates and alternate delegates from all regions in the world are welcome to attend the WSC. Delegates and alternate delegates should be members who have been area service representatives (ASRs). If this is not feasible, regions may select from members who have completed a minimum of three years continuous service as group service representatives (GSRs) in Nar-Anon/Narateen. For a delegate or an alternate delegate to be recognized at the WSC, their region must submit a copy of the minutes verifying election or continued endorsement of the delegate and alternate delegate or other written confirmation that they were previously elected and that their term will be in effect through the current WSC. A regional or national officer, not the delegate or alternate delegate, must submit the eligibility verification. Any member with voice at the conference or the WSC Facilitator may challenge a delegate or alternate delegate's credentials. In the absence of the documentation described above and with approval of the conference, the member may be recognized as a regional representative with voice, but no vote.

Regional chairs and/or national service offices should inform the WSC Committee of their intention to send delegates and/or alternate delegates by December 31 prior to the WSC. A region may send one delegate and one alternate delegate to the conference.

All expenses of the delegates and alternate delegates are paid by the regions and are due by December 31 prior to the WSC. Each region (within the United States and Canada) contributes the same amount to the cost of sending a delegate to the conference. A formula was developed to provide a fair equalization of traveling expenses to California. These totals will include travel, hotel, meals, shuttles, cost of supplies and materials. For international delegates and alternate delegates – a flat rate will be determined based on hotel, meals, shuttles, and supplies. This amount will not include airfare. The WSC Committee will inform regions of the amount of equalized expenses during June of the year prior to the conference.

A developing region or lone group in a state or country, which does not have an established region, may send a representative to the conference by informing the WSC Committee of its intention to do so by December 31 prior to the WSC. To be recognized

at the conference, written confirmation of the representative's selection must be submitted to the WSC Committee. Representatives will have a voice, but no vote. Developing regions or groups sending representatives are responsible for payment of the equalized expenses by December 31 prior to the WSC.

World service trustees, world service committee chairs and any other interested Nar-Anon/Narateen members should inform the WSC Committee of their intention to attend the conference by December 31 prior to the WSC.

Telephone inquiries regarding the WSC should be made to the Nar-Anon/Narateen World Service Executive Director at WSO (1-800-477-6291 from the USA and Canada, or 1-310-534-8188 from outside the USA and Canada). Email inquiries should be sent to the WSC Committee: wscconference@nar-anon.org or the executive director: wso@nar-anon.org.

WORLD SERVICE CONFERENCE PUBLICATIONS

Conference Agenda Report (CAR)

The CAR is distributed a minimum of 180 days prior to the opening day of the conference. The report contains the Standing Rules of the Conference and motions to be considered by the Nar-Anon/Narateen fellowship at the WSC. In order to provide the fellowship with relevant information, the World Service Board may include their comments on the CAR including any financial impact that could result if the motion is passed.

The CAR is emailed to each delegate and alternate delegate and posted on the Nar-Anon Family Groups World Service website, www.nar-anon.org. All other documents for the WSC are provided by email. Hard copies will be available from WSO at a price determined by the cost of production and shipping.

Conference Approval Track (CAT)

The CAT contains materials defined as non-recovery literature, such as handbooks, outreach literature, project proposals, and other service-related literature that have been sent to all regional delegates by the WSC Committee for review. The CAT does not require presentation to the fellowship in the CAR and may only receive conference approval provided the material was sent to the conference participants at least 90 days prior to the WSC.

Common Welfare Topic (CWT)

Purpose:
The purpose of the Common Welfare Topic (CWT) is to discuss, raise awareness and seek solutions about issues of concern that affect Nar-Anon/Narateen groups and its members worldwide.

Submission of topics:

Regions, WSB, WSO, NSOs and WS Committees may submit topics. The WSC Committee may specify the format and the maximum number of topics submitted. Submissions are sent to the World Service Conference Committee at least 150 days prior to the conference with the precise deadline for each conference set by the World Service Conference Committee. Note: the WSC Committee may combine similar topics. The World Service Conference Committee may suggest that the submitting body clarify, restate, or explain the topics before the topics are compiled into polls.

Polling:
The WSC Committee is responsible for the design and execution of the CWT polling procedure. The World Service Conference Committee will send out polls to all regions. The regions will send the polls to the GSRs for consideration by their groups. Each region will submit a single ballot representing the choices of their groups.

Common Welfare Topics at conferences:
Each Common Welfare Topic is allocated a minimum of 90 minutes open discussion during the Conference. A summary of each Common Welfare Topic is included in the minutes of the Conference.

Conference Agenda
The agenda is planned by the WSC Committee and distributed to WSC participants 30 days prior to the opening of the WSC. Typical agenda items might include the following:

- Introductory session to discuss conference procedures
- Old business - motions from the CAR
- Review proposed new literature for approval
- Regional reports
- World service committee reports
- World Service Office report
- Presentation of financial statements
- Committee presentations and workshops
- Common Welfare Topics
- Elections (i.e., world pool, conference facilitator, board members)
- New business – voting on Conference Approval Track and discussion of ideas raised at the conference

Conference Summary
A conference summary report is issued after each WSC and includes conference minutes. It is distributed to participants of the WSC and posted on the Nar-Anon Family Groups World Service website.

SUBMITTING MOTIONS FOR PLACEMENT IN THE CONFERENCE AGENDA REPORT (CAR)

Motions may originate from any of the following bodies in Nar-Anon/Narateen:

- Group
- Area Service Committee (ASC)
- Regional Service Committee (RSC)
- National Service Committee
- World Service Committee
- National Service Board (NSB)
- World Service Board (WSB)

Motions proposed for placement in the CAR originating from a group, ASC, or RSC must be further approved by the regional assembly before submission to the WSC Committee. For countries with a national service conference (NSC), all motions are further approved at their NSC before submission to the WSC Committee.

All motions submitted to the WSC Committee must have been approved as follows:

Submitting body:	**Approving body:**
Regional Service Committee	Regional Assembly
National Service Committee	National Service Conference
National Service Board	National Service Conference
World Service Committee	2/3 of the committee's members
World Service Board	2/3 of the board's members

Motions submitted to the WSC cannot be substantially the same as motions from the CAR that failed at either of the prior two conferences. A catalog of all motions submitted to or approved at the latest two conferences will be available on the World Service website.

Motions submitted for placement in the CAR that attempt to change, amend or delete Nar-Anon Family Groups' policies or guidelines shall include those sections in the motion. It is the responsibility of the maker of the motion to provide information with their motion.

No later than 120 days prior to the deadline for World Service Conference draft motion submissions, motions that propose to change the Guide to World Services or the Guide to Local Services may be submitted to the World Service Policy and Guidelines Committee for review. The World Service Policy and Guidelines Committee may have verbal communication or meeting(s) with motion maker(s).

No later than 30 days prior to the deadline for World Service Conference draft motion submissions, the World Service Policy and Guidelines Committee reviews and sends the

motion maker(s) a written response including suggestions, comments, observations, and information (including contact information) about any other motion maker(s) also in contact with World Service Policy and Guidelines Committee about the same article/section of the Guide to World Services or Guide to Local Services

Motions for placement in the CAR shall be submitted in final form to the WSC Committee, wscconference@nar-anon.org, no later than 200 days prior to the opening of the conference. All motions should be clear and concise and shall not include multiple objectives. Justification or rationale explaining the reason for the motion is limited to 150 words. Any motion presented to the Nar-Anon/Narateen fellowship for approval will be written in a manner that lends itself to a yes or no vote and is specific to the changes involved to affirm and support this process. Any Nar-Anon/Narateen body may request assistance from the WSC Committee to compose motions for placement in the CAR. WSC motion forms may be found at www.nar-anon.org on the Member Services World Service Conference page.

WORKING TOGETHER, GROWING TOGETHER

2025-2027 WORLD SERVICE CONFERENCE CYCLE

April 30, 2025	2025 – 2027 Conference cycle begins.

2026 Interim World Service Conference

June 30, 2025	WSC Committee informs each region of equalized expense amounts to attend the IWSC 2026.
October 26, 2025	ICAR available and distributed to the regions through each delegate and alternate delegate and posted on the Nar-Anon World Service website.
November 25, 2025	Deadline for attendees to submit Common Welfare Topics (CWT) to the WSC Committee. The Common Welfare Topics (CWT) poll is sent to the regions.
December 31, 2025	Deadline to inform WSC Committee of region's intention to attend the IWSC 2026 and submission of equalized expense sum by each regional treasurer. Deadline for WSB members and world service committee chairs to inform the WSC Committee of their intention to attend the Interim Conference.
January 24, 2026	Conference Approval Track (CAT) material available and distributed to regions. Deadline for world service Ad Hoc committee reports and regional assembly minutes showing election or continued endorsement of delegate and/or alternate delegate. Deadline to submit replies to the CWT poll to the WSC Committee.
March 24, 2026	Agenda for IWSC 2026 distributed to all attendees.
April 24 – April 26, 2026	Interim World Service Conference 2026 - Torrance, CA

Location
Virtually Accessible for Attendees
Hosted from the World Service Office
Nar-Anon Family Groups Headquarters, Inc.
23110 Crenshaw Blvd. Suite A, Torrance, CA 90505

2027 World Service Conference

May 8, 2026	Deadline to submit motions that propose to change the Guide to World Services or the Guide to Local Services to the World Service Policy and Guidelines Committee for review.
June 30, 2026	WSC Committee informs each region of equalized expense amounts to attend the WSC 2027.
July 7, 2026	Deadline for the World Service Policy and Guidelines Committee to send the motion maker(s) a written response.
August 6, 2026	Deadline to submit Conference Agenda Report (CAR) motions in draft form to the WSC Committee.
October 5, 2026	Deadline for CAR motions to be in final form to the WSC Committee.
October 25, 2026	CAR available and distributed to regions.
November 24, 2026	Deadline to submit Common Welfare Topics (CWT) to the WSC Committee. The Common Welfare Topics (CWT) poll is sent to the regions.
December 31, 2026	Deadline to inform WSC Committee of region's intention to attend the WSC 2025-2027 and submission of equalized expense sum by each regional treasurer. Deadline for WSB members and world service committee chairs to inform the WSC Committee of their intention to attend the conference.
January 23, 2027	Conference Approval Track (CAT) material available and distributed to regions. Deadline for world service committee reports, regional reports, world service Ad Hoc committee reports, and regional assembly minutes showing election or continued endorsement of delegate and/or alternate delegate. Deadline to submit replies to the CWT poll to the WSC Committee.
March 24, 2027	Agenda for WSC 2027 distributed to all attendees.
April 23 – April 26, 2027	World Service Conference 2027 - Torrance, CA

Location
Virtually Accessible for Attendees

Hosted from the World Service Office

Nar-Anon Family Groups Headquarters, Inc.

23110 Crenshaw Blvd. Suite A, Torrance, CA 90505

CONFERENCE RULES OF ORDER

The intent of using rules of order is to provide an orderly way to conduct business, to protect each member's rights, to protect the WSC's rights, and to protect the free exercise of debate. If we understand the principles and use the procedures appropriately, parliamentary procedure will enhance, not hinder, the accomplishment of the business of the WSC. The WSC Facilitator chairs the conference using the WSC Standing Rules of Order and Robert's Rules of Order (Robert's).

At the opening of the WSC, all regional delegates, alternate delegates, and representatives will be polled to establish that those present have submitted proper minutes necessary to be recognized at the WSC.

To conduct business, the conference utilizes the following WSC Standing Rules of Order, adapted from Robert's, in conjunction with the following Floor Motion Criteria. The WSC Standing Rules of Order have been found to meet the general needs of the conference when they are not in conflict with other conference policies, the Twelve Traditions, or the Twelve Concepts of Nar-Anon Service.

In cases where the WSC Standing Rules of Order are not comprehensive enough,

Robert's is used. In cases of a conflict or discrepancy between the two, WSC Standing Rules of Order will take precedence.

After adequate discussion and debate have occurred, the conference formalizes its consensus by taking a vote. The WSC's consensus is determined by a majority vote except for those decisions that require a 2/3 vote as defined in the WSC Standing Rules of Order. All activities of the WSC strive to achieve the spirit of consensus-based decision making.

WSC 2025 Standing Rules of Order

ADOPTED BY CONFERENCE ON APRIL 25, 2025

1. The World Service Conference (WSC) delegates and the chair of the World Service Board (WSB Chair) will each have a voice and a vote. Each alternate delegate and member of the World Service Board has a voice and additionally, each alternate delegate and vice chair of the World Service Board will have a vote in the absence of the regional delegate or World Service Board Chair, respectively. Representatives will each have a voice when recognized by the WSC facilitator, but have no vote. World service committee chairs/designated members have voice limited to their submitted motions, committee reports and questions regarding their committee's activities or motions. The World Service Office (WSO) Executive Director has a voice limited to the WSO report and questions regarding World Service Office activities.

2. No member may speak on a motion more than once unless others desiring to speak on the motion have exercised their opportunity. A region's delegate and

alternate delegate are considered to be the same member when speaking on a motion.

3. There is a time limit on debate by any member. No member may speak longer than three minutes on a motion each time they are recognized by the facilitator. However, the facilitator may exercise discretion to extend the time limit when, in the facilitator's opinion, such action is warranted. To otherwise extend debate, a motion from the floor to do so must be adopted.

4. There is a limit on the number of speakers on any motion. No more than three members may speak in favor of (pro) and no more than three members may speak in opposition to (con) any motion. Debate may be extended when a motion from the floor to extend debate is made and adopted.

5. Every main motion from the floor must be presented in writing on a WSC motion form and contain the names and positions of members proposing and seconding the motion. A region's delegate and alternate delegate are considered to be the same member when making or seconding motions. Motions presented by the WSB do not require a second. Motions should be worded in the positive to provide clarity on the effect of the motion. A motion should be clear, concise, comprehensive, and have its intent visibly reflected, as members will be voting on the actual wording of the motion, not the maker's intent of its effects. Motions must be turned in to the motions table before the facilitator will recognize the maker. All motions are displayed in writing before debate or voting. After a motion is made and seconded, the facilitator restates the motion clearly to the conference. The motion is now pending and before the conference; it is only at this point that the motion belongs to the conference and must be disposed of in some manner.

6. Every amendment to a main motion or the Standing Rules of Order must be presented in writing on a WSC amendment form and contain the names and positions of members proposing and seconding the amendment. A second may be made when the amendment is presented at the conference. A region's delegate and alternate delegate are considered to be the same member when making or seconding amendments. Any second merely indicates that another member wishes the matter to come before the conference; it does not necessarily mean that the member who seconds the motion is in favor of the motion. Amendments presented by the WSB ~~BOT~~ do not require a second. Amendments must be submitted via email before the facilitator will recognize the maker. All amendments are displayed in writing before debate or voting.

7. Debate follows if the motion is debatable. Debate will also follow the making of an amendment to the motion, if the motion is amendable. Debate addresses the motion or the amendment, not the member making it. Motives should never be questioned. Members should address each other through the presiding facilitator. The facilitator addresses members by name. Discussion (debate) is not between two members but through the facilitator.

8. When ready, the conference votes to adopt (carry) or not adopt (fail) the motion or amendment. This is also known as the facilitator putting the question. Voting shall be by raising virtual hands. All in favor of the item are asked by the facilitator to raise their virtual hand and keep it raised for a count of the vote. If the affirmative (in favor) vote is determinative (more than 50 percent of the total number of voters present at the most recent roll call, or two-thirds for those votes that require a two-thirds majority to pass) then the negative (opposed) vote is not taken or recorded. In all other cases, the negative vote is taken and the count for both affirmative and negative is included in the minutes. Abstentions are not included in the determination of total votes cast nor asked for unless a member is abstaining for the reason of conflict of interest. When the negative votes are counted, the percentage required to pass is recalculated based on the total number of votes cast.

9. A majority vote (simple majority) is a vote of more than one-half of the votes cast. Abstentions are not included in the determination of total votes cast.

10. Every motion to make or amend policies and guidelines must be carried by 2/3 of the votes cast. Abstentions are not included in the determination of total votes cast.

11. Any motion submitted in the CAR for the current conference and approved at the conference becomes effective at the conclusion of the conference, unless otherwise specified in the motion.

12. These standing rules of the conference are applied in conjunction with the Twelve Traditions of Nar-Anon Family Groups, the Twelve Concepts of Nar-Anon Service, and Robert's Rules of Order Newly Revised (RONR).

13. The use of a combination of technology and simultaneous translations is authorized to allow members who do not speak English as their primary language to hear what is discussed and speak in their native language with translation into English during the World Service Conference.

14. All members who have voice and/or vote are expected to be visible on screen during the Conference proceedings. Members who are not visible on screen, lose their voice and vote unless the facilitator grants an exception for a special need.

15. If a person holding the vote is absent or unable to participate, the vote can be transferred to that region's previously designated alternate by using a Point of Privilege.

16. A special committee approves the minutes of the World Service Conference. The committee consists of the Chair or in their absence, the Vice Chair of the World Service Board, the Chair or in their absence, the Vice Chair of the World Service Conference Committee, one Delegate selected by the Conference, and the Conference Secretaries who are serving during this conference. Minutes will be approved with ten (10 days after the close of the conference. This rule is in effect until the conference minutes are approved by this special committee.

17. To allow for member review and translation, floor motions are to be submitted two weeks before the Conference opens. Motions that arise from discussion during the Conference are exempted from this rule and instead must comply with Standing Rule 5. floormotionsWSC@nar-anon.org

18. To allow for member review and translation, amendments are to be submitted two weeks before the Conference opens. Amendments to amendments are exempted from this rule and instead must comply with Standing Rule 6. amendmentsWSC@nar-anon.org

19. The Standing Rules in effect at the end of the Conference, along with any Conference approved changes to the Standing Rules, will be the Standing Rules in the next GWS publication.

Floor Motion Criteria

The agenda for the WSC includes several sessions where the conference participants address different types of business.

The Old Business session addresses motions that were presented to the Nar-Anon Family Groups in the CAR. The fellowship has had an opportunity to consider and evaluate these motions. Regions have held assemblies to discuss the CAR so their regional delegates can come to the WSC with an awareness of the group conscience of their regions. During the Old Business session, any motions raised that were not contained in the CAR must fall into specific categories in order to be considered.

Acceptable motions from the floor during the Old Business session would include amendments to or withdrawals of motions in the current CAR and motions regarding the daily conference agenda, conference rules of order, or general operations of the current conference, such as motions to adjourn or motions to accept minutes of the prior day's business.

During the Old Business session, the WSC Facilitator will rule out of order any motions from the floor of the conference that substantially change the intent of a motion presented in the CAR; attempt to change the Twelve Steps, Twelve Traditions, or Twelve Concepts of Service; or attempt to change Nar-Anon's name, nature, or purpose. Motions of this nature require review by the fellowship and will be dealt with under New Business.

The WSC cannot approve new recovery literature unless the new literature has been presented to the fellowship with the CAR. Recovery literature is simply defined as conference approved literature that groups use in their meetings to work on recovery. This would include step and tradition books, daily readers, pamphlets on recovery topics, the Blue Booklet, and step workbooks. Motions to change existing conference approved recovery literature must be intended to correct errors and require fellowship approval. Motions to change existing conference approved recovery literature that are not for the purpose of correcting errors will be ruled out of order. Motions from the floor that

attempt to correct errors in existing conference approved recovery literature will be delegated to the World Service Literature Committee.
The WSC also hears region reports and world service committee reports. Any motions that arise as a result of these reports will fall under New Business.

The New Business session of the WSC deals with budgets, projects planned for the next cycle, approval of service material presented within the CAT timeframe, and the evaluation of new ideas which have come about during the current conference, including changes to conference approved recovery literature as mentioned above. After discussion of ideas which have come about during the current conference, the WSC decides at the current conference whether these ideas or proposals will be adopted (carried) and effective at the conclusion of the conference, rejected (failed), included in the CAR for the next conference cycle or whether no action will be taken.

WORLD SERVICE CONFERENCE ELECTION PROCEDURES

Nar-Anon/Narateen members who meet the criteria to serve on the World Service Board may submit a candidate application to the World Service Human Resource Committee (WSHRC) at wshrcommittee@nar-anon.org. An interactive form is available by contacting the Human Resource Committee, or a pdf form is available on the Nar-Anon Family Groups World Service Website. Applications may be submitted to the WS Human Resources Committee any time, but to be considered for a vote at the next IWSC or WSC, they must be submitted by January 31st of the conference year.

Nominations to the World Service Board and World Service Conference Facilitator

After review of the candidate application forms, the Human Resource Committee will conduct interviews with the applicants and contact their references. At the WSC, the Human Resource Committee will provide voting members with a packet that contains information about those candidates best qualified to serve. Human Resource Committee members will be available throughout the WSC to answer questions from the participants regarding the nominations process, without violating the confidentiality of the candidates or their references.

Election of Nominees to the World Pool

The election of nominees to the World Pool will be conducted at the WSC by secret ballot, in a closed session for conference participants only. Each voting member of the WSC will receive a ballot with a list of all candidates. As there is no limit to the number of candidates who can be in the World Pool, each should be considered on his/her own merit. After the voting members have marked their ballots, the ballots and the candidate information packets will be collected by a roll call. All candidates who receive a simple majority vote will be entered into the World Pool. All approved nominees are eligible to remain in the World Pool for three years.

Election of Board Members from the World Pool

Voting members of the WSC elect one-third of the board members. The WSB elects two-thirds of the board members from the World Pool as provided in our bylaws. The

election of board members at the WSC will be conducted by secret ballot in a closed session for conference participants only.

Voting members will receive a packet that contains information on all nominees in the World Pool. Votes may be cast for as many nominees as there are positions available. The first ballot will contain all available nominees in the World Pool and the number of positions to be voted on. Each voting member of the WSC may then vote for that number of nominees. After the voting members have marked their ballots, the ballots and the nominee information packets will be collected by a roll call. Results will be immediately and confidentially tallied. Those nominees receiving the most votes will fill the available trustee positions. In the event of a tie vote, a second ballot will be issued. This process will be repeated until all positions are filled.

After all votes have been tallied, ballots and information packets will be destroyed to protect the confidential information of all nominees.

Election of World Service Conference Facilitator

The election of the WSC Facilitator will be conducted at the WSC by secret ballot, in a closed session for the conference participants only. Each voting member of the WSC will receive a ballot with a list of all candidates for whom they have one vote. The candidate with votes above 50% will be elected as the WSC Facilitator for the following conference. In the event no candidate has votes above 50%, the two candidates with the most votes will be voted on in a second ballot.

Challenging a Nomination

If a candidate's integrity is questioned and there could be an impact on the candidate's ability to effectively serve if elected, a voting member of the WSC, as petitioner, may challenge the nomination. The purpose of this policy is to protect the integrity of the election process by addressing issues related to a candidate's ability to serve.

The procedure to challenge a nomination is as follows:

1. The petitioner completes a Challenge to Nomination form and submits it to the WSC Facilitator before the deadline listed in the candidate information packet.

2. If there is insufficient time to resolve the conflict prior to the scheduled election, the WSC Facilitator may ask the conference to postpone the election until after the matter has been resolved.

3. The WSC Facilitator will select a mediation panel comprised of three members. One from the Human Resource Committee, one member from the WSB, and a delegate or alternate delegate. This panel will review the Challenge to Nomination form and meet with the petitioner to determine if further action is appropriate.

4. In keeping with Concept Ten, the panel will then contact the candidate to advise him/her of the stated challenge and request a response from the candidate to determine a further course of action.

5. The panel may ask the petitioner to withdraw the challenge or request the candidate to withdraw. If there is no agreement on action, the panel will present the issue to the conference for resolution.

6. If neither the petitioner nor the candidate agree to withdraw, then the item will be brought to the conference floor for a closed ballot vote.

World Service Conference Facilitator

The conference facilitator, who is elected by the WSC, presides over the business meeting of the conference. Qualified candidates will have been active in Nar-Anon service for a minimum of four years and will have served as an area/regional officer, delegate, or alternate delegate. It is also preferable that they have attended at least one WSC. Once elected, the conference facilitator may not serve on any world service committee.

The following qualifications for nomination and election are written to express the variety of skills and experience necessary for a conference facilitator. These qualifications should not be viewed as a list of absolute requirements, but rather as an expression of the qualities and experience that will be helpful in presiding over the WSC:

- A demonstrated ability to preside over business meetings
- A working knowledge of WSC Standing Rules of Order
- A working knowledge of Robert's Rules of Order and parliamentary procedures
- A working knowledge of Nar-Anon's Twelve Steps, Twelve Traditions, and Twelve Concepts of Service
- Familiarity with the Nar-Anon/Narateen service structure
- Familiarity with the Guide to Local Services and Guide to World Services
- Strong organizational skills

The conference facilitator will have the following responsibilities:

1. Preside over the business meeting of the WSC.
2. Be able to attend the WSC over a five-day period. Travel days may add an additional day or two.
3. Attend meetings of the World Service Board or WSC Committee, as needed.

The conference facilitator is elected to serve a one conference cycle term and may serve one additional consecutive term if re-elected. Upon completion of service for two consecutive conferences, a break in service equal to no less than one conference cycle must take place.

Changes to Nar-Anon's Twelve Steps, Twelve Traditions, Twelve Concepts of Service, or Nar-Anon's name, nature, purpose, or logo

Any proposal or action to change Nar-Anon's Twelve Steps, Twelve Traditions, Twelve Concepts of Service, or Nar-Anon's name, nature, purpose, or logo is submitted by motion for placement in the CAR. If approved by the WSC, the proposal or action must

then be approved directly by the groups through a group tally process according to the following guidelines:

- A registration period is established, allowing enough time for non-English speaking groups to have any proposals or actions translated, to register for the tally with WSO. During this registration period, all groups who choose to participate may do so.

- At the close of the registration period, WSO will announce the total number of registrations to all WSC participants.

- At the WSC, the WSB will provide the conference with a motion to consider the validity of the database based on a comparison between the group tally database (those groups who have registered for the tally) and the group service database (all groups who are registered with WSO).

- Numbered ballots requesting a yes, no, or abstention response, will be emailed to each group that registered for the tally. In geographical areas where Internet access is limited or inadequate, self-addressed return envelopes will be sent. Groups will be provided sufficient time to return their ballots.

- In order for the tally to be valid, 75% of the groups that registered in the time period allowed for the tally must participate by responding.

- For each decision to pass, 75% of the groups that respond must vote in the affirmative.

- Ballot results will be reported to the fellowship.

- If the group tally affirms the decision(s), a motion will be placed in the next CAR for affirmation at the WSC.

NAR-ANON/NARATEEN RECOVERY LITERATURE AND SERVICE MATERIALS

Conference Approved Literature (CAL)

Nar-Anon/Narateen conference approved literature grows out of our need for literature and material for our personal recovery and service work. The process for conference approval provides the fellowship ample time to review and approve our literature as expressed in the approval processes listed below. This ensures all conference approved material is an expression of Nar-Anon's principles.

The final process for approving recovery, service, and outreach literature or materials by the fellowship takes place at the WSC. Once an item is approved, it will bear the stamp "Conference Approved Literature".

Recovery Literature

Literature used in group meetings and for personal use is called recovery literature. This may include books, pamphlets, leaflets, any form of multimedia, cards, films, and posters.

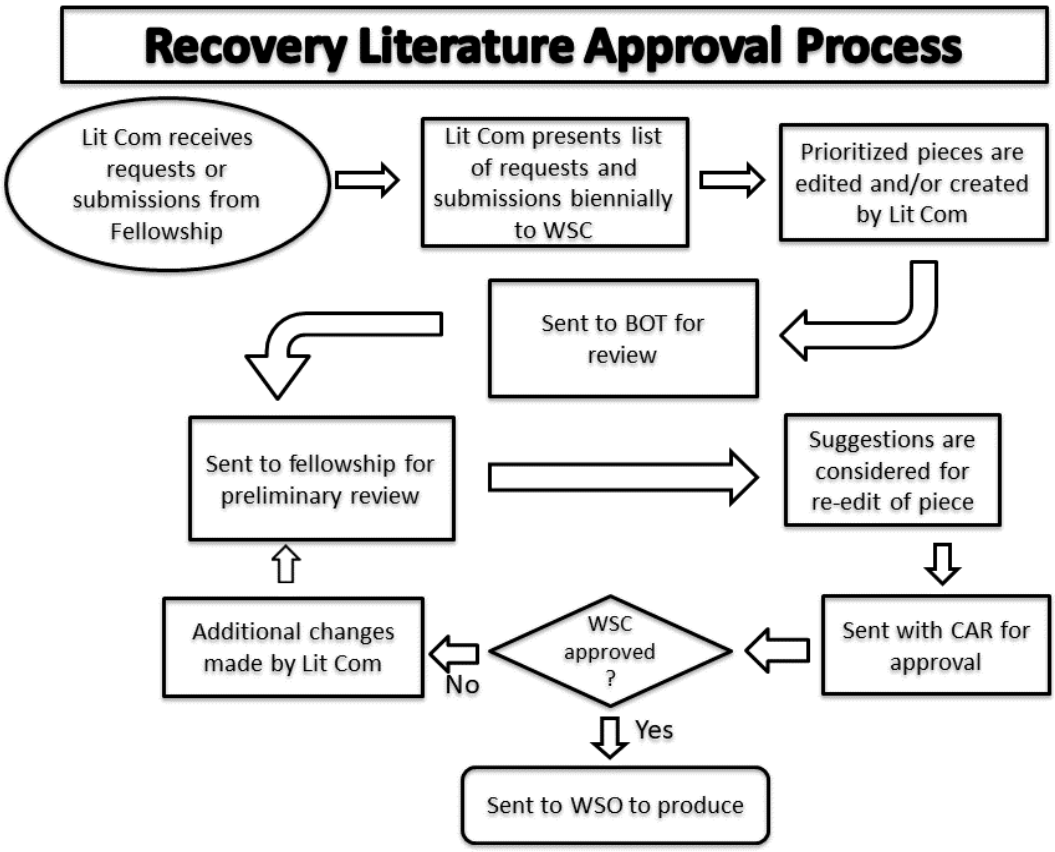
Requests for or submissions of recovery literature, come from the fellowship (members, groups, areas, regions, NSOs, world service committees, and the World Service Board). It is preferred that literature be submitted in English. These requests and submissions must be sent to the World Service Literature Committee, who in turn will compile/summarize requests which are in accordance with Nar-Anon principles and do not contain plagiarized language and/or materials, and will report to the issuers of the new literature on the writing received, and then submit them biennially for presentation to the WSC for consideration and prioritization. After the WSC determines the priorities, the request or submission is sent to the World Service Literature Committee for further development, which includes being, reviewed, expanded on, and edited before going through the approval process for recovery literature (see below).Submissions received by the committee, not on the Priority List, can be reviewed, expanded, and/or edited if material is not available for Priority List items.

Nar-Anon and Narateen members are encouraged to write recovery literature. A Nar-Anon Copyright Release Form giving permission to NFGH, Inc. to edit and use these writings in any book or publication that may be produced must accompany each submission. A sample release form appears at the end of this guide. All material submitted with a signed release becomes the intellectual property of NFGH, Inc.

Material submitted by the fellowship is reviewed and edited by the World Service Literature Committee to ensure it follows Nar-Anon's traditions and principles. In keeping with the spirit of our program, the name of any individual member does not appear in the title of Nar-Anon or Narateen material, nor is authorship acknowledged. All published material is the sole property of NFGH, Inc.

Approval Process for Recovery Literature

After recovery literature has been reviewed and edited, it is forwarded to the WSB. Once the WSB has reviewed it, it is sent to the fellowship for a preliminary review. This allows the fellowship time to review the literature and forward suggestions to the World Service Literature Committee for further editing. The World Service Literature Committee will make necessary revisions and submit recovery literature to the fellowship not less than 150 days prior to the WSC with the CAR for approval at the WSC. Once approved, literature will be sent to WSO for publishing. Should a piece of literature not be approved by the WSC, and the World Service Literature Committee has been directed to make changes, it will be revised and sent to the fellowship for another review. The recovery literature approval process will be repeated. Any recovery literature released for preliminary review should not be displayed or used in Nar-Anon/Narateen meetings. These pieces marked "Draft Literature" are not permitted to be posted on mass media or websites. Recovery literature sent with the CAR for conference approval shall not be used in Nar-Anon/Narateen meetings, although it may be displayed and distributed to members at Nar-Anon/Narateen meetings.



Service Literature

Service literature includes both The Nar-Anon Family Groups' Guide to Local Services and The Nar-Anon Family Groups' Guide to World Services, plus any other handbooks, pamphlets, or service manuals pertaining to policies and/or guidelines used as resources for group and service work in Nar-Anon/Narateen.

Outreach Literature and Materials

Outreach literature and materials can include letters, pamphlets, flyers, posters, videos, digital slide show presentations, and television ads that are informational in nature and are used to raise public awareness about the Nar-Anon program. These items can be distributed to treatment facilities, hospitals, community health fairs, schools, doctors' offices, etc.

Development and Approval Process for New Service and Outreach Literature/Materials

Suggestions for service and outreach literature/materials can come from members, groups, areas, regions, world service committees, or the WSB and should be sent directly to the WSB at BOT@nar-anon.org and the appropriate World Service committee as listed in the back of the GWS. Suggestions should be in alignment with our principles. Each idea is reviewed to ensure a similar piece is not already available or in development. If the WSB evaluation determines a piece is needed, it will be assigned to a world service committee or an ad hoc committee for development or review.

The developing committee will create or review the suggested material and send it to the WSB. The WSB will send the piece to the World Service Policy and Guidelines Committee for review. The World Service Policy and Guidelines committee will send it back with comments to the WSB. The WSB will provide suggestions and return it to the developing or reviewing committee for revisions. This process will repeat until the WSB agrees by 2/3 vote it is ready for fellowship review. The piece then goes to the World Service Literature Committee for grammar and formatting edits. Edits that change the intent in any way must be sent back to the WSB for approval. When the review has been completed by the World Service Literature Committee, the literature/material will go to the WSB for the final review.

After WSB's final review, the literature/material will be stamped "Approved for Fellowship Review" and sent to WSO for publishing. Each piece is then given a minimum of twelve months for review by the fellowship. Literature/material sent out as draft for fellowship review are not permitted to be posted on mass media or websites of groups, areas, regions, or NSO's. These pieces are for review and input. During this time, the fellowship can use the piece, and the WSB will accept suggestions and comments from the fellowship and make changes as they and the developing committee deem appropriate. If necessary, WSB approved literature/material can be easily changed or pulled from inventory if there are concerns from the fellowship. When the literature/material has met the minimum review requirements, the WSB or the appropriate world service committee takes responsibility for submitting the final draft as CAT (Conference Approval Track) literature/material. At the WSC, the piece is then voted on for conference approval.

Time Limits:
Board members will have one yearly quarter (3 months) to provide comments regarding materials submitted by developing committees after Board members have received materials from World Service Policy and Guidelines Committee.

Developing committee will have 1 month (4 weeks) to reply to the WSB and either make revisions, if agreed by committee, or explain why a revision is not warranted or necessary and will send back to Board members for additional comments or approval.

Board members will have 1 month to comment or approve. This process shall commence for a total of 6months.

If board members are unable to provide comments within the initial 3-month period, they will communicate with the developing committee to request a 3-month extension. In the spirit of cooperation, the developing committee will allow this one and only 3-month extension. All subsequent timing specifications listed above will remain in effect and the process will commence for a total of 9 months if a one-time extension is needed.

If there is no response from the Board members to the developing committee within 6 months of receipt of materials from World Service Policy and Guidelines Committee, the developing committee may assume materials are suitable for fellowship review

and request that Board members send out materials to the fellowship within 30 days or reply with comments within one week.

Disagreements and Resolutions:
Disagreements between Board members and World Service Committees that cannot be resolved will be resolved by an Ad Hoc Oversight Committee made up of one board member and one chair of each World Service Committee. If a World Service committee chair of any particular World Service committee cannot attend, that World Service committee will vote on the member they would like to sit on the Ad Hoc Oversight Committee. The Ad Hoc Oversight Committee will have 60 days to resolve the issue. The Ad Hoc Oversight Committee's determination by group conscience is final and materials will either immediately go out for fellowship review or will go back to the developing committee for changes determined by the Ad Hoc Oversight Committee. Developing committee will have 2 weeks to make determined changes and send them back to the WSB. Board members will then have 10 days to send out materials for fellowship review.

Production Process for Conference Approved Literature and Materials
All literature and materials recommended and approved by the WSC are forwarded to the World Service Literature Committee for any processing. The approved literature and materials are sent back to the Committee to which the motion applies and reviewed for consistency. Within 30 days of committee review, the documents are returned to the World Service Literature Committee for final formatting before being sent to WSO for production. The literature and materials are then sent to WSO for production. WSO will forward the approved literature and materials to the countries outside of the United States with a duly executed contract to translate, print, and distribute CAL.

Ensure new Conference Approved Literature, including translated literature, is made available in electronic format and existing Conference Approved Literature, including translated literature, is progressively reformatted into electronic format.

Translations of Nar-Anon/Narateen Literature
Countries outside of the United States contact WSO to request approval to translate Nar-Anon/Narateen Conference Approved Literature (CAL). WSO will send a translation contract letter containing all contracts to translate, print and distribute translated CAL. Signing of the contracts acknowledges Nar-Anon/Narateen literature is the intellectual property of NFGH Inc. and they agree to comply with each of the terms and conditions in the contract.

Translations of Nar-Anon/Narateen literature should conform to the spirit and meaning of the original English versions. All translated literature must include a statement that reads, "Approved translation and reprint of Nar-Anon/Narateen conference approved literature." This indicates the translation itself has not been approved by the WSC, but that it is a translation of Nar-Anon/Narateen conference approved literature.

The NSO/region will form a Local Translations Committee of Nar-Anon/Narateen members skilled in the local language and at least one member who is also skilled in English. The committee members should be familiar with the steps, traditions, and concepts. The NSO/region should contact the World Service Translation Resource Committee for guidance and any questions about translations and the translation process.

A list of the CAL literature for translation is presented to the National Service Conference and approved prior to signing the translation contract. In countries without an NSO, their regional assembly votes on approval.

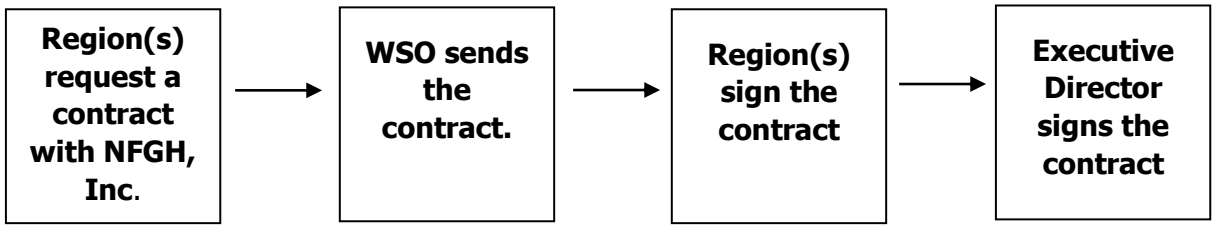
Time Limits:
World Service Translations Resource Committee members will have 1 month (4 weeks) to provide comments regarding materials submitted by Local Translations Committees after WSTRC members have received materials from a Local Translations Committee.

Local Translations Committee will have 1 month to reply to the WSTRC and either make revisions, if agreed by committee, or explain why a revision is not warranted or necessary and will send back to WSTRC members for additional comments or approval. WSTRC members will have 1 month to comment or approve. This process shall commence for a total of 3 months.

If WSTRC members are unable to provide comments within the initial 1-month period, they will communicate with the Local Translations Committee to request a 1-month extension. In the spirit of cooperation, only 1-month extension is allowed. All subsequent timing specifications listed above will remain in effect and the process will commence for a total of 6 months if a one-time extension is needed.

If there is no response from the WSTRC members to the Local Translations Committee within 3 months of receipt of materials from the Local Translations Committee, they may assume materials are suitable for fellowship review and request WSTRC confirmation within one week

Conference Approved Literature Contract Process



Copyright and Trademark Information

Nar-Anon/Narateen conference approved literature (CAL), which includes recovery, service, and outreach literature and materials, is copyrighted and owned by NFGH, Inc. It is expressly prohibited to reproduce, retransmit, or republish copyrighted literature and materials without written permission. Permission will not be granted for substantial reprints of CAL, with the exception of those countries outside the United States holding a duly executed contract with NFGH, Inc.

There are certain exceptions for reproducing or reprinting literature. Outreach literature labeled "This may be photocopied," may be reproduced by local outreach committees for use in their areas and regions. Area, regional, or world service committees may use quotes or reprint portions of Nar-Anon/Narateen CAL that do not exceed 25% of the original piece or do not exceed 25% of a single chapter or section, if taken from a booklet or book. The Twelve Steps, Twelve Traditions, Twelve Concepts of Service, Mission and Vision Statements, the Preamble, The Newcomer's Welcome, The Family, Changing Ourselves, About Addiction, Keeping Our Meetings Healthy, Helping, Just For Today, We've Been There, Serenity Prayer, Prayer for the Growth of our Fellowship, Third Step Prayer, 20 Questions, and the Narateen Table Card be made available for download from the World Service website for use at virtual meetings, Nar-Anon/Narateen websites, or Nar-Anon/Narateen events. These excerpts shall always include proper notation or credit identifying the origin of the quote or reprinted portion. This does not create any legal right or claim to Nar-Anon/Narateen's CAL.

Nar-Anon/Narateen groups and service committees may download electronic copies of literature that is posted on the Nar-Anon Family Groups World Service Website or translated versions posted on a contracted Region or contracted National Service Office website. This includes both literature posted as text and as downloadable documents. Such downloaded Conference Approved Literature recovery literature may then be displayed during virtual Nar-Anon/Narateen meetings or events. Conference Approved Literature service literature may be displayed during Nar-Anon/Narateen service meetings. For review purposes, literature marked as "Fellowship Review" may be displayed during Nar-Anon/Narateen service and business meetings.

Nar-Anon groups and service committees may purchase electronic copies of Conference Approved Literature. Such literature may then be displayed during virtual Nar-Anon meetings or events.

Limited permission is granted to display, in Nar-Anon/Narateen virtual meetings via screen sharing, Conference Approved Literature purchased from Nar-Anon World Services, contracted retailers, contracted regions, or contracted National Service Offices. No other permission is hereby granted to download, upload, photograph, record, copy, reproduce, store in or introduce into a retrieval system, or transmit in any form or by any means other than as stated above.

Before displaying Nar-Anon/Narateen literature on a shared screen, the following statement must be made: NFGH, Inc's copyrights prohibit copying literature from the screen.

Nar-Anon and Narateen names and logos are trademarks of NFGH, Inc. Placing the symbol ® or capital letters "TM" to the right of all Nar-Anon/Narateen trademarks shows that the Nar-Anon and Narateen names and logos are legally owned or registered trademarks. This helps protect the fellowship's legal right to ownership of its trademarks. Nar-Anon/Narateen's trademarks must not be used in any way that would serve to endorse, finance, promote, or affiliate the Nar-Anon Fellowship with any outside enterprise. These trademarks must not be used in any manner that could draw us into a public controversy. Nar-Anon/Narateen groups and service committees may purchase electronic copies of Conference Approved Literature. Such literature may then be displayed during virtual Nar-Anon/Narateen meetings or events.

Limited permission is granted to display, in Nar-Anon/Narateen virtual meetings via screen sharing, Conference Approved Literature purchased from Nar-Anon Family Groups World Service, contracted retailers, contracted Regions, or contracted National Service Offices. No other permission is hereby granted to download, upload, photograph, record, copy, reproduce, store in or introduce into a retrieval system, or transmit in any form or by any means other than as stated above.

Before displaying Nar-Anon/Narateen literature on a shared screen, the following statement must be made: 'Nar-Anon Family Groups' copyrights prohibit copying literature from the screen.

Groups, service boards, and committees may use Nar-Anon's and Narateen's names and logos as long as they follow the guidelines stated above.

Nar-Anon/Narateen®

Whenever a violation of a copyright or trademark comes to the attention of the World Service Board, it is the responsibility of the WSB, through its duly appointed representative, to notify the violator. This is necessary in order to avoid invalidation of the copyright and trademark.

WORLD SERVICE BOARD

Mission Statement

The World Service Board is dedicated to the growth and financial stability of Nar-Anon Family Groups. In cooperation with the world service committees and World Service Office, we will support the worldwide fellowship by developing services necessary to carry the message of Nar-Anon.

World Service Board Guidelines

Nar-Anon Family Group's World Service Board is responsible for NFGH, Inc., a California non-profit public benefit corporation. In accordance with Nar-Anon's Twelve Concepts of Service, the WSB is guided by the Nar-Anon Traditions, provides support for the administration of Nar-Anon/Narateen world services, and has legal authority responsible for managing Nar-Anon/Narateen affairs worldwide.

These guidelines define the roles and responsibilities of the WSB and the qualifications of its members. These guidelines were created to serve as a reference for WSB members and other WSC members. They will also be utilized during the selection of new board members. Many guidelines of the WSB are directed by the Bylaws of NFGH, Inc. and a synopsis of those directives is included here.

Synopsis of Bylaws Regarding Board Members

The WSB is composed of a minimum of seven and a maximum of fifteen board members. Two-thirds of the authorized trustee positions shall be filled by majority votes of the WSB. The remaining one-third of the authorized trustee positions shall be reserved for election by the WSC. Qualifications for a trustee are present membership in the Nar-Anon/Narateen fellowship and active participation in Nar-Anon/Narateen service for a minimum of six years.

The WSB is responsible for selecting and removing all officers, agents, and employees of the corporation. Officers of the corporation shall be a chair, vice chair, secretary, and treasurer. The WSB may also designate other positions of officers, as they deem appropriate. Any number of offices may be held by the same person, except that neither the secretary nor the treasurer may serve as the chair.

The term of each trustee shall be for six years until the next annual meeting for election of the WSB, as specified in the Bylaws of NFGH, Inc., and until his/her successor is elected. Each trustee may serve no more than two consecutive six-year terms without a break in service on the WSB.

Board members shall serve without compensation. They should be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their regular duties. Board members may not be compensated for rendering any services to the corporation in any capacity other than trustee, unless such other compensation is reasonable and is allowed as specified in the Bylaws of NFGH, Inc.

Board members shall be available for six meetings held quarterly via conference call beginning in January of each year. The April meeting is designated as the annual/election meeting. During the years of the WSC, the annual meeting shall be held on the last day of the WSC. Special meetings may be called for any purpose at any time by the WSB chair, vice chair, secretary, or any two board members.

This synopsis of the Bylaws of NFGH, Inc. only pertains to the WSB. A copy of the complete Bylaws of NFGH, Inc. may be obtained from the World Service Office upon request. It is also provided to each participant of the WSC.

Qualifications of a Board Member

In addition to the qualifications outlined in the bylaws, other desirable qualifications to be considered are as follows:

- Six years of Nar-Anon/Narateen service, which must include serving as one of the following: WS Committee chair, area/regional officer, delegate or alternate delegate or any combination thereof,
- Have participated in step, tradition, and concept studies,
- Familiarity with Nar-Anon/Narateen's service structure,
- Familiarity with Nar-Anon/Narateen's bylaws, policies, and guidelines,
- History of both completing work independently and working well within a group,
- Organizational and communication skills,
- Management or financial knowledge,
- Ability to prepare and present motions (proposals), plans, and management policies and procedures for Nar-Anon/Narateen's growth,
- Willingness to initiate and facilitate new projects,
- Ability to spend sufficient time attending meetings and serving on a world service committee,
- Ability to discuss and consider opposing viewpoints.

Roles and Responsibilities

- Act as guardians of Nar-Anon's Twelve Traditions, Twelve Concepts of Service, policies, and guidelines
- Comply with Nar-Anon's bylaws, policies, and guidelines
- Implement decisions of the WSC according to the minutes of the conference
- Attend six WSB and four World Service Policy & Guidelines Committee meetings per year and any other special meetings that may be called
- Be an active member of at least one world service committee and attend its scheduled committee meetings
- Cooperate and contribute to the activities of all world service committees
- Elect the Executive Committee and establish subcommittees as deemed necessary
- Be familiar with the activities of WSO and delegate to the Executive Committee the authority to manage its routine operations
- Prudently manage the financial assets of NFGH, Inc.

- Authorize hiring of specialized services
- Elect two-thirds of the board members from the World Pool to fill any vacancies as per the bylaws
- Oversee the Executive Committee
- Remove or request the resignation of any WSB member who fails to fulfill their duties as trustee, and/or fails to participate in two consecutive meetings without previous notification, or when the notification is deemed inadequate within a twelve-month period, or three meetings in total during such twelve-month period.

Board members are members of the WSC. They also serve on world service committees and may chair these committees. Board members cannot hold office within an area or region, but may serve within an area or region. They may also serve within a group, but not as GSR or alternate GSR. Once elected, the interests of the board members shall be focused on Nar-Anon/Narateen as a whole.

All committee reports presented to the World Service Board will be shared with the fellowship within three (3) months of receipt by the World Service Board, excluding reports discussing human resources, contracts, or legal issues.

Executive Committee

The Executive Committee is composed of the chair, vice chair, secretary, treasurer of the WSB, and the WSO Executive Director. In addition, the board may, by a majority vote, designate other members of the board to serve on this committee.

The purpose of the Executive Committee is to oversee the day-to-day business and affairs of the corporation. The Executive Committee makes recommendations to the WSB regarding major expenditures, proposals of new staff, and compensation for employees of WSO. The WSB must approve these recommendations before any action is taken. The committee meets between WSB meetings to discuss affairs directly related to the smooth operations of WSO. Minutes of these meetings are timely submitted to the WSB, which oversees this committee.

WORLD SERVICE OFFICE (WSO)

The World Service Office, located in California, is the headquarters of the Nar-Anon Family Groups worldwide fellowship. Better known to members as WSO, it is the busiest part of our service structure as it is our main contact and distribution center. An executive director, assisted by an office manager, other staff, and volunteers, manages the WSO.

WSO's primary function is to unify members and groups into a worldwide fellowship. It maintains telephone and email contact with groups, areas, and regions and through the World Service website and newsletter. WSO offers assistance to members by putting them in contact with other members or groups in our fellowship. It offers support to new and existing groups, guides countries throughout the world in developing service structures, and may help establish national service offices (NSOs).

WSO maintains a database of registered groups, regions, and NSOs, including names, addresses, and telephone numbers of GSRs and group officers, RSC officers, regional delegates, and NSO executive directors. WSO also maintains records of all its activities and Nar-Anon Family Group's historical archives.

Another function of WSO is public relations. WSO receives requests from hospitals, institutions, and government agencies for information about Nar-Anon/Narateen. Each inquiry is answered in the spirit of cooperation, not affiliation, based on our traditions.

WSO serves as the clearinghouse for our fellowship by printing, publishing, and distributing Nar-Anon/Narateen conference-approved literature (CAL). WSO is the sole publishing agent for the fellowship. The financial support of WSO comes primarily from the sale of CAL and donations from our members, groups, areas, regions, and NSOs. This is in accordance with our seventh tradition.

The World Service Board oversees the activities of WSO. WSO reports its activities quarterly to the WSB and biennially to the WSC. However, it cannot mandate or govern the Nar-Anon/Narateen fellowship, which it serves.

NATIONAL SERVICE OFFICE (NSO)

A national service office (NSO) is the Nar-Anon Family Groups national administrative headquarters of a country, excluding the USA, preferably located in a central area within the country it serves. An NSO is established when the fellowship in any country has multiple organized regions and has resources to do so. It is established under the laws and regulations of the country. The NSO is composed of employees and volunteer Nar-Anon/Narateen members. Although an NSO's functions are similar to WSO's, it is not an international branch of WSO.

The primary function of the NSO is to unify its members and groups into a national fellowship, which is part of our worldwide fellowship. It maintains communication with its members, groups, areas, and regions by telephone and email and through their website and newsletter. The NSO gives support and guidance to new and existing groups, areas, and regions.

The NSO maintains a database of its registered groups, areas, and regions, including names, addresses, and telephone numbers of GSRs and group officers, ASC officers, RSC officers, and regional delegates. Records of all activities and the archives of the country's Nar-Anon history are kept by the NSO.

An important function of the NSO is to serve as a clearinghouse for Nar-Anon/Narateen CAL by translating, printing, and distributing both paper and approved pdf versions of CAL from Nar-Anon website (nar-anon.org) that are available to members in the contracted countries and who speak the primary language of the NSO. The NSO operates with permission and under contractual agreement with NFGH, Inc. Any proposed or newly developed literature approved by a national service conference will follow the procedures outlined in the literature approval process to become conference approved literature (CAL) at a WSC. To facilitate broad distribution of translated literature, approved electronic versions of all translated literature will be made available

by NFGH, Inc. to secure eBook and/or audiobook platforms worldwide where available. Printed translations of CAL will be available for sale on the Nar-Anon Webstore.

Another function of an NSO is public relations and outreach. It does this by providing information to hospitals, institutions, and government agencies based on our traditions and in the spirit of cooperation not affiliation.

All NSO activities are overseen by the national service board (NSB). The NSO reports its activities quarterly to the NSB and annually to the national service conference and the World Service Board.

National Service Board Guidelines (NSB)
Nar-Anon's National Service Board is responsible for the National Service Office (NSO), the non-profit corporation of their country. In accordance with Nar-Anon's Twelve Traditions and Twelve Concepts of Service, it provides support for the administration of the National Service Office and has legal and financial authority and responsibility for managing Nar-Anon affairs in their country.

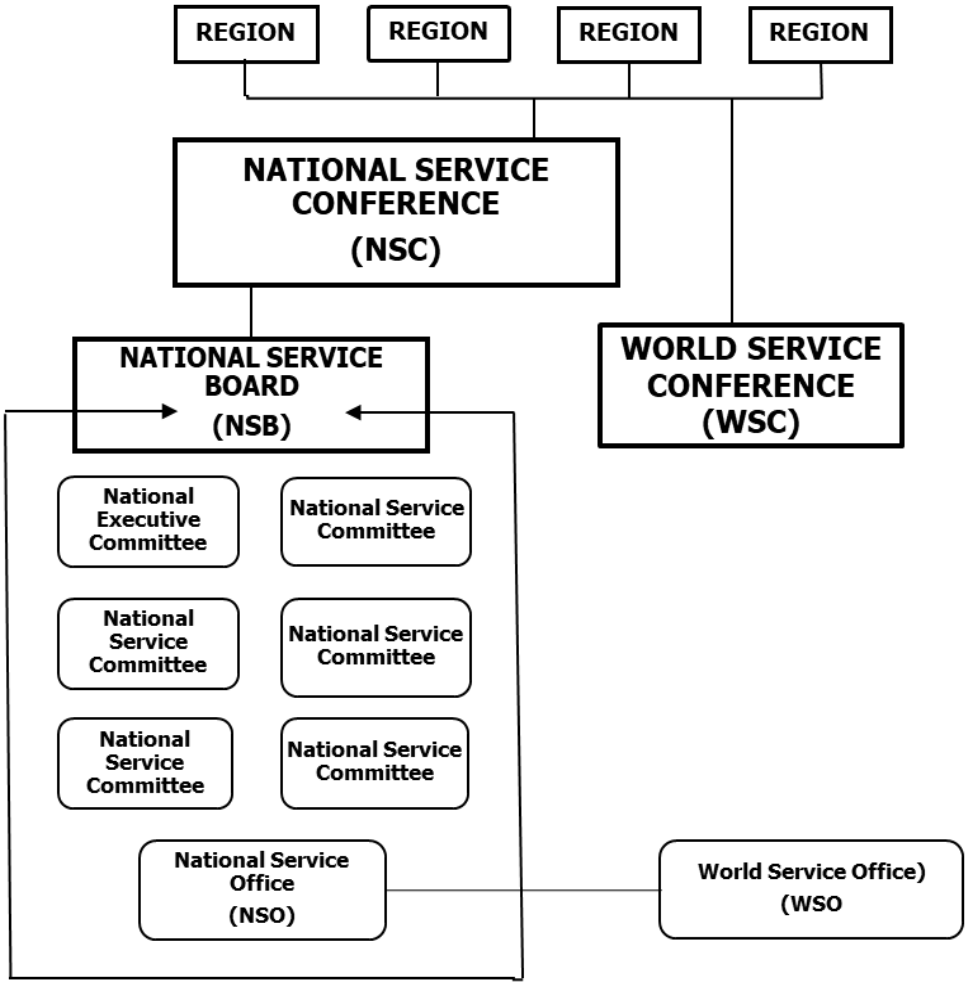
National Executive Committee
The National Executive Committee is composed of the chair, vice chair, secretary, treasurer of the NSB. In addition, the board may, by a majority vote, designate other members of the board to serve on this committee.

The purpose of the National Executive Committee is to oversee the day-to-day business and affairs of the corporation. The Executive Committee makes recommendations to the NSB regarding major expenditures, proposals of new staff, and compensation for employees of the National Service Office. The NSB must approve these recommendations before any action is taken. The committee meets between NSB meetings to discuss affairs directly related to the smooth operations of the National Service Office. Minutes of these meetings are timely submitted to the NSB, which oversees this committee.

National Service Committee
National service committee are directly responsible to the NSB, as described in the Bylaws. The national service committees and the NSB are responsible to the fellowship as directed by the National Service Conference (NSC).

These National Service Committees may include but are not limited to, Outreach, Literature, Narateen, Conventions, Events, etc. Each NSC is composed of a chair, vice chair, and secretary.

National Service System



WORLD SERVICE COMMITTEES

World service committees are directly responsible to the WSB as described in the Bylaws. The world service committees and the WSB are responsible to the fellowship as directed by the WSC.

In accordance with Concept Four, effective leadership qualities such as humility, open mindedness, integrity, trustworthiness, and a strong commitment to open communication are essential qualities for members of world service committees.

General Requirements

Desired Qualifications

- Attend Nar-Anon/Narateen group meetings regularly
- Have completed three years of service in Nar-Anon/Narateen
- A working knowledge of Nar-Anon's Twelve Steps, Twelve Traditions, and Twelve Concepts of Service
- Have the ability to work independently and as a team member, make proposals/suggestions, be flexible in the decision-making process, and complete assignments within deadlines
- Be available to attend scheduled committee meetings using the technology predetermined for such meetings (e.g., conference calls, internet calls, committee web forums, email)

General Committee Duties

- Hold regularly scheduled committee meetings
- Be accountable for assignments given to the committee
- Keep records of the committee's actions and make them accessible to the fellowship
- Communicate the activities of the committee to the fellowship through the Nar-Anon Family Groups World Service Website and newsletter articles
- Submit quarterly committee reports to the WSB and biennially to the WSC

The working language of the world service committees and the WSC is English. Members who do not speak English may use interpreters or other technological means to make themselves understood in the working language.

World Service Budget & Finance Committee

Duties and responsibilities: The responsibility of the World Service Budget and Finance Committee is to maintain a regular review of the financial affairs of NFGH, Inc. The committee will review income, production costs, operating expenses, and changes in assets and liabilities as checks and balances, and make recommendations or suggestions to the WSB of any cost savings or adjustments that would affect the financial position of the corporation.

The committee will prepare a budget for each upcoming year to present to the WSB for approval, based on their review of income, production costs, operating expenses, the needs and requirements of WSO, the world service committees, and the fellowship as a whole.

Qualifications for membership: In addition to the general requirements for serving on a world service committee, members should have an understanding of Concept Eleven: *Nar-Anon funds are used to further our primary purpose to carry the message, and must be managed responsibly.* Members should have knowledge and understanding of, or an interest in financial matters.

Events – World Service Conference Committee

Duties and responsibilities: The WSC Committee coordinates all aspects of the WSC. The committee prepares and distributes the conference invitation, receives and reviews motions for the CAR. Confirms that all motions meet the criteria for placement in the CAR before distribution. The committee is responsible for verifying eligibility of voting members attending the conference. A copy of the minutes showing the decisions made at the WSC is sent to the fellowship following the conclusion of the conference. Communicate regularly with the World Service Board, world service committee chairs, national service offices, regional service committees, regional delegates, and members of the fellowship as needed.

A member of this committee serves as the chair of the WSC.

Qualifications for membership: In addition to the general requirements for serving on a world service committee, ideally new members will have attended at least one WSC and have a working knowledge of *Robert's Rules of Order*.

Events – World Service Convention Committee

Duties and responsibilities: The World Service Convention Committee plans and hosts a Nar-Anon/Narateen world convention in cooperation with the NA world convention. In preparing for a convention, the committee works closely with the host city's area or regional service committee, where one exists. It also works with WSO, which is the liaison between the Nar-Anon World Service Convention Committee and the host hotel. The committee recruits volunteers and speakers, plans the program schedule, hospitality, entertainment, meetings, and registration. For the convention flyers and merchandise, the World Service Convention Committee designs a logo based on the theme.

Qualifications for membership: In addition to the general requirements for serving on a world service committee, members will have previously served on a fellowship event planning committee.

World Service Human Resource Committee

Duties and responsibilities: The purpose of the World Service Human Resource Committee is to screen candidates applying to become members of the World Service *Board and for the positions of Conference Secretary and Conference Facilitator.*

Duties of the committee are to develop, maintain, and implement a nominations process to identify the most qualified candidates for service. The committee notifies the Nar-Anon fellowship of open positions and the qualifications to serve in these positions. The committee screens applications for those most qualified for election to the WSB and the Conference Facilitator; interviews potential candidates; checks references; and forwards a list of the most qualified applicants to the WSC for election.

Qualifications for membership: In addition to the general requirements for serving on a world service committee, members should have five years of continuous service in Nar-Anon/Narateen, including world service experience. Members of this committee must also agree to protect confidential information obtained in the application process.

World Service Literature Committee

Duties and responsibilities: The purpose of the World Service Literature Committee is to compile, review, and edit literature to be presented to the fellowship for approval. This includes recovery, service, and outreach literature, or other literature developed at the suggestion of the fellowship. The committee is responsible for ensuring that all literature conveys the Nar-Anon/Narateen message in accordance with the steps, traditions, concepts, policies, and guidelines; is correctly presented with regard to grammar, spelling, and format; and does not contain plagiarism in any form. The committee is also responsible for updating existing literature affected by conference approved changes where similar wording is used.

Qualifications for membership: In addition to the general requirements for serving on a world service committee, members should be familiar with the steps, traditions, and concepts; have experience reviewing and editing literature with regard to grammar, spelling, punctuation, and writing; and be proficient in the use of current technology.

World Service Narateen Committee

Duties and responsibilities: The purpose of the World Service Narateen Committee is to develop policy, support group, area, and region Narateen efforts, and advance the growth of Narateen. This is done by being of service to area and region Narateen efforts. Regions submit Narateen Safety Policy for review to the World Service Narateen Committee. The committee informs the worldwide fellowship about Narateen through websites, mailings, newsletters, and presentations. The committee also encourages Narateen members to submit writings for Narateen literature.

Qualifications for membership: Members should meet the general requirements for serving on a world service committee. Members with Narateen service or adults with experience interacting with minors are highly desired.

World Service Newsletter Committee

Duties and responsibilities: The World Service Newsletter Committee produces a quarterly newsletter for the Nar-Anon/Narateen fellowship. The committee is responsible for ensuring that the newsletter conveys the Nar-Anon/Narateen message in accordance with the Twelve Steps, Twelve Traditions, Twelve Concepts of Service, policies, and guidelines; is correctly presented with regard to grammar, spelling, and format; and does not contain plagiarism in any form; reports the business of the

fellowship; and includes upcoming world, region, or area events such as conventions, workshops, or recovery days. The committee is responsible for publishing the newsletter in a timely manner.

Qualifications for membership: In addition to the general requirements for serving on a world service committee, members should have experience reviewing written material with regard to spelling, grammar, punctuation, and content and have access to a computer and the internet. Committee members are required to attend quarterly meetings. Members should be willing to assist the committee in accumulating articles and information from the worldwide fellowship.

World Service Outreach Committee

Duties and responsibilities: The purpose of the World Service Outreach Committee is to serve as a resource for the fellowship in order to help carry the Nar-Anon/Narateen message of hope throughout the world. This is done by developing and compiling outreach literature and materials used to raise public awareness about the Nar-Anon/Narateen program. The committee also carries the Nar-Anon/Narateen message through outreach efforts directed towards national and international organizations which might come in contact with families and friends of addicts.

Qualifications for membership: In addition to the general requirements for serving on a world service committee, members should have a thorough understanding of Tradition Eleven*, "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 NA members."*

World Service Policy and Guidelines Committee

Duties and responsibilities: The purpose of the World Service Policy and Guidelines Committee is to research, develop, and review all policies and guidelines proposed for fellowship approval at the WSC. The committee will review and confirm existing policies and guidelines as directed by the WSC.

The committee is a resource for the fellowship to clarify the policies and guidelines found in our service documents.

Qualifications for membership: In addition to the general requirements for serving on a world service committee, members should have at least four years of continuous service in Nar-Anon/Narateen.

World Service Translations Resource Committee

Duties and responsibilities: The purpose of the WS Translations Resource Committee is providing assistance for translation of conference approved literature. The committee does not translate literature. This is done by Local Translations Committees. The responsibility of this committee is to ensure translations maintain the spirit of the Nar-Anon/Narateen message, as well as, making sure the Twelve Steps, Twelve Traditions and Twelve Concepts of Service are upheld in translations. The committee will have a database of each country's translated Nar-Anon/Narateen literature. Also, they will

compile a list of English words or phrases that do not have a direct translation in each language, listing the translated words or phrases.

Qualifications for membership: In addition to the general requirements for serving on a world service committee, members speak English and one or more other languages; familiar with the steps, traditions, and concepts; have experience reviewing and editing literature with regard to grammar, spelling, punctuation, and writing; and be capable of using a word processing program. Any member who meets the general requirements may join the World Service Translations Resource Committee regardless of service on a Local Translations Committee or Interregional Translation Committee.

World Service Website Committee

Duties and responsibilities: The World Service Website Committee is responsible for the content and consistency of the world service website, www.nar-anon.org. Duties include ensuring its content is in keeping with Nar-Anon's Twelve Traditions and Twelve Concepts of Service, has up-to-date information of interest to all Nar-Anon/Narateen members and trusted servants, and acts as an outreach tool to carry the Nar-Anon/Narateen message on the internet.

Qualifications for membership: In addition to the general requirements for serving on a world service committee, members should have an adequate working knowledge of the internet and its usage.

World service committee email addresses are listed at the end of this guide.

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.

Nar-Anon/Narateen Copyright Release Form

I give my permission to Nar-Anon Family Group Headquarters, Inc. (NFGH, Inc.) to use my writing in any book or publication that may be produced.

The title of my document is: _____
(file name if applicable)

My signature warrants that the words I submit for consideration are my own and have not previously been published or copyrighted. I have not plagiarized, copied or otherwise violated copyright protection of any other person or publication. Any quotes referred to have been properly and legally cited and attributed.

I relinquish all claims to any royalties or revenues that may be collected through the production of any book or other publication now or in the future. I understand my writing will become the sole intellectual property of NFGH, Inc., to be held for the benefit of the Nar-Anon/Narateen fellowship. This release allows my writing to be edited for publication.

All writings will be printed anonymously unless submitted for the newsletter. If for the newsletter, I give my permission to use my:

First Name Only _____ Writing Anonymously _____

(Please Check One)

I agree to hold NFGH, Inc. completely and forever harmless from any liability whatsoever in connection with any use by NFGH, Inc. of my writing.

_____	_____
(Signature)	(Parent/Family Member/Legal Guardian Consent if author is a minor)
_____	_____
(Print Name Legibly)	(Print Name Legibly)
_____	_____
(Date)	(Date)

~ This release form must be included with your submission. Consideration for publication cannot be given without such written authorization.

Our preference is that writings be in an MS Word document and sent via e-mail to the World Service Literature Committee at LitCom@nar-anon.org or to the World Service Newsletter Committee at newsletters@nar-anon.org. Write as little or as much as you like.

WORLD SERVICE COMMITTEE EMAIL ADDRESSES

World Service Budget and Finance Committee	**BudgetAndFinance@nar-anon.org**
World Service Conference Committee	**wscconference@nar-anon.org**
World Service Convention Committee	**wccommittee@nar-anon.org**
World Service Human Resource Committee	**wshrcommittee@nar-anon.org**
World Service Literature Committee	**LitCom@nar-anon.org**
World Service Narateen Committee	**narateen@nar-anon.org**
World Service Newsletter Committee	**newsletters@nar-anon.org**
World Service Outreach Committee	**outreach@nar-anon.org**
World Service Policy & Guidelines Committee	**pandgcommittee@nar-anon.org**
World Service Translations Resource Committee	**wstrc@nar-anon.org**
World Service Website Committee	**webcommittee@nar-anon.org**

ABBREVIATIONS & ACRONYMS

ASC	Area Service Committee
ASR	Area Service Representative
CAL	Conference Approved Literature
CAR	Conference Agenda Report
CAT	Conference Approval Track
GSR	Group Service Representative
NFG	Nar-Anon Family Groups
NFGH, Inc.	Nar-Anon Family Group Headquarters, Inc.
NSB	National Service Board
NSC	National Service Conference
NSO	National Service Office
NTASC	Narateen Area Safety Coordinator
NTPP	Narateen Process Person
NTSC	Narateen State Coordinator
RSC	Regional Service Committee
WSB	World Service Board
WSC	World Service Conference
WSO	World Service Office