



P.O. Box 6837, Wheeling, West Virginia 26003

WASCNA POLICY MANUAL

Revised 3.26.2017

INTRODUCTION

One requirement for NA membership, “a desire to stop using,” but there are many benefits. One of these benefits is the privilege of service. We who have the disease of addiction spent years of our lives locked up in ourselves. We were cut off from the warmth and fellowship of other human beings; our lives revolved almost exclusively around “getting and using and finding ways and means to get more.” The love that connects one person to another to the next, the selfless service that feeds and houses and clothes and warms and nurtures humankind—of that love, of that selfless service we had no part. That’s why it’s such a privilege in our recovery to be able to serve others, for we come to know ourselves only in looking beyond ourselves and we keep what we have only by giving it away. By empathizing with other members, by learning to appreciate their needs, by placing them ahead of our own—by these things we learn to love others, and in so doing we learn to love ourselves.

The service we do in our recovery is many things. We take a more active role in our everyday lives, serving others as better friends, better family members, better workers, and better citizens. When we find an NA meeting where we feel at home and NA friends with whom we identify, we’ve found a home group, a base for our own recovery and a place where we can serve other addicts by sharing our recovery with them. The time, the experience, the empathy we offer others in our home group we extend even further to those we serve in NA sponsorship. All these ways of serving others demonstrate the spiritual awakening of our Twelfth Step, evidenced in our efforts “to carry this message to addicts and to practice these principles in all our affairs.” This guidebook describes additional ways recovering addicts can be of service in Narcotics Anonymous. Our hope is that *A Guide to Local Services in NA* will serve as a portal to new paths of service for many, many NA members.

A Guide to Local Services in Narcotics Anonymous is intended to serve as a resource to those in every country who have committed themselves to providing the services necessary to carry our message to the still-suffering addict. Portions of it may prove to be inappropriate for your use either because of geography, national or provincial law, cultural differences, or the developmental state of your NA community. If this is the case, your NA community should feel free to adapt this guide to meet your own needs, provided that those adaptations are consistent with NA’s Twelve Steps, Twelve Traditions, and Twelve Concepts for Service. For further information concerning local adaptation of material from *A Guide to Local Services in Narcotics Anonymous*, contact NA’s World Service Office.

Anything that is not covered in the
WASCNA Policy Manual as follow will be covered in
A Guide to Local Services in Narcotics Anonymous.



Index

Mission Statement	Page 4
ASC Meeting	Page 5
Trusted Servants	Page 6
Treasury/Literature	Page 8
Secretary	Page 10
Subcommittees	Page 11
Miscellaneous	Page 13
The Twelve Steps of Narcotics Anonymous	Page 14
The Twelve Traditions of Narcotics Anonymous	Page 15
The Twelve Concepts for Narcotics Anonymous Service	Page 16



Mission Statement

- **To offer a clear and defined explanation of how policies work in the very foundation of this Area Service Committee.**
- **A policy is a motion that has been made, seconded and carried by the voting representatives of W.A.S.C.N.A.**
- **Policies are created and adhered to for the continuation of a fair and honest working Area Service Committee.**
- **Policies are set to protect the integrity of the workings of the Area.**
- **This manual is designed to be offered as a suggested guide for these policies.**

1) ASC MEETING

Policy reads: WASCNA shall meet at a designated time on the fourth (4th) Sunday of each month, third (3rd) during holidays. **(11-16-96; Amended 2-28-98, 11-21-04, 1-23-11)**

1/b. Policy reads: ASC meetings shall open and adjourn with the “Serenity Prayer”. **(8-16-97) To Read - ASC meetings shall open with The Service Prayer and adjourn with the “Serenity Prayer”. (8-16-97) (3-30-19)**

1/c. Policy reads: WASCNA shall pay \$60.00 per year rent to the facility where it is holding ASC meetings. **(10-16-99; Amended 1-23-11)**
Amend to the current rate of rent from YSS

1/d. Policy reads: ASC meetings can go as long as 6 hours. **(2-28-10)**
Amend to 2 hours

1/e. Policy reads: To not read the Concepts in the agenda of WSCNA. **(6-26-11)**

Amend to - “To read the Concepts after the Serenity Prayer....”

1/f. Policy reads: That we utilize the online service for P.O. Box so that we are informed when we receive packages and or other mail. **(3-24-13) Amend to read - Maintain a P.O.Box at the main Post Office, 2501 Chapline St. Wheeling, WV. The WASCNA Secretary will oversee the yearly rental on the box and will be responsible to retrieve all mail for the monthly ASC meeting.**



2) Trusted Servants

2/a. Policy reads: If an elected Trusted Servant has missed two consecutive WASCNA meetings, regardless of whether a written report is given by proxy, that servant is resigned from the position. **(11-13-99; Amended 8-19-01, 7-24-05. 1-23-11)**

2/b. Policy reads: Voting privileges at ASC meetings, for all issues presented, is limited to Trusted Servants and GSR’s or the groups elected voting representative which can be a Trusted Servant. **(3-20-05) (Add the Policy to the ASC Format to be read at every ASC meeting)**

2/c. Policy reads: WASCNA Trusted Servants cannot hold two (2) ASC positions. Responsibilities of unfilled positions go to the Vice Chair until the position is filled. **(3-20-05; Amended 5-1-05)**

2/d. Policy reads: ASC shall pay for a “Guide For Trusted Servants” for each Trusted Servant and Sub Committee Chairperson. Each Trusted Servant shall maintain said guide. **(3-20-05; Amended 8-7-05)**
Amend to read - ASC shall have 1 hard copy of “The Guide to Local Service” at the meeting. It will be kept by the chairperson.
(3-20-05:Amended 8-7-05: Amended 3-30-2019)

2/e. Policy reads: Suggested clean time for WASCNA ASC positions are as follows:

Chair	2 years	Treasurer	2 years
Vice Chair	2 years	Secretary	2 years



DCM	2 years	Web	2 year
H & I	1 year	Workshop	1 year
Policy	1 year	Meeting List	No Time
PI	1 year		

(8-7-05; Amended 1-23-11, 02-26-12, 12-28-14)

2/f. Policy reads: WASCNA Chairperson is exempt from voting rights on issues at ASC meetings with the exception of voting to break a tie. **(2-26-06)**

2/g. Policy reads: Only the executive committee is allowed use of the copy machine at the Hazel Atlas building. **(2-26-17)**

2/h. Policy reads: Any trusted servant that brings a motion forward must be present for discussion of said motion; the motion will be tabled if they are not present. **(3-26-17)**



3) Treasury / Literature

Policy reads: The ASC treasurer is directed to pay the P.O. Box rent from annually. (1-18-98; Amended 6-22-03, 3-26-06)
(remove “from”)

3/b. Policy reads: Any excess money received for literature shall be put back into the Literature fund as long as it is accounted for.
(2-19-00; Amended 3-18-00)

3/c. Policy reads: WASCNA treasurer will maintain a prudent reserve of \$1000.00 in the Treasury. ~ (6-22-03 \$500; Amended 03-26-06 to \$800.00, 12-18-11 to \$1500, 01-27-13 to \$1000) **To motion at next ASC, an ad hoc committee be appointed to create an up to date Prudent Reserve.**

3/d. Policy reads: WASCNA shall budget \$25.00 every three (3) months to pay for ink to produce ASC minutes and related documents.
(7-24-05) ??Suspend?? / Amend to follow 1C

3/e. Policy reads: WASCNA will maintain a budget as needed for H & I to supply literature to its meetings. [Presently \$50.00 yearly] ~ **(8-7-05) (Check with Sub committees re: budget amounts and amend policy to include current and needed budget amounts.)**

3/f. Policy reads: The WASCNA Treasurer’s Ledger and all other pertinent information shall be audited annually at the end of each year by the chair, an ad-hoc committee with the help of the treasurer.
(11-27-05; Amended 1-23-11)

3/g. Policy reads: WASCNA Literature Chair shall maintain a stock of \$700.00 in assets to include on hand literature, literature orders pending

assets. The literature assets shall be audited annually at the end of the year by an Ad-hoc committee.
(\$300; Amended 1-23-11 to \$600, 3-24-13 to \$700)

3/h. Policy reads: WASCNA Literature Chair will host an “AREA STORE” to provide groups with ordered literature at each monthly ASC meeting from 12:00 noon to 1:00pm. Groups shall be responsible to bring orders and cash. **(03-26-06)**

3/i. Policy reads: That a Literature Inventory be kept, keeping a running tally of box content and that receipts be made at each purchase. Treasurer will keep a separate accounting of the literature. **(12-28-08)**

3/j. Policy reads: Literature chair is to receive \$20.00 each trip to Pittsburgh to purchase literature. **(10-24-10)**

3/k. Policy reads: To simplify the Treasurer's Report by eliminating charts and graphs and making the report a simple "ledger" style report which will be copied in sufficient number to be distributed to each group with the Area Service minutes. **(9-25-11)**

3/l. Policy reads: WASCNA shall donate 25% of excess of Prudent Reserve to Tri-State Region of Narcotics Anonymous each month. **(3-24-13)**

3/m. Policy reads: That the Treasurer and Literature Chair merge together for better service of the area. **(12-28-14)**

24. Policy reads: That the bank account for WASCNA be updated with
on the account before the next ASC meeting. The people on the
will be Treasurer, Chair and Policy. **(12-28-14)**



4) Secretary

Policy reads: Minutes from WASCNA meetings shall be typed as needed. **(9-9-95)**

4/b. Policy reads: To list all meetings including are service dates on current and future meeting lists. **(3-15-97)**

4/c. Policy reads: WASCNA meeting minutes shall be distributed via email, handouts and or mailed by the Secretary to all trusted servants and GSR's within two (2) weeks after each month's ASC meeting. **(3-15-97; Amended 8-7-05)**

4/d. Policy reads: All minutes from the previous ASC meetings since the beginning of WASCNA shall be reviewed and accepted or rejected in accordance with WASCNA policies. **(8-7-05)**

4/e. Policy reads: The ASC Secretary is to prepare and maintain a yearly schedule for WASCNA meetings. **(12-19-98; Amended 8-7-05)**

4/f. Policy reads: To use a recorder to take minutes for the WASCNA Secretary for accurate minute taking. **(7-28-13)**



5) Sub committees

Policy reads: WASCNA will maintain an archive. **(4-19-97)**

5/b. Policy reads: The Policy Chair shall keep the WASCNA archives. The keys to the box will be held by the Policy Chair and the ASC Chair. A permanent location for the box will be established. (i.e. Lincoln back hallway) **(4-19-97)**

5/c. Policy reads: Subcommittee Chairpersons shall be permitted to receive WASCNA mail at their personal address if desired. **(2-19-00; Amended 2-19-02)**

5/d. Policy reads: WASCNA shall be responsible for maintaining a “Help Line”. Participants involved with answering calls must have at least one “Help Line” workshop and one year clean. **(6-22-03; Amended 6-22-04, 1-23-11)**

5/e. Policy reads: The ASC shall budget \$30.00 for gas plus \$10.00 for food, bi-monthly, to pay for RCM to travel to the regional meeting in Pittsburgh PA. **(8-7-05; Amended 1-23-11)**

5/f. Policy reads: WASCNA Minutes shall be updated. Updated Policy Manuals shall be distributed to all GSR’s and home groups. The Policy Chair copy (Archive Copy) shall be updated monthly and made available at monthly ASC meetings. **(2-22-06)**

5/g. Policy reads: WASCNA Policy Manual shall be updated. Updated Policy manuals shall be distributed to all GSRs and home groups. The

Policy Chair copy [Archive Copy] shall be updated monthly and made monthly at ASC meetings. **(2-26-06)**

5/h. Policy reads: Make a Web Site Chair and Committee. **(6-22-14)**

5/i. Policy reads: Allow Area Member Groups to Post Images of Merchandise to be sold at Area member group events on the web site. **(7-27-14)**

5/j. Policy reads: To continue to have all subcommittees forward all proceeds to area and will be allotted monies from area when needed. The exception of the forwarding proceeds will be the excluding the Web subcommittee until this can be discussed at next month's meeting. **(12-28-14)**

5/k. Policy reads: That any Subcommittee chair be required to bring any policy change to area to be voted on by area- only if there are no subcommittee members to carry the vote. **(12-28-14)**

5/l. Policy reads: That the Activities Subcommittee only be allowed to sell pop/soda for 50 cents at the following Area functions: Anniversary dance, Picnic, Holiday Dance. **(12-28-14)**

5/m. Policy reads: That the Policy Chair be reimbursed for the cost of printing Policy manual. This may include ink/paper. **(12-28-14)**

5/n. Policy reads: That the Policy Chair be reimbursed up to \$50 after purchasing filing folders and supplies for hard copy archives. **(2-27-17)**

5/1/2017 Policy reads: That all WASCNA archived original documents be
d and stored in a secure location where Area Service is held
s provided to the Policy Chair. **(2-27-17)**

6) Miscellaneous

y reads: To open a phone line as of 11.16.96. Area to maintain phone line. Participants involved with answering calls must have a PI workshop and must have one year clean. **(11-16-96)**

6/b. Policy reads: That all minutes found from the previous meetings since the beginning of the WASCNA be reviewed and accepted or rejected accordingly into the WASCNA policies. **(7-19-97)**

6/c. Policy reads: Renew Sam's Club card annually. **(5-20-00)**

6/d. Policy reads: WASCNA to use the "Executive Committee" process meaning in the event of an emergency, the Chair, Vice Chair, Secretary and Treasurer can make decisions i.e. a bill or another immediate action need that may affect our Area as a whole, Otherwise GSR's must be contacted and the issue be taken back to the group for discussion and vote. **(1-23-11)**

6/e. Policy reads: Any topic brought up for discussion under New Business will have a time limit of fifteen minutes to insure effect use of meeting time. This time will be monitored by those in attendance. If the discussion goes to fifteen minutes it will be tabled to the next meeting unless it is voted unanimously for all present to continue the discussion until a resolution is achieved. **(4-28-13)**

6/f. Policy reads: That any Subcommittee chair be required to bring any policy change to area to be voted on by area- only if there are no subcommittee members to carry the vote. **(12-28-14)**

...y reads: Anything that is not covered in the "WASCNA Policy as read will be covered in "A Guide to Local Services in Anonymous".

Twelve Steps of Narcotics Anonymous

mitted that we were powerless over our addiction, that our lives had become unmanageable.

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

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Twelve Traditions of Narcotics Anonymous

Common welfare should come first; personal recovery depends on NA unity.

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

10 Community is the spiritual foundation of all our traditions, ever reminding us to
principles before personalities.

Twelve Concepts for NA Service

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

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

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NA Service were modeled on AA's Twelve Concepts for World Service, published by Alcoholics
World Services, Inc. and have evolved specific to the needs of Narcotics Anonymous.*