



## Table of Contents

Letter to Delegates.....	2
Conference & Business Meeting Schedule .....	4
Workshops .....	7
Service Structure: Bylaws Change Review .....	8
Literature: Nicotine Anonymous “The Book” Steps Six & Seven .....	20
Literature: Mental Health Pamphlet .....	33
Service/Outreach & Future Of the Conference .....	36
Remote Attendance Information .....	37
Nicotine Anonymous Voting Process .....	39
2024 Service Positions (Open Positions) .....	40
Description of Board Positions.....	41



## Letters to Delegates

Dear Delegates,

Welcome! We are thrilled to offer our southern hospitality - nestled here in the Blue Ridge Mountains in Asheville, North Carolina. And you know, nothing could be finer...especially to have our NicA family with us here from across the globe!!

On behalf of the Planning Committee and the co-chairs, we warmly welcome you to the 2024 39<sup>th</sup> Nicotine Anonymous World Services Conference.

Our members, committees, and teams have worked hard all year, going beyond the call of duty - doing research, writing, discussing, meeting, and recruiting. That does not go unnoticed. And now we are ready to gather to approve, change or create new paths to guide Nicotine Anonymous into the future.

This conference will be one for us to share our thoughts and exchange ideas on how to chart our journey forward to reach new heights. We hope to fill the gaps to ensure our unity in service. Maybe you too will find a place to be of service!

New this year, we have added recovery meetings, Friday night dinner out, and other possible outings. Please let us know if you need anything to make this a great weekend. Let's celebrate what we have done and will do together to carry the message to nicotine addicts present and future throughout the world.

We hope to renew friendships and extend our networks, and jointly explore current and future directions. We hope that you will have a productive and fun-filled time in North Carolina. To put a conference of this magnitude together is no small task. So again, we thank everyone who has been a part of the process to make this exciting conference happen.

Together we change! Together we grow!

Yours in Service,  
The Conference Planning Committee



Dear Delegates,

Hello and welcome friends in service to our collective and inspiring recovery!

I am thrilled to share with you our action-packed delegate packet for the 2024 conference. You will find this to be your guide to all things business for our program.

This packet of information is released to you 30 days prior to the conference to give you time to read and digest the information that will be presented in our workshops. We hope that you will share all this information with the members of your meeting group. Have a group discussion, hear everyone's opinions, and represent your meeting's group conscience at the conference.

Each workshop is just over one hour, which is not a lot of time. Please come prepared, with your documents printed out and marked up with a red pen. There will likely not be time to go through each document word by word.

If you want to help expedite matters, please forward any comments/suggestions you have to [chairperson@nicotine-anonymous.com](mailto:chairperson@nicotine-anonymous.com), and they will be forwarded to the workshop facilitators.

Thank you for being of service. We hope your participation in the 2024 Nicotine Anonymous World Services (NAWS) Conference will be a rewarding one.

In Service,

*Danelle R*

Danelle R, Chair-Active

[chairperson@nicotine-anonymous.org](mailto:chairperson@nicotine-anonymous.org)

**Tradition One. "Our common welfare should come first; personal recovery depends on Nicotine Anonymous unity."**

*"Our First Tradition reminds us that our common welfare comes first. By putting our common welfare first, individuals put themselves second. Each individual member of Nicotine Anonymous is a part of the whole. Nicotine Anonymous needs to live as an entity so that we, as individual members, may continue to live—free of nicotine. We come to understand that each of us needs to internalize the principles of recovery because our lives depend on our adherence to spiritual principles. Individually, we are "one for all"; as a group we are "all for one. As a fellowship we remain united on core issues of recovery. If not, we jeopardize personal recovery and risk weakening the bonds of our fellowship."*



## Conference & Business Meeting Schedule

### 2024 Nicotine-Anonymous World Services Conference XXXIX

Conference Dates: April 12-14, 2024

All Times Reflect Eastern Time

**Delegates are asked to attend all business meetings and be on time.**

*Please know it is required that you are on time to all business meetings. To have your vote count, you must be counted in the roll call. Non-delegates are welcome to attend business meetings but only delegates may vote. All recovery and business meetings are hybrid. Video conference codes and passwords will be available through email and onsite at the conference.*

**R=**recovery meeting, **B=**Business meeting.

**All meetings are open to everyone who is registered.**

	Room Location	Time Zone		
		Asheville, NC Eastern Time Zone	Convert to your Time Zone	
<b>Thursday, April 11, 2024</b>				
<b>R:</b> Early birds: We Do Recover Topic	Hospitality Room 217	8 PM – 9 PM		Chair: Jenny
<b>FRIDAY, April 12, 2024</b>				
Hospitality	Room 217	7 AM – 7 PM		
Registration	Lobby	10 AM – 8 PM		
<b>R:</b> Serenity Prayer for Nicotine Users Topic	Ballroom	8 AM – 9:30 AM		Chair: Sharon B
<b>B:</b> Board Meeting*	Boardroom	11 AM – 4 PM		
<b>R:</b> Q & A- What’s going on at the conference and with NAWS.	Ballroom	2 PM – 4 PM		Chair: Jorie
NC attendees going out to dinner a couple miles from the hotel.	Chinese Buffet	5 PM – 7 PM		Meet in lobby and gather in cars.
Welcome and Introductions, NAWS chair, Danelle*	Ballroom	7:30 PM – 8 PM		Chair: Danelle
<b>R:</b> Gratitude Meeting*	Ballroom	8 PM – 10 PM		Chair: Danelle



	Room Location	Time Zone		
		Asheville, NC Eastern Time Zone	Convert to your Time Zone	
<b><u>SATURDAY, April 13, 2024</u></b>				
Hospitality	Room 217	7 AM – 1 PM		
<b>R:</b> Meditation meeting	Boardroom	7 AM – 8 AM		Chair: El
Registration	Lobby	8 AM – 1 PM		
<b>B:</b> Business meeting*	Ballroom	8:30 AM – 11:30 AM		
<b>R:</b> Steps and traditions topic meeting	Boardroom	9 AM – 10 AM		Chair:
<b>Lunch</b>	Ballroom	11:30 AM–1 PM		
<b>B:</b> Service Structure: Bylaws change	Ballroom A	1:15 PM – 2:30 PM		<i>Workshops</i>
<b>B:</b> Literature workshop: The Book changes	Ballroom B			
<b>B:</b> Service/Outreach	Boardroom			
Hospitality	Room 217	2 PM – 3 PM		
<b>B:</b> Service Structure & Bylaws Continued	Ballroom A	2:45 PM – 4:15 PM		<i>Workshops</i>
<b>B:</b> Literature: Mental Health pamphlet	Ballroom B			
<b>B:</b> Future of the conference	Boardroom			
<b>B:</b> Workshops Recap*	Ballroom	4:30 PM – 5:30 PM		
		<i>1-Hour Break</i>		
<b>Banquet Dinner</b>	Ballroom	6:30 PM – 7:30 PM		
<b>R:</b> Speaker meeting countdown: Danelle	Ballroom	7:30 PM – 8:30 PM		Chair: Terri
Entertainment	Ballroom	9 PM – 11 PM	TBA	
<b>R:</b> Marathon Meeting	Online	12 AM – 5 AM		



Asheville, North Carolina  
NAWSC 2024

	Room Location	Time Zone		
		Asheville, NC Eastern Time Zone	Convert to your Time Zone	
SUNDAY, April 14, 2024				
Hospitality	Room 217	7 AM – 9AM		
R: Sunrise Meeting	Ballroom	7:15 AM – 8:30 AM		Chair: Ed T
R: Sponsorship Topic	Boardroom	9 AM – 10 AM		Chair: Margaret
B: Delegate voting*	Ballroom	9 AM – 11 AM		
		15-MinuteBreak		
Brunch Buffet	Ballroom	11:15 AM – 12:30 PM		
B: Announcements & Transition of Officers R: Spiritual Speaker*	Ballroom	12:30 PM – 1:30 PM		Chair: El
		15-minute break		
B: Board Meeting*	Boardroom	1:45 PM – 2:45 PM		

**\*=Session will be recorded.**

*Recorded sessions (asterisked items on schedule) will be available for replay (but not download) at no additional charge to registrants until May 15, 2024. After that time, recordings will be available for sale.*



## WORKSHOPS

### Workshops are on Saturday.

Session 1: 1:15 pm – 2:30 pm

Session 2: 2:45 pm – 4:15 pm

### Service Structure

Workgroup Session #1 - Service Structure: Bylaws Change Review

Workgroup Session #2 - Service Structure: Bylaws Change Review Continued

### Literature

Workgroup Session #1 - The Book Review Proposed Changes; Step Six and Seven

Workgroup Session #2 – Mental Health pamphlet

### Public Outreach

Workgroup Session #1 – Service/Outreach

### Future of the Conference

Workgroup Session #2 – What does the NAWS conference need to be to reflect our fellowship today?



## Service Structure

**Workgroup Session #1 - Service Structure: Bylaws Change Review**

**Workgroup Session #2 - Service Structure: Bylaws Change Review Continued**

***A note from the Board: The following Bylaws proposal and edits were sent to the delegates on January 11, 2024.***

### **SUMMARY OF SUBMISSION OF BYLAWS CHANGES**

It is the Service Structure Committee (SSC) recommendation that the summary below go out to the fellowship for proposed changes to the Bylaws that will be explained at the Business meeting on Saturday at the conference. The following information is a summary that would be discussed in detail during the workshops Saturday afternoon and voted for approval on Sunday at the business meeting.

### **GOAL OF CHANGES**

- Giving more representation to groups
- Eliminating the 1 delegate per 3 group concept
- De-emphasizing but not eliminating Intergroups.
- Clarifying Roles/Responsibility of delegates

### **SUMMARY OF MAJOR CHANGES**

- 1 Delegate for each Intergroup that is registered with NAWSO.
- 1 Delegate for each group that is registered with NAWSO.
  - (Group = Meeting are the same thing)
- Each officer of the board will be a delegate to the conference.
- Add a new section to discuss Roles/Responsibility of Delegate

### **RECOMMENDED CHANGES BY ARTICLE – GREEN IDENTIFIES MAJOR CONCEPT CHANGES.**

#### **GROUPS** – (Current Article IV))

- **Added Sections** - for Definition, Registration, Intergroup Representation, Functioning, and Conference Delegates and updated numbering
- **GAVE EVERY GROUP A DELEGATE**

#### **Intergroups** (Current Article V)

- Add Section – Definition and updated numbering
- **CHANGE DELEGATE FROM 1 FOR EVERY 3 GROUPS TO ONLY 1 DELEGATE FOR A REGISTERED INTERGROUP**

#### **World Services Conference** (Current Article VI)

- **CLARIFIED HOW DELEGATES ARE CHOSEN: 1 FOR EACH REGISTERED GROUP, 1 FOR EACH REGISTERED INTERGROUP, EACH OFFICER**
- **Added Section 3 – Roles and Responsibilities**

#### **NAWSO** (Current Article VII)

- Removed “and coordinators of committees” – since they are not actually elected positions.
- **REVISED SECTION – REPLACEMENT OF OFFICER - TO CLARIFY THAT AN ACTIVE OFFICER VACANCY IS REPLACE BY A CURRENT BOARD MEMBER**





### **Meetings of Delegates** (Current Article VIII)

- Clarified that meetings could be a “place” or a “platform.”

#### **OTHER CHANGES:**

- Change Chairman to Chairperson
- Making all references to World Service Conference to be consistent as World SERVICES Conference (with s)
- Capitalized “D” in Delegate throughout document.
- Changed must and *should to* “suggestions, shall, ought.”
- Made sure phrases included not just intergroups but groups.

### **How to read Bylaws Document Changes for Specific Changes to Each Article**

1. Previously approved Bylaws changes as well as wording that we are not recommending changing are in **BLACK** lettering.
2. Bylaws additions/changed wording is in **GREEN** lettering.
3. Bylaws deletions or removal are in ~~RED~~ lettering.

## **CONTENTS**

<b>ARTICLE</b>	<b>PAGE</b>
I Twelve Steps	2
II Twelve Traditions	2
III Members	3
IV Nicotine Anonymous Groups	3
V Intergroups	3
VI World Services Conference	4
VII Nicotine Anonymous World Services Office (NAWSO)	5
VIII Meetings of Delegates	6
IX Finances	7
X Corporate Assets	7
XI Bylaws Amendments	7

Recovery from nicotine addiction in Nicotine Anonymous is based on taking these Twelve Steps under the guidance of a sponsor who has already done them.



## ARTICLE I: THE TWELVE STEPS

1. We admitted we were powerless over nicotine – 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 the result of these steps, we tried to carry this message to nicotine users, and to practice these principles in all our affairs.

The Twelve Steps reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc. The Twelve Steps of Alcoholics Anonymous: 1. We admitted we were powerless over alcohol – 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 the result of these steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

The Twelve Traditions are the fundamental principles upon which the fellowship of Nicotine Anonymous operates. They apply to all groups, Intergroups and service organizations and govern the activities of these bodies and their members.

## ARTICLE II: THE TWELVE TRADITIONS

1. Our common welfare should come first; personal recovery depends upon Nicotine Anonymous 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 Nicotine Anonymous membership is a desire to stop using nicotine.
4. Each group should be autonomous except in matters affecting other groups or Nicotine Anonymous as a whole.
5. Each group has but one primary purpose – to carry its message to the nicotine addict who still suffers.
6. A Nicotine Anonymous group ought never endorse, finance or lend the Nicotine Anonymous name to any related facility or outside enterprise lest problems of money, property and prestige divert us from our primary purpose.
7. Every Nicotine Anonymous group ought to be self-supporting, declining outside contributions.
8. Nicotine Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. Nicotine Anonymous, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Nicotine Anonymous has no opinion on outside issues; hence the Nicotine Anonymous 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, television and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.



The Twelve Traditions reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc. The Twelve Traditions of Alcoholics Anonymous:

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

12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

## **ARTICLE III: MEMBERS**

### **Section 1: Legal Status**

The Corporation may have associated with its persons who are not members of the Corporation within the meaning of Section 5056 of the California Nonprofit Public Benefit Corporation Law but who may be referred to as “members of Nicotine Anonymous” or “members” in these Bylaws. The identity, rights and privileges of such members with respect to the Corporation shall be as set forth in these Bylaws. Reference in these Bylaws to “members” shall refer to such persons.

### **Section 2: Qualifications**

Any person may become a member of Nicotine Anonymous who has a desire to stop using nicotine.

## **ARTICLE IV: NICOTINE ANONYMOUS GROUPS**

### **Section 1: Definition**

A group is defined as any registered meeting with Nicotine Anonymous World Services. (Hereafter all meetings will be referred to as “group”).

### **Section 2: Composition**

a) A group may be formed by two (2) or more persons meeting together who practice the Twelve Steps and maintain the Twelve Traditions of Nicotine Anonymous.

b) Groups compose the Intergroups as set forth in Article V hereof.

### **Section 3: Registration**

Each group shall be duly registered with the Worldwide Meeting List Coordinator (WWML) of Nicotine Anonymous World Services and listed on the meeting directory maintained by Nicotine Anonymous World Services.

### **Section 4: Intergroup Representatives**

Any group may choose and ask to affiliate with a registered Intergroup as defined in Article V, Section 1.

### **Section 5: Functioning**

a) A group’s purpose is to meet and support Nicotine Anonymous’ primary purpose by carrying the message of recovery to the nicotine addict utilizing the Twelve Steps and Twelve Traditions of Nicotine Anonymous.

b) Groups may conduct their meetings by any method consistent with the Twelve Traditions.



- c) With prior notice to all members, each group shall convene for selection of their Delegate to the World Services Conference of Nicotine Anonymous.
- d) To send a delegate to the current World Services Conference, a group must be formally registered and provide the name of their Delegate sixty (60) days prior to Conference opening.
- e) For the purpose of validating voting delegates, only those delegates formally registered with the Secretary Emeritus of Nicotine Anonymous World Services will be certified.
- f) Groups may meet to conduct business related to their group's functioning.
- g) Groups may form service officers to manage the group's procedures and requirements and assist in communicating with the members of their group.

## Section 6: Conference Delegates

- a) Each group shall be entitled to have one (1) Delegate that they represent.
- b) An individual can only be a Delegate associated to one (1) Nicotine Anonymous registered group.
- c) Each Delegate may be elected for a term of one (1) year and in addition to attending the annual Conference, should serve the Conference for such term. The term is from the date a group elects a Delegate until the group's next election date.
- d) World Services suggests that a Delegate not serve more than four (4) consecutive years, except for reasons to be decided by the local group with respect to its own Delegate.
- e) Whenever possible, it is suggested that a Delegate have a minimum of one (1) year current and continuous freedom from nicotine prior to the date of submitting qualifications and continuing to the date of the Conference.
- f) Delegates are expected to be informed as to any issues or concerns of the group they represent. **See Article VI, Section 3.- Provided approved**
- g) As participants, Delegates' votes should be informed by input from their groups, but they remain free to vote as they believe will best serve the best interests of Nicotine Anonymous as a whole.

## ARTICLE V: INTERGROUPS

### Section 1: Definition

An Intergroup ~~(IG)~~ consists of representatives within a common boundary, such as geographical or technological.

### Section 2: Composition

Two (2) or more groups may form an Intergroup for the purpose of ~~servicing~~ serving and representing the groups of which they are composed. Individual groups may ask to affiliate with any Intergroup and while assent to the requested affiliation is recommended to promote unity among the membership, each intergroup has the final decision with respect to affiliation.



### Section 3: Registration

Each Intergroup shall be duly registered with the Nicotine Anonymous World Services Office (NAWSO) of Nicotine Anonymous by submitting its Bylaws and/or a summary of its purpose and operating procedures if Bylaws have not ~~yet~~ been adopted, and by submitting full information on each group it represents.

### Section 4: Intergroup Representatives

At a meeting of which its members have been given notice, each group shall select ~~its~~ ~~their~~ representative ~~to~~ of the Intergroup to be called “Intergroup representative” or “IR”.

### Section 5: Functioning

- a) Intergroups may conduct the business of their Intergroups by any method ~~they choose~~ consistent with the Twelve Traditions.
- b) ~~Exception:~~ With prior notice to all member groups, Intergroups shall convene for selection of a Delegate ~~delegate(s)~~ to the World Services Conference of Nicotine Anonymous.
- c) To send a Delegate ~~delegation~~ to the current World Services Conference, an Intergroup ~~is required to~~ formally register ~~ed~~ and ~~must have~~ provided information regarding ~~number and the name(s) of its~~ ~~their~~ Delegate ~~(s)~~ sixty (60) days prior to the Conference opening business session.
- d) For the purpose of ~~numbers of Conference Delegates or for any other~~ Conference business, only Intergroups formally registered at the Nicotine Anonymous World Services Office (NAWSO) will be ~~counted~~ certified.
- e) Intergroups may meet ~~more often if~~ as they deem necessary ~~for the~~ to conduct ~~of further~~ additional business.
- f) Intergroups may form service officers, to assist them in communicating with ~~and serving~~ their groups.
- g) Intergroups may join together to create Intergroup Service Associations and service offices in order to help carry the message providing they adhere to the Twelve Traditions and do not alter or print any Nicotine Anonymous Conference-approved literature unless permitted ~~to do so in writing~~ by NAWSO.



## Section 6: Conference Delegates

- a) Each Intergroup shall be entitled to have one (1) Delegate for ~~up to the first three (3) the intergroups it they represent. and one (1) Delegate for each additional three (3) groups or fraction thereof.~~
- b) Each Delegate may be elected for a term of one (1) year and, ~~in addition is required~~ to attend~~ing~~ the annual Conference ~~should serve the Conference~~ for such term. [See Article VI, Section 3.](#)
- c) [World Services suggests that](#) a Delegate ~~should~~ not serve more than four (4) consecutive years, except for reasons to be decided by the local Intergroup with respect to its own Delegate.
- d) Whenever possible, ~~it is suggested that~~ a Delegate ~~should~~ have a minimum of one (1) year current and continuous freedom from nicotine prior to the date of submitting qualifications and continuing to the date of the Conference.
- e) Delegates ~~are expected to be informed as to any issues or concerns may be instructed as to the desires~~ of the Intergroup, they represent.
- f) As participants, Delegates ~~votes should be informed by input from their intergroups should not be bound by the wishes of their intergroups, but should not vote against these wishes unless situations arise at the Conference that make it necessary for but they remain free to vote as they believe will best serve~~ the best interests of Nicotine Anonymous as a whole.

## ARTICLE VI: WORLD SERVICES CONFERENCE

The Corporation shall sponsor an annual meeting of Delegates of the members, which may be known as the World Service Conference (sometimes herein referred to as “the Conference”). The Conference shall serve as the collective conscience of the fellowship of Nicotine Anonymous as a whole.

### Section 1: Voting Delegates

The voting Delegates to the World Services Conference shall be as follows:

- a) Delegates from Intergroups, chosen in accordance with these Bylaws. [\(Article V, Section 6-a\)](#)
- b) Delegates ~~for from groups, chosen in accordance with these Bylaws. (Article IV, Section 6-a) that are not affiliated with any Intergroup will be determined as follows: In any state, province or region, if the number of groups that are not affiliated with an Intergroup total between one (1) and three (3), those groups collectively may select one (1) Delegate to the World Service Conference. If there are more than three (3) groups in a state, province or region that are not affiliated with an Intergroup, those groups collectively may select one (1) Delegate to the World Service Conference for every three (3) groups or portion thereof.~~
- c) Any person who is currently serving as an officer of the Corporation shall be considered a Delegate at large to the World Services Conference. As such, each of these officers shall be ~~considered to be~~ a voting Delegate.

### Section 2: Registration of Delegates

All delegates ~~must~~ [are required to](#) be formally registered with the Secretary Emeritus of the Nicotine Anonymous World Services Office (NAWSO) of Nicotine Anonymous a minimum of sixty (60) days before the start of the Conference. Formal registration requires the complete name of the Delegate, as well as a mailing address and, when possible, a telephone number where the Delegate may be



contacted. In addition, the Delegate should specify which group, ~~or~~ Intergroup, or ~~other body~~ officer position they are representing.

### Section 3: Delegate Duties and Responsibilities

Roles and Responsibilities other than outlined in these Bylaws are as follows:

- a) Attend the group or Intergroup that they represent.
- b) Attend in person or by video conference the annual World Services Conference.
- c) Attend any special meeting as described in Article VIII – Meetings of Delegates, Section 2 Special Meetings.
- d) Vote on items at the annual World Services Conference
- e) Disseminate information and communication to their group or Intergroup from the fellowship, conference, quarterly board meetings, and/or special meetings during their term.
- f) Provide feedback from their group or Intergroup at workshops and the fellowship at large.
- g) Suggest that each Delegate participates with at least one of the Nicotine Anonymous committees.

## ARTICLE VII: NICOTINE ANONYMOUS WORLD SERVICES OFFICE (NAWSO)

### Section 1: Composition

The NAWSO of Nicotine Anonymous shall consist of all officers of the Corporation elected at the annual Conference or by such other means as put forth in these Bylaws. The NAWSO consists of nine (9) officers. The titles of these officers are Chairperson Elect, Treasurer Elect, Secretary Elect, Chairperson, Treasurer, Secretary, Emeritus Chairperson, Emeritus Treasurer and Emeritus Secretary. In unusual circumstances, such as the death or resignation of an officer, a replacement officer may be appointed to the NAWSO as detailed in ~~Article VII:~~ Section 5 below. In such cases, the replacement officer may not be required to assume one of the above titles but may instead be considered an officer at large. It is suggested that people nominated for officers of the Board ~~and coordinators of committees~~ have a minimum of one (1) year abstinence from nicotine in all forms as of the date of their appointment to the position. ~~Whoever is~~ Individuals nominated as Treasurer shall be a resident in the United States for ease of working with the US banks.

### Section 2: Duties and Responsibilities

Subject to the limitations of these Bylaws and to the action of the Delegates at the Conference, all powers shall be exercised by or under the authority of, and the business and affairs of the Corporation shall be controlled by, the NAWSO. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the officers shall have the following powers:

- a) To act as guardians of the Twelve Steps and Twelve Traditions.
- b) To conduct, manage and control the affairs and business of the Corporation as they may deem best, and to make such rules and regulations not inconsistent with law, the Articles of Incorporation, or with these Bylaws or the action of the Conference taken through the Delegates at the Conference.
- c) To designate a place for holding of any meeting or meetings of the Delegates.



- d) To manage in such manner as they may deem best all funds and real or personal property received and acquired by the Corporation, and to distribute, loan, or dispense with same and the income therefrom.
- e) To call to the attention of any group or Intergroup any violation of the Twelve Traditions which it believes the group or Intergroup has made, but to act only in an advisory capacity in matters affecting Nicotine Anonymous as a whole.
- f) To act as a spokesperson for Nicotine Anonymous in all matters affecting Nicotine Anonymous as a whole.
- g) To supervise and print Nicotine Anonymous publications.
- h) To furnish counsel and guidance to member groups and new groups.
- i) To supervise and guide education and attraction efforts of Nicotine Anonymous.
- j) To furnish a medium or media for the interchange of ideas between groups, and to be instrumental in carrying the message to persons and places where indicated. Through annual ratification at its World Services Conference, Nicotine Anonymous may adopt and recognize a publication that will, for the ensuing year, act as its official vehicle of communication.
- k) To perform such other duties as may be directed by the Delegates at the Conference.
- l) To prepare and present an Annual Report to the Delegates at the Conference.

### Section 3: Minutes

The NAWSO shall submit written minutes of the World Services Conference to each officer of the Corporation, and to all **groups**, Intergroups, and Delegates.

### Section 4: Limit of Term of Office

No NAWSO officer shall serve more than five (5) consecutive years.

### Section 5: Replacement of Officers Due to Death or Resignation

If a vacancy occurs among **any** board members, it ~~should~~ **shall** be filled. If a vacancy occurs among the **Active officer position**, ~~board members, the that~~ position ~~should~~ **shall** be filled by a current **[or former]** board member at the discretion of the remaining board members. All other vacancies ~~should~~ **shall** be filled by appointment by majority vote of the remaining board members. In all cases, replacement officers ~~should~~ **shall** be approved by the voting Delegates attending the next World Services Conference. In the event the replacement officer is not approved, and assuming the replacement officer still has one (1) or more years left to serve, the voting Delegates shall then elect a different replacement officer to fill the vacancy.





## ARTICLE VIII: MEETINGS OF DELEGATES

### Section 1: Annual Conference

- a) The annual World Services Conference shall be held during the month of April of each year, or on such other date as the NAWSO officers may fix, at such place or platform as the officers may designate.
- b) Special meetings of Delegates or Committees of Delegates during the Conference for any purpose or purposes may be called at any time by the Chairperson Chairman or by a majority of the NAWSO officers and/or Delegates.

### Section 2: Special Meetings

Special meetings of the Delegates for any purpose or purposes may be called at any time by the Chairperson Chairman of the NAWSO or by a majority of its officers.

### Section 3: Notice

Notice of the annual World Services Conference and all special meetings of Delegates shall be deemed given to each member group and Intergroup entitled to vote there at by prepaid mail, any electronic communication, or official publication. ~~Notices shall be deemed to have been given if sent by mail or official publication to the Delegates representing each group or Intergroup.~~ Such notices for the World Services Conference shall be sent no less than sixty (60) days or no less than thirty (30) days for a special meeting before each special meeting and shall specify the place or platform, day, and hour of the meeting and shall state the general nature of the business to be considered at such special meeting. The notice of the annual Conference shall designate it as the World Services Conference.

### Section 4: Voting

~~No~~ Each Delegate shall have a single more than one vote. Votes may be taken by voice, by show of hand or by ballot, or as called for by the presiding officer of the meeting, provided that the Delegates may prescribe the method of voting desired on any question without regard to the method called for by the presiding officer.

### Section 5: Presiding Official

All meetings of Delegates shall be presided over by the Chairperson Chairman of the NAWSO. In the absence of the Active Chairperson Chairman, the Active Treasurer shall preside over meetings of the Delegates.

### Section 6: Parliamentary Authority

All meetings of the Delegates shall be conducted in accordance with the latest edition of Robert's Rules of Order Newly Revised or such successor publications as may from time to time be published, where not in conflict with the Articles of Incorporation, these Bylaws, law, or special rules that Delegates may adopt.

### Section 7: Business Agenda

- a) The Chairperson Chairman shall provide that the agenda for the annual Conference includes written reports of the Treasurer and the Chairperson Chairman of NAWSO.



- b) Notwithstanding any action of the Chairperson ~~Chairman~~ or mandate of Section 6 above, questions of policy shall take precedence over proposed Bylaws amendments at all Conference meetings, except for such Bylaws amendments as may be required to conform with or be mandated by any action of State or Federal statute, code, or law. The agenda of the Conference shall specifically provide for such consideration of policy questions before consideration of Bylaws amendments.
- c) New business to be placed on the agenda prior to the Conference shall follow the same procedure for submission as for Bylaws amendments and will need to be approved by thirty (30) percent of all groups and Intergroups responding to an agenda questionnaire within sixty (60) days prior to the Conference. Other new business of an urgent nature must receive a majority vote of the New Business Committee in order to be brought to the Conference floor.

## ARTICLE IX: FINANCES

### Section 1: Procedure

- a) Full and complete disclosure of all NAWSO official financial matters is a prime guideline and objective for all accounting procedures and financial statements.
- b) Any Delegate or officer is entitled to examine the accounting records of the NAWSO, and any question concerning the finances of the NAWSO is completely proper and is to be answered promptly.
- c) Accounting procedures shall be geared to periodic reporting and financial controls shall be established for credibility of the financial statements.
- d) Statements shall be clear and easy to understand to prevent confusion and misinterpretations.

## ARTICLE X: CORPORATE ASSETS

No Delegate to the Conference or member of any local group which is a member of Nicotine Anonymous, and no officer or employee or member of a committee of or person connected with the Corporation or any other private individual shall receive at any time any earnings or any pecuniary profit from the operations of the Corporation; provided that this shall not prevent payment to any such person of reasonable compensation for services rendered to or for the Corporation in effecting any of its purposes as shall be fixed by the NAWSO; and no such person or persons shall be entitled to share in the distribution of any of the assets upon the dissolution of the Corporation. All Delegates to the Conference and all members of local groups which are members of Nicotine Anonymous shall be deemed to have expressly consented and agreed that, upon such dissolution or winding up of the affairs of the Corporation, whether voluntary or involuntary, the assets of the Corporation then remaining in the hands of the NAWSO, after all debts have been paid shall be delivered and paid over, in such amounts as the NAWSO may determine or as may be determined by a court of competent jurisdiction upon application of the NAWSO, exclusively to charitable, religious, scientific, literary or educational organizations which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.



## ARTICLE XI: BYLAWS AMENDMENTS

### Section 1: Procedure

- a) Amendments to these Bylaws may be proposed by any registered **group** or Intergroup or by the Conference Bylaws Committee and submitted to the **Chairperson** ~~Chairman~~ of the NAWSO postmarked at least one hundred and twenty (120) days before the annual meeting of the Conference. The NAWSO may also submit amendments to the Bylaws.
- b) The Chairperson of the NAWSO shall cause a copy of any proposed amendments to the Bylaws of Nicotine Anonymous to be communicated to each formally registered Delegate to the World Services Conference, and to each formally registered **group**, Intergroup and officer of the NAWSO. This communication should reach each officer of the NAWSO at least ninety (90) days prior to the annual conference. It should also reach each formally registered Delegate, **group**, and Intergroup at least ninety (90) days prior to the annual conference, except in such cases where a Delegate or Intergroup has not formally registered with the Secretary **Emeritus** of the NAWSO by at least one hundred and twenty (120) days prior to the annual conference. In such an event, the communication of the proposed amendments should occur at the earliest practicable time prior to the annual conference.
- c) Except as otherwise specified in these Bylaws, proposed amendments to the Bylaws may be adopted by a two-thirds (2/3) vote of the Delegates present and voting as long as a quorum is present. A quorum is defined as a majority (51%) of registered delegates ~~attend~~ **attending** an annual conference.
- d) Amendments to Article I (Twelve Steps) and Article II (Twelve Traditions) of these Bylaws may only be adopted if, in addition to (c) above, they are ratified by three-fourths (3/4) of the registered Nicotine Anonymous groups responding within six (6) months.



## Literature

### Workgroup Session #1 - The Book Review Proposed Changes: Step Six and Seven

In this workgroup, we will review proposed changes to Step Six and Step Seven of Nicotine Anonymous: The Book. This is an ongoing effort to update the book to represent the fellowship.

The versions of Step Six and Step Seven in this document are draft copies of proposed revisions for *Nicotine Anonymous: The Book, Edition Five*. The content will be discussed at a workshop during the 2024 World Services Conference.

This document contains a copy of each Step as proposed with all black font, and a copy of each Step with some areas using blue highlight to indicate new wording inserted, and using green font to indicate existing, but relocated wording. The current version of each Step follows the copies of the proposed revisions. The workshop facilitators will provide further explanations of edits, and why, where, and what revisions are suggested. Please give the material your thoughtful consideration and come prepared to the conference workshop with your general and/or specific comments. Thank you for your service.

Criteria for revisions to the Step sections in *Nicotine Anonymous: The Book*:

- Edit the introductory and concluding paragraphs of each Step section to indicate a connection to the Steps before and after them.
- Have the wording be inclusive, improve readability and clarity, punctuation/grammar, and remove extra words. Relocate some sentences.
- Revise wording for ease of language translations
- Update wording to maintain a positive tone, a hopeful message of possibilities, and that NicA is a gentle program we each takes at our own pace.
- Step Six- Along with the current words *defects* and *ineffective traits*, the revisions provide an additional range of descriptors related to what members identify as behaviors and attitudes they seek to be entirely ready to be removed or to change. These words include: *misguided ways*, *unhealthy ways*, and *flawed* behaviors and attitudes.
- Step Seven- Relocated Seventh Step Prayer toward the end of the section, to make it similar to the Step Three section. Included in the text a reference to the Serenity Prayer and a line from “Our Promises” for their value and to connect with our other literature.



**Proposed revision:**  
**STEP SIX**

**Were entirely ready to have God remove  
all these defects of character.**

Before we began Step Six, many of us found it useful to reflect on and consider our work thus far. If we had been thorough, we had done a great deal of work, some of it very difficult.

As we reviewed our work on the first three Steps, once again, we accepted our powerlessness, reiterated our faith, and recommitted to our decision to surrender and accept the care of our Higher Power. After the examination of our lives in Step Four and admitting what we found in Step Five, we came to know ourselves more fully and to have a deeper understanding of the process of recovery. We were ready to take Step Six.

Step Six is a transition Step. It is when we really began to change as we examined the reasons and motivations for our behavior. With this additional knowledge, we began to consider healthier ways of meeting our needs. In other words, we were willing to let go of our misguided ways, and ready to have our God/Higher Power remove our defects, or ineffective character traits.

From the moral inventory of ourselves we saw that our flawed behaviors and attitudes had the potential to hurt us, but may have brought us pleasure, a sense of acceptance, comfort, and a means of avoiding stress, fear, or pain. We found it helpful to recognize both the benefits and damages resulting from our flawed behaviors and attitudes. We began to understand what needs we were trying to fulfill from these misguided ways.

By working Step Six, we developed new methods to get the same benefits but in ways that were not destructive. We learned how to create pleasure and relief in our lives in healthier ways. We came to believe that with our Higher Power stress and fear could be greatly diminished. Our evolving faith did not explain away pain, which we accepted as an integral part of life, but it did give us the courage to face it, feel it, and learn from it, instead of using nicotine to avoid it.

We realized, for instance, that an overly judgmental approach to life worked as a way of boosting our sense of self-worth and helped cover up feelings of inadequacy or fear. We also came to understand that this approach kept us separate from those we were judging. We were isolated in a false sense of superiority. It deprived us of honesty, empathy, and compassion in relationships with others.

In our attempt to deal with our feelings of inadequacy and fear, we came to realize that these were normal human feelings. We understood and accepted our



Asheville, North Carolina  
NAWSC 2024

limitations. We were not superhuman. We could not do everything. Furthermore, we live in a sometimes-dangerous world and fear is a legitimate emotion.

Once we recognized that these feelings were normal, we focused on them in a different way. We examined what it was that had us feel inadequate. We learned what it was that frightened us. Equipped with the insights these efforts provided, and with the help of our Higher Power, we could prepare for situations in new ways that reduced or eliminated feelings of fear and inadequacy.

We came to see how our need for acceptance could be met without injury to ourselves and others. In our pursuit of authentic self-worth, we acknowledged our own positive attributes and built on them. We could stop being preoccupied with how we were perceived by others. We no longer allowed our self-worth to be determined by others' opinions.

We came to understand the need for being ready to have our ineffective and unhealthy ways removed. We became willing to let go of these behaviors and to change. Step Six guided us to accept that being "entirely ready" is an ongoing process. We were comforted by the thought that we sought progress, not perfection. We thought back to the Third Step when we decided to turn our will and our lives over to the *care* of God, as we understood God. We confirmed that we meant our *total* will and our *entire* life. We needed to fully commit to the Good Orderly Direction of a Power

greater than ourselves and to practice program principles.

In Step Six we moved from one period of our life to another. We learned the difference between holding on to the past and letting it go. We began to stop living in the pain of yesterday and to start living in the pleasure of today. We were now truly ready, with a clear conscience, to ask our Higher Power to remove our shortcomings and guide us to change the things we can.



Proposed revisions indicated with colors

## STEP SIX

### Were entirely ready to have God remove all these defects of character.

Before we began Step Six, many of us found it useful to reflect on and consider our work thus far. If we had been thorough, we had done a great deal of work, some of it very difficult.

As we reviewed our work on the first three Steps, once again, we accepted our powerlessness, reiterated our faith, and recommitted to our decision to surrender and accept the care of our Higher Power. After the examination of our lives in Step Four and admitting what we found in Step Five, we came to know ourselves more fully and to have a deeper understanding of the process of recovery. We were ready to take Step Six.

Step Six is a transition Step. It is when we really began to change as we examined the reasons and motivations for our behavior. With this additional knowledge, we began to consider healthier ways of meeting our needs. In other words, we were willing to let go of our misguided ways, and ready to have our God/Higher Power remove our defects, or ineffective character traits.

From the moral inventory of ourselves we saw that our flawed behaviors and attitudes had the potential to hurt us, but may have brought us pleasure, a sense of acceptance, comfort, and a means of avoiding stress, fear, or pain. We came to see how our need for acceptance could be met without injury to ourselves. We realized that, once acknowledged and accepted, stress and fear could be greatly diminished. We found it helpful to recognize both the benefits and damages resulting from our flawed behaviors and attitudes. We began to understand what needs we were trying to fulfill from these misguided ways.

By working Step Six, we developed new methods to get the same benefits but in ways that were not destructive. We learned how to create pleasure and relief in our lives in healthier ways. We came to believe that with our Higher Power stress and fear could be greatly diminished. Our evolving faith did not explain away pain, which we accepted as an integral part of life, but it did give us the courage to face it, feel it, and learn from it, instead of using nicotine to avoid it.

We realized, for instance, that an overly judgmental approach to life worked as a way of boosting our sense of self-worth and helped cover up feelings of inadequacy or fear. We also came to understand that this approach kept us separate from those we were judging. We were isolated in a false sense of superiority. It deprived us of honesty, empathy, and compassion in relationships with others.





Asheville, North Carolina  
NAWSC 2024

In our attempt to deal with our feelings of inadequacy and fear, we came to realize that these were normal human feelings. We understood and accepted our limitations. We were not **superhuman**. We could not do everything. Furthermore, we live in a sometimes **dangerous** world and fear is a legitimate emotion.

Once we recognized that these feelings were **normal**, we focused on them in a different way. We examined what it was that had us feel inadequate. We learned what it was that frightened us. **Equipped** with the **insights** these efforts provided, and with the help of our Higher Power, we could prepare for situations in new ways that reduced or eliminated feelings of fear and inadequacy.

We came to see how our need for acceptance could be met without injury to ourselves and others. In our pursuit of authentic self-worth, we acknowledged our own positive attributes and built on them. We could stop being preoccupied with how we were perceived by others. We no longer allowed our self-worth to be determined by others' opinions.

We came to understand the **need for** being ready to have our **ineffective and unhealthy ways** removed. We became willing to let go of these behaviors and to change. **Step Six** guided us to accept that being "entirely ready" is an ongoing process. We were comforted by the thought that we sought progress, not perfection. We thought back to the Third Step when we decided to turn our will and our lives over to the *care* of God, as we understood God.

We confirmed that we meant our *total* will and our *entire* life. We **needed to fully commit to the Good Orderly Direction of a Power greater than ourselves and to practice program principles.**

In Step Six we moved from one period of our life to another. We learned the difference between holding on to the past and letting it go. We began to stop living in the pain of yesterday and to start living in the pleasure of today. We were now truly ready, with a clear conscience, to ask our Higher Power **to remove our shortcomings and guide us to change the things we can.**





## Current version of Edition Five

### **STEP SIX** **Were entirely ready to have God remove** **all these defects of character.**

Before we began Step Six, many of us found it useful to meditate and consider our work thus far. If we had been thorough, we had done a great deal of work, some of it very difficult.

In our meditation, we reflected on the first three Steps. Once again, we accepted our powerlessness, reiterated our faith, and recommitted to our decision to surrender to the care of our Higher Power. We realized we had deepened our understanding of the process of recovery. After concluding that the examination of our lives in Steps Four and Five was as complete a job as we were capable of making, we were ready to take Step Six.

Step Six is a transition Step. It is where we really began to change. We needed to consider what this change meant to us. Through Steps Four and Five we came to know ourselves more deeply than we ever had. We came face to face with what had worked for us and what had not, as well as with our effective and ineffective traits. We came to understand that there were reasons for our behavior. In Step Six we examined the reasons and our motivation for our behavior. With this additional knowledge, we began to consider healthier ways of meeting our needs. In other words, we were ready to have God remove our defects, or ineffective traits of character.

We saw that each of our character defects was two-sided. Each had the potential to hurt us, as we saw in Step Four, but each could also bring us pleasure, or a sense of acceptance, or perhaps the means of avoiding stress, fear, or pain. Now, we learned how to incorporate pleasure into our lives in healthier ways. We came to see how our need for acceptance could be met without injury to ourselves. We realized that, once acknowledged and accepted, stress and fear could be greatly diminished. Our newly found faith did not explain away pain, which we accepted as an integral part of life, but it did give us the courage to face it, and to feel it, instead of using nicotine to stuff it or avoid it.

In working Step Six, we found it helpful to recognize the benefits and penalties we got from acting out our character defects. We began to understand why we did certain things, and what it was we were trying to get from the process. We learned to recognize that, in the process, we also got many things we did not want.



Asheville, North Carolina  
NAWSC 2024

We realized, for instance, that our overly-judgmental approach to life worked as a way of boosting our own sense of self-worth and helped us cover up our feelings of inadequacy or fear. At the same time, we came to understand that this approach kept us separate from those we were judging. It locked us into a false sense of superiority. It deprived us of honesty in relationships with others.

Once we understood what we really were attempting to accomplish, we developed new methods for getting the same results in ways that were not self-destructive. In our pursuit of authentic self-worth, we acknowledged our own positive attributes and built on them. We were no longer concerned with how we were perceived by others. We refused to allow our self-worth to be determined by others' opinions.

In our attempt to deal with our feelings of inadequacy and fear, we came to realize that these were normal human feelings. We understood and accepted our limitations. Sometimes we were not old enough. Sometimes we were not young enough. We were not supermen or superwomen. We could not do everything. Furthermore, we live in a sometimes-dangerous world and fear is a legitimate emotion.

Once we realized that these feelings were acceptable, we focused on them in a different way. We examined what it was that made us feel inadequate. We learned what it was that frightened us. Armed with the information these efforts provided, and with the help of our Higher Power, we could prepare for situations in new ways that reduced or eliminated feelings of fear and inadequacy.

When we came to understand the concept of being "ready" to have our character defects removed, we were able to consider being "entirely" ready. We became willing to let go and to change. The notion of "entirely" was a goal we worked toward. We were comforted by the thought that we sought progress and not perfection. We thought back to the Third Step when we decided to turn our will and our lives over to the care of God, as we understood God. We confirmed that we meant our total will and our *entire* life.

In Step Six we moved from one period of our life to another. We learned the difference between holding on to the past and letting it go. We began to learn to stop living in the pain of yesterday and to start living in the pleasure of today. We were now truly ready, with a clear conscience, to ask our Higher Power for help.



## **Proposed revision**

### **STEP SEVEN**

#### **Humbly asked Him**

#### **to remove our shortcomings.**

There are many ways of practicing this Step. We can ask for help aloud in a quiet room where we can hear what we are saying and reflect on it as we say it. Others recite the Serenity Prayer upon awakening and before getting up. Still others express their humility on their knees seeking guidance. The important thing is to say our words sincerely. They can form the basis of a worthwhile daily meditation, or be added to other prayers and affirmations.

We have found that these actions can get our day off to a strong start. During the day, they can take the edge off situations and feelings long enough for us to forget the urge to use nicotine. When our resolve not to use nicotine has weakened in stressful situations and intense emotions, we humbly recognize our limitations. Step Seven reminds us to be willing to ask for help.

Asking for help was often difficult for us. To feel safe and in control, we may have wanted to believe that we were totally self-sufficient and independent. However, that left us disconnected and with a feeling of emptiness. At meetings, we continued to be inspired by the willingness of others to make changes and have their ineffective behaviors removed. Our sponsor and others have provided additional support.

As we moved forward through the Steps, we found it was a liberating experience to surrender and receive care from a Power greater than ourselves. We experienced the promise that "Our Higher Power, through this program, has done for us what we could not do for ourselves." As we increase our conscious contact with our Higher Power, we also hope to increase our knowledge of this Power's guidance for us.

We maintain our gratitude for the help we receive in many ways, including reciting the following:



## **Seventh Step Prayer**

*My Higher Power, I place myself in your hands  
and humbly ask that my character defects  
be lifted from me so that I may help others.*

*Please grant me willingness, courage, and  
strength so that through my actions I may  
reflect your love and wisdom.*

Nicotine is cunning, baffling, and demanding. If we use it, we run the risk it could instantly dominate our lives. To reflect our Higher Power's *love and wisdom* we ask for the *willingness, courage, and strength* to change our behaviors and live in freedom from nicotine. We seek healing for ourselves and with our relationships. With humility, we understand the importance of continuing our work with the Steps.

**Proposed revision indicated with colors**

### **STEP SEVEN**

**Humbly asked Him**

**to remove our shortcomings.**

After the relief of admitting our powerlessness over nicotine, we came to believe in a source of unconditional care. We then revealed our searching moral inventory and became entirely ready to change and improve the things we can. Now at Step Seven, we humbly ask our Higher Power to relieve us of our shortcomings which kept us unhappy, afraid, unwilling, and incapable of meeting life without our drug, nicotine.

Let's think about the first word of this Step, "humbly." Some of us were put off by this word because it so closely resembles the words "humiliate" and "humiliation." We came to understand that the word "humbly" did not mean debasing ourselves. Humbly means accepting our proper place in the grand scheme of things.



With deeper humility, we acknowledged our Higher Power as a more encompassing, complete entity than ourselves. We saw that our Higher Power was more, and that we were less. We do not think of ourselves as less in a demeaning way. For example, our fellowship as a whole is more powerful than we are alone. Humility is the acceptance of our human limitations, while recognizing the significance of having a Power greater than ourselves in our lives.

Accepting our typical human limitations is different from acknowledging the shortcomings we want removed. Now, we explored new behaviors in preparation to take the Seventh Step. At Step Four through Step Six, we identified and admitted these shortcomings and then became ready to let go of them. They were called our "inventory" in Step Four, "wrongs" in Step Five, and "character defects" in Step Six. Whatever the label for these ineffective behavior patterns, we identified our addiction as the prime example. We also realized that we used nicotine in order to numb feelings such as the guilt and shame we felt about our shortcomings.

As we humbly accept these shortcomings, we acknowledge our imperfections, which are often our extreme responses to basic instincts. We realize these behavior patterns had not worked for us and may have affected others. We can see more clearly how these shortcomings made, and continue to make, our lives unmanageable.

There are many ways of practicing this Step. We can ask for help aloud in a quiet room where we can hear what we are saying and reflect on it as we say it. Others recite the Serenity Prayer upon awakening and before getting up. Still others express their humility on their knees seeking guidance. The important thing is to say our words sincerely. They can form the basis of a worthwhile daily meditation, or be added to other prayers and affirmations.

We have found that these actions can get our day off to a strong start. During the day, they can take the edge off situations and feelings long enough for us to forget the urge to use nicotine. When our resolve not to use nicotine has weakened in stressful situations and intense emotions, we humbly recognize our limitations. Step Seven reminds us to be willing to ask for help.

Asking for help was often difficult for us. To feel safe and in control, we may have wanted to believe that we were totally self-sufficient and independent. However, that left us disconnected and with a feeling of emptiness. At meetings, we continued to be provided additional support.

As we moved forward through the Steps, we found it was a liberating experience to surrender and receive care from a Power greater than ourselves. We experienced



Asheville, North Carolina  
NAWSC 2024

the promise that “Our Higher Power, through this program, has done for us what we could not do for ourselves.” As we increase our conscious contact with our Higher Power, we also hope to increase our knowledge of this Power’s guidance for us.

We maintain our gratitude for the help we receive in many ways, including reciting the following:

### Seventh Step Prayer

*My Higher Power, I place myself in your hands  
and humbly ask that my character defects  
be lifted from me so that I may help others.*

*Please grant me willingness, courage, and  
strength so that through my actions I may  
reflect your love and wisdom.*

Nicotine is cunning, baffling, and demanding. If we use it, we run the risk it could instantly dominate our lives. To reflect our Higher Power’s love and wisdom we ask for the willingness, courage, and strength to change our behaviors and live in freedom from nicotine.

We seek healing for ourselves and with our relationships. With humility, we understand the importance of continuing our work with the steps.

### Current version of Edition Five

### STEP SEVEN

### **HUMBLY ASKED HIM TO REMOVE OUR SHORTCOMINGS.**

In the middle of the Twelve Steps, after the relief of admitting our powerlessness over nicotine and a searching moral inventory, we put ourselves on the line and asked God to remove our shortcomings. We asked our Higher Power to take away the roadblocks we had constructed which kept us unhappy and afraid and incapable of meeting life without our drug, nicotine.



The Step itself required only that we humbly ask God to remove our shortcomings. Let's first think about the word "humbly." Some of us were put off by this word because it so closely resembles the words "humiliate" and "humiliation." These words seemed too negative. We came to understand that the word "humbly" did not mean debasing ourselves. What it meant was seeing our proper place in the grand scheme of things. We acknowledged our Higher Power as a higher, more complete, more encompassing entity than ourselves. We saw that our Higher Power was more, and that we were less. But we were not less in a bad or pejorative sense. We were less in respect to our Higher Power. This is the correct understanding of humility. It is the acceptance of our very true and very human limitations.

Accepting our ultimate humanity and our human limitations is different from acknowledging our shortcomings, which we had done in Step Four. As we progressed from Step Four through Step Six we identified, admitted, considered, and began to psychologically detach from these shortcomings. We called them "inventory" in Step Four, "wrongs" in Step Five, and

"character defects" in Step Six. Whatever the label for these ineffective behavior patterns, we realized that our addiction itself was the prime example. We also realized that the guilt and shame we felt about our shortcomings was part of the reason we used nicotine. As we accept these shortcomings as normal human failings, our extreme responses to basic instincts, we acknowledge our imperfection. We realize our previous behavior patterns have not worked for us or for others. We see that they have made our lives unmanageable.

Reflecting back on Step Two, we came to believe that a Power greater than ourselves could restore us to sanity. Here is where we ask that Higher Power to do so. Having explored various alternatives to our shortcomings, we are now ready to take the Seventh Step.

Some of us took this Step by saying the following words, "*My Higher Power, I place myself in your hands and humbly ask that my character defects be lifted from me so that I may help others. Please grant me willingness, courage, and strength so that through my actions I may reflect your love and wisdom. Amen.*"

We have found that there are many ways to take this Step. What works best for many of us is to pray aloud in a quiet room where we can hear what we are saying and reflect on it as we say it. In bed, upon awakening and before getting up, works well. On our knees works, too. The important thing is to say our words. They can form the basis of a worthwhile daily meditation alone, or together with other prayers or affirmations.





We have found that these words can do more than get our day off to a strong start. They can take the edge off situations and feelings long enough for us to forget the urge to use nicotine. When we think about the many times our resolve not to use nicotine has crumbled in the face of tough situations and intense emotions, we recognize our limitations. Step Seven reinforces our sense of powerlessness and our willingness to ask for help.

Asking for help was often difficult for us. We wanted to believe that we were totally self-sufficient and independent. Our willingness to see ourselves as needing help, which was an essential part of the First Step, left us with a feeling of emptiness. It was when we started to work the Second Step that this emptiness was filled with our faith in a Power greater than ourselves. To our great surprise we found that our decision to surrender our will, and our willingness to ask for help from a Higher Power, or even from our fellow human beings, was a liberating experience. Not only did it remove the unrealistic pressure we had placed on ourselves, but we also began to make progress. In fact, our very definition of the word progress began to change. We leave it up to our Higher Power to remove these shortcomings. We learn that whether and when they will be removed is up to our Higher Power, and not up to us.

As we increase our conscious contact with our Higher Power, we also hope to increase our knowledge of our Higher Power's will for us. Perhaps in this way we will come to understand why our Higher Power leaves us the capacity to behave ineffectively. After all we have made a decision to turn our will and our lives over to the care of a Higher Power as we each may come to understand.

Nicotine is cunning, baffling, powerful, and patient. We are never free from our addiction. By working Step Seven and reciting the Seventh Step prayer, we ask for *willingness, courage, and strength* from a Power greater than ourselves so that through our actions we may reflect our Higher Power's *love and wisdom*





## Literature

### Workgroup Session #2 – Mental Health pamphlet

In this workgroup, we will review an updated draft of the Mental Health pamphlet after several more members with co-existing mental health concerns, two clinical licensed social workers provided wording suggestions. The committee was mindful of keeping it limited to a trifold and not get beyond a general welcome, basic helpful information, and meeting guidance.

***\*\*Disclaimer: We ask that the workshop group reword this through the lens of traditions. It will go to the Traditions Committee for final review if approved by the delegates. \*\****

## **Nicotine Anonymous: Our Role in Mental Health Support**

***(working title only)***

**DRAFT: NOT FOR DISTRIBUTION**

Nicotine Anonymous (NicA) recognizes that we have members with co-existing mental health concerns in addition to nicotine addiction that can create additional challenges to one's recovery. We seek to honor Our Preamble which concludes with: "Our primary purpose is to offer support to those who are trying to gain freedom from nicotine." While NicA is not a mental health facility and makes no claims to have such professional expertise, we offer this pamphlet with our compassion and support.

### **Welcome**

This pamphlet was written for, and with the help of, members of the fellowship who have a mental health condition. It can also be helpful for members who support them in their efforts to gain freedom from nicotine.

### **Challenges and Consequences**

Those of us who have experienced depression, anxiety, or have other mental health concerns know how challenging it is to stop smoking, vaping, chewing, or using nicotine in any form. Nicotine causes its addiction and compulsive use.

It is well-known that people with some form of mental health diagnosis often have high rates of nicotine use, which can then lead to more harm to their overall health.

The financial consequences of nicotine addiction can prevent someone from being able to afford basic necessities.

A person's nicotine addiction is also a strain on the concerns of one's family, friends, and/or care takers.

### **MENTAL HEALTH CONCERNS AND NICOTINE USE**

Often nicotine is used to self-medicate. Nicotine can have profound mental and emotional effects on the brain. There are neurotransmitters (brain chemicals) such as dopamine and serotonin, and hormones such as endorphins that, when working at proper levels, provide a sense of well-being and calm. However, incorrect levels can distort a person's experience and perception that can impact their mental health.

Nicotine alters the level of these brain chemicals. This may provide temporary sensations of pleasure but soon wear off as nicotine levels drop. This causes uncomfortable withdrawal symptoms



such as mood instability, anxiety, hypersensitivity, and irritability. “Cravings” occur for more nicotine until the next dose of nicotine, which leads to the next craving for nicotine. This addiction keeps individuals caught in a perpetual cycle of craving, use, craving, use.

Nicotine is a stimulant and a depressant. While its effect on those brain chemicals can increase the likelihood of experiencing stimulation and intensity, the effect can also soothe and feel rewarding. These are very powerful responses that drive the compulsive and repetitive cycle of using nicotine products. These effects over time may distort one’s thinking and influence one’s perception about using nicotine. As a result, nicotine users can become conditioned to these powerful effects and also be unaware of the serious physical, emotional, and spiritual consequences of this addiction.

Members realize when they stop using nicotine, having the support of others is so important to help ease the effects of the withdrawal symptoms. By reading our literature and listening to members, we learn as a group to distinguish between what is true and what is distorted thinking about nicotine.

### **MENTAL HEALTH TREATMENT**

Members with mental health concerns may contact their doctor, a local mental health agency, psychiatrist, psychologist, Licensed Professional Counselor, or Social Worker. These professionals may know of programs and treatments that are covered through grants or insurance. We encourage you to seek help if you need it. These professionals may provide treatments and skills that can be useful in conjunction with the recovery work all members do in Nicotine Anonymous.

### **REMINDERS FOR MEMBERS WITH CLINICAL DIAGNOSES**

- When preparing to get free of nicotine, consider consulting with a doctor and/or therapist. Stopping the use of nicotine may affect body chemistry and prescribed medications.
- Nicotine Anonymous is not a mental health treatment program and other NicA members or sponsors are not professional counselors.
- NicA meetings are not to be considered therapeutic sessions. Clinical details are best discussed with a professional.
- Members decide what works for them and make progress at their own pace.
- The reference to God in the Twelve Steps conveys one of the concepts the fellowship uses for involving a Power greater than ourselves in our recovery.

### **ROLE OF NICOTINE ANONYMOUS**

Nicotine Anonymous is a fellowship of mutual support with a program based on universal spiritual principles. Members can come to believe in a caring Power greater than themselves. Each person comes to their own understanding of a Higher Power. This source of care can help make positive changes in their lives. Members of a group can offer each other compassion and understanding throughout the recovery process. A sponsor offers additional support and guidance to work on the Twelve Steps of Nicotine Anonymous.

Nicotine Anonymous meetings are a safe place and members are guided to not judge, criticize, or give unsolicited advice to one another. At meetings, members focus on sharing their experience, strength, and hope as they relate to their recovery from nicotine use. We hear how others also use the program’s five Tools--meetings, literature, group contact list, service, and sponsorship-- to help them develop the ability to manage cravings to gain and maintain freedom from nicotine use. Practice makes progress.

This program has helped others with co-existing mental health concerns. Nicotine Anonymous makes no claim to be able to address every member’s needs, but we offer a 12-Step program that has helped members recover from nicotine addiction.

Our experience is that those who keep attending meetings keep progressing in their own recovery process. Nicotine Anonymous is a gentle program that each member can take at their own pace. This fellowship offers the hope that living without nicotine is possible.



Asheville, North Carolina  
NAWSC 2024

### RELAPSES

It is not unusual for some members to relapse and pick up nicotine rather than pick up a phone to call another member during a stressful experience. Although there can be a tendency to feel shame and not want to come back to the next meeting, that is when attending a meeting is so important. Remember, members do not criticize—our purpose is to offer support and compassion. We all want to do the next right thing and move forward in our recovery—one day at a time.

### ALL NEWCOMERS

It is important to **Keep Showing Up** (slogan) at meetings. We suggest reading our pamphlets such as “To the Newcomer and Sponsorship,” “HOW Nicotine Anonymous Works,” “Tips for Gaining Freedom from Nicotine,” “The Program and The Tools,” and “The Serenity Prayer for Nicotine Users.” New members come to realize we do not need to struggle alone. We believe in our slogan, **Together We Change**.

### GENERAL GUIDELINES AT NICA MEETINGS

- Members do not smoke, vape, or chew tobacco during a meeting.
- We keep our shares within the group’s time limit.
- We stay focused on issues related to our recovery from nicotine use.
- Before or after a meeting, members can ask questions, or seek guidance about appropriate behavior during meetings.
- We accept no one is perfect, and practice tolerance with others and ourselves.
- It is essential that meetings are a safe place for all its members.
- Letting go of nicotine can bring up strong emotions. Members are considerate of how we express them at meetings.
- Sponsors and group contact lists are other options to discuss personal information and concerns. Members consider who may be better able to understand our more sensitive information. We ask others if we can call and talk, and when would be the best time to call.

### Welcome to Nicotine Anonymous

For literature, meeting lists, a subscription to SevenMinutes, or other information, contact:

**Nicotine Anonymous World Services**

**6333 E. Mockingbird Lane, Suite 147-817**

**Dallas, TX 75214**

**469-737-9304 office**

**877-TRY-NICA (879-6422) info**

**<http://www.nicotine-anonymous.org>**

**[info@nicotine-anonymous.org](mailto:info@nicotine-anonymous.org)**





## **Service/Outreach**

### **Workgroup Session #1 – Service/Outreach**

Last year, the conference held a workshop about the importance of having an active Outreach Committee and regular leadership. We now have an Outreach Committee Coordinator, and we need to form a committee to support our growing fellowship. This workshop will focus on service, the importance of service, and the principle of “rotation of service” that attracts new involvement. We will review open service positions at the World Services level, including those interested in service on the newly reformed outreach committee. This will be facilitated by Danelle R and Iliana R, our new Outreach Coordinator.

## **Future of the Conference**

### **Workgroup Session #2 – What does the NAWS conference need to be to reflect our fellowship today?**

At the 2023 conference, two members stepped up to host the 2025 WSC in Florida. Since then, those members have rescinded their offer and one of them said they will only be willing to host an “online only” conference. This workshop is designed to open discussion of future conferences, the costs, the format, content, and the membership involvement. One or more motions may come from this workshop. In 2021, it was voted they always be hybrid. 2022 was first hybrid. In 2023 the 2025 committee brought forward the concerns that the conference remain hybrid. Ideally, this session will write a motion for the delegates to vote on for future business and fellowship events.



## Remote Attendance Information

Everyone who registers will receive an email with embedded virtual conference link to attend the World Services Conference 2024. This email will be sent by [secretary-emeritus@nicotine-anonymous.org](mailto:secretary-emeritus@nicotine-anonymous.org) the weekend before the conference.

Virtual conference meetings will be via Zoom\* software program. Business meetings and speakers will be recorded (see asterisked items on the agenda) and available for replay (but not download) at no additional charge to registrants until May 15, 2024. After that time, recordings will be available for sale.

In addition to the meetings listed on the agenda, regular NicA meetings will be held at various times throughout the weekend during the conference and a marathon meeting will be available, hosted by Free at Last. These will be accessible with different virtual conference links (flyer with link to be provided) and these meetings will not be recorded.

*\*Disclaimer: Any listing of businesses or organizations used to help us carry our message of recovery does not represent an endorsement of either by Nicotine Anonymous. Please be aware that when you exit our site we are not responsible for another website's privacy policy, computer security, tracking technology, or intellectual property protection. Nor can we attest to the accuracy of information provided by any linked site. These website links do not constitute an endorsement in any way by Nicotine Anonymous.*

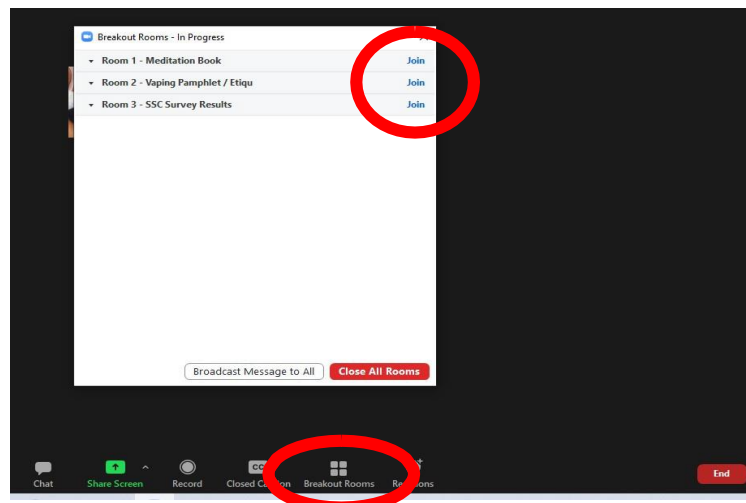
## How to Navigate Breakout Rooms

We will again be using the virtual conference software tool, Zoom, \* for this year's conference. The workshops will be held in Breakout Rooms.

You should be able to move yourself in and out of the breakout rooms, if you are on a computer or pad. We will have Zoom room hosts available to help anyone who needs assistance. If you will be calling in via phone, the Zoom room host will need to move you into the breakout room.

### Instructions:

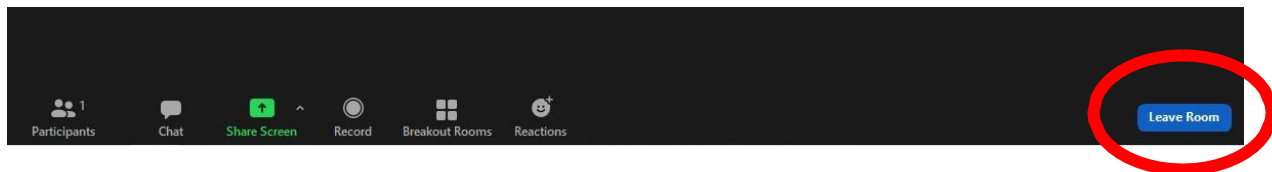
- 1) Select **Breakout Rooms** at the bottom of your screen. A pop-up with your choices will appear. Choose one to "**Join**." (Note that this photo is from a previous year's workshops.)





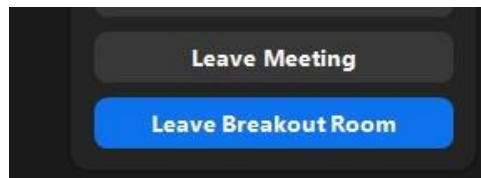
Asheville, North Carolina  
NAWSC 2024

- 2) Once in the breakout room, you can return to the main room, and then select a different breakout room. You cannot move directly from one breakout room to another; you always must return to the main room first.  
To leave a breakout room, **click on “Leave Room” at the bottom right of your screen.**



- 3) Once you click “Leave Room,” you will be given two choices:  
**Select “Leave Breakout Room”** and this will take you back to the main room. Once there, you may select a different breakout room.

Please be careful not to select “Leave Meeting”, as this will exit you out of Zoom completely. If this happens, just re-enter the way you did at the beginning of the day.



*\*Any listing of businesses or organizations used to help us carry our message of recovery does not represent an endorsement of either by Nicotine Anonymous.*

## Attendance via Phone

### Remote attendance via phone

Toggles:

\*6 mutes and then \*6 again to re-mute.

\*9 ( when appropriate) will raise your “hand” and \*9 will lower your “hand”.

Our virtual conference online hosts will be able to rename you if you are unable to do so. They will also move you to breakout rooms for the workshops.



## Nicotine Anonymous Voting Process

### **PROCESS FOR VOTING FOLLOWING ROBERTS RULES OF ORDER AS ADAPTED BY NICOTINE ANONYMOUS**



**Motion and 2<sup>nd</sup> may only be made by delegates at the World Services Conference**

#### **How to End Discussion**

1. Organically – goes directly to a vote. No one else is requesting to speak.
2. Call the question.
  - Delegate calls the question (requests a vote) – must receive 50% +1 of delegates.
    - All in favor of ending the discussion and bring motion to a vote.
    - All in favor of continuing the discussion.
  - Chair can call the question – no vote required.  
Chair states that discussion will be ending shortly (time decided by Chair).

**BEFORE CLOSING THE DISCUSSION, I WANT TO ENSURE THAT ALL VIEWS HAVE BEEN HEARD. THIS WILL BE THE LAST OPPORTUNITY TO EXPRESS ANY MINORITY OPINION.**

**Vote** – Motion is re-read by the secretary.

- All in favor (requires 50% + 1) for passage.
- All opposed.
- Any abstention

---

#### **Additional Processes That May Occur During the Voting Process**

##### **AMENDMENTS**

- **Friendly** – Improve motion without changing the meaning (person who made motion must accept)
- **Regular** – changes the intent and wording. Person who made and 2<sup>nd</sup> must agree to change.
  - Discussion on amendment
    - Requires 50% +1 of delegates to agree to amendment prior to voting on the actual motion.
    - If amendment not approved, continue with discussion on original motion.

**Point of Information** – Used to ask a question or gaining additional information.

**Point of order** – Used when deviation of process or disruption (Chair requests assistance from parliamentarians)





## 2024 Service Opportunities (Open Positions)

Nicotine Anonymous World Services has service positions open for your consideration. Service is a Tool of recovery. Service provides an amazing opportunity to give back to the program that assists in gaining and sustaining freedom from nicotine. Below is an excerpt from *Nicotine Anonymous: The Program and The Tools*.

### **Service**

*Carrying the message of freedom from nicotine-to-nicotine users who still suffer is the basic purpose of our Fellowship. We look for ways to inform people that Nicotine Anonymous is available. However, we remain mindful that this is a program of attraction, not promotion. We do not try to persuade people, only to inform them. Any service, no matter how small, that helps reach a fellow sufferer adds to the quality of our own recovery.*

*Our presence and sharing our experience, strength and hope at meetings is our most important service in carrying the message. In addition, setting up a meeting room, maintaining literature inventories, welcoming newcomers, posting meeting announcements, doing whatever needs to be done in the group or for Nicotine Anonymous as a whole, gives back what we have so generously been given. We do what we can when we can. We gain as we give and thus learn the value of service as another Tool of our recovery.*

Each year, the incoming Active Chairperson of NAWS appoints coordinators to lead all the World Services committees. Although not always possible, our aim is to honor a spirit of rotation and encourage volunteers to step up for a full year.

The service positions currently available are:

- Serving on any of the committees as a trusted servant to continue the work of that committee.
- The Service Structure and Outreach Committees are seeking new members.
- For more detail, please review our website: <https://www.nicotine-anonymous.org/service>

The following service positions are currently vacant. Please contact [chairperson@nicotine-anonymous.org](mailto:chairperson@nicotine-anonymous.org) if interested in filling any of these open positions.

### **Name/Logo Protection Coordinator**

Manages the protection of the Nicotine Anonymous and NicA name, logo, and associated trademarks.

- Educates meeting groups and Intergroups about correct use of the name/logo/ trademarks.
- Contacts websites and companies that are using the name/logo/trademarks incorrectly/without permission.
- Keeps NAWS updated as to when trademark renewals are needed, and ensures this information is retained on the NAWS Officer action item list, in coordination with the NAWS Office Manager.

### **Translations Coordinator**

Will work with the Literature Coordinator to continue efforts to have our literature translated into other languages. This position does not require being fluent in other languages.

### **Website Coordinator**

NAWS is in the process of creating a new website on the WordPress platform. Once created, we need an individual to regularly monitor and update the website as directed by the NAWS Chair. This includes





posting new events, taking down past events, and ensure our meeting lists are current in a timely manner. The Website Coordinator will coordinate the work with a web assistant, the office manager, a website committee (if needed) and manage email addresses for the NAWS accounts.

For more information go to [www.nicotine-anonymous.org](http://www.nicotine-anonymous.org) to read more details in the Policy and Procedures Manual. ["About Us" tab → "Organization" → "World Services"]

## Description of Board Positions

**Pease note: Each year, there is an "elect" (First year) position open for Chair, Secretary, and Treasurer**

The following pages describe the NAWS Board Officers positions. Officers can be nominated throughout the weekend and will be elected at the Sunday morning Delegates' Business Meeting. The following descriptions come from the Policies & Procedures Manual, which can be found on the NAWS website: [www.nicotine-anonymous.org](http://www.nicotine-anonymous.org).

Officers are elected for a three-year term. The first year is in the "Elect" position. The second year is their "Active" year. And the third-year service is in the "Emeritus" position.

If you are interested in serving on the Board, don't hesitate to reach out to any of the current officers who will be happy to discuss their experiences with you.

### OFFICERS JOB DESCRIPTIONS

It is suggested that any Officer has a minimum of one year free from nicotine to serve on the Board, however this is not a requirement.

In addition to the duties delineated below, Officers are expected to regularly check their emails, preferably daily but at least once a week, due to time sensitive issues that might occur between Officer board meetings.

#### ***First Year***

##### **Chairperson Elect**

Reports to the Active Chairperson.

Contacts both the Committee Coordinators and the Intergroup contact about a month prior to each of the four main Board meetings to receive their quarterly updates to be included in the Board reports. If no report is sent via email, a telephone call would be suggested. The Chairperson Elect reviews the reports and forwards to the Board members about a week prior to the Board meetings. The four main Board meetings are typically held in July, October, January and the Friday afternoon of the conference in April.

Acts as the Committee Coordinator liaison, linking the Officers to the Committee Coordinators. The Chairperson Elect distributes any action items relevant to these Coordinators.

Acts as the Intergroup liaison, linking the Officers to the Intergroups. Prior to each of the four main Board meetings, an email connection is made to each Intergroup contact to update names and addresses and to learn of any issues of interest and concern that the Officers may address on behalf of the Intergroups. The Intergroups contact list is located on the first page of the quarterly Intergroup report.

Reminds Intergroup contacts in early January that a list of delegates is to be submitted to the Secretary Emeritus at least 30 days prior to the annual NAWS Conference.



Reviews all the Intergroups' websites once a year (suggested during September) and reports any items of interest or concern at the next Board meeting.

Notifies the Committee Coordinators when the Policies and Procedures Manual has been updated and is posted on the website.

Maintains a list of action items developed at the six Board meetings and distributes the action list to the Board members and other responsible parties within two weeks. Between Board meetings, the Chairperson Elect can request and/or receive updates regarding the action items and distribute if warranted. The Chairperson Elect distributes the current status of action items two weeks prior to a Board meeting.

Notifies the Intergroup contacts when the Policies and Procedures Manual has been updated and is posted on the website.

Participates in periodic video-conference meetings with the two other Chairpersons (Active and Emeritus).

Work with Active Chair to prepare agenda for post-conference officer's Board meeting.

### **Treasurer Elect**

Serves on the financial committee to learn how to perform the procedures of the accounting of the fellowship's funds. Posts the monthly interest earned on any investment accounts into QuickBooks and reconciles the Savings Account between the bank and QuickBooks.

1. Participates in "Treasurers unite" meetings with the two other Treasurers (Active and Emeritus).

### **Secretary Elect**

1. Maintains and updates the confidential NAWS Directory and will email an updated copy only to those listed whenever changes are made. It is recommended that the updated listing of the new Officers be added as soon as possible after the NAWS Conference, preferably within 30 days.

Responsible for maintaining the Policies and Procedures Manual and will incorporate updates as directed by the Board. This updated version will be sent to the Active Chair who will forward it to the Website Coordinator for uploading on the website.

Participates in periodic meetings with the two other secretaries (Active and Emeritus).

Refer to Section 5, Orientation of New Officers, for tasks at the end of the term.

## **Second Year**

### **Chairperson (Active)**

The Chairperson of Nicotine Anonymous World Services is elected to serve the fellowship by upholding the duties and responsibilities, as well as the limitations of the duties and responsibilities, as stated in the Bylaws of Nicotine Anonymous.

At the Board meeting immediately after the conference, the Chairperson sets the quarterly meeting calendar for the term, subject to the approval of the Officers, and directs the Chairperson Elect to inform all Coordinators of the dates. The Chairperson ensures that the Chairperson Elect receives all Intergroup and Committee Coordinator contact information.

Additional tasks include:

Appointment of Service Activity Coordinators for the years' service

Coordination of all Board meetings

Official correspondence

Oversight of the functions and activities of the World Services Officers and the service appointees

Prepare and submit quarterly reports to the Board (and send to editor for inclusion in the *SevenMinutes*) and an annual report to fellowship at WSC.

Send approved minutes + reports (one consolidated PDF) to NicA News Coordinator (for distribution to the fellowship) and the Website Coordinator (for posting on website under Archives).

Serves as liaison for all items requiring approval by the Traditions committee.



Trains Chairperson Elect throughout the year on all duties.

- At the Friday pre-conference officer's Board meeting, reviews with the Chairperson Elect the agenda items for the post-conference meeting (see section Post-conference Officer's Board meeting in Section 14 "World Services Conference").

The Chairperson monitors all Board members and the Office Manager. The Chairperson asks all Officers to read the Policies & Procedures manual and understand their duties and encourages the Treasurers and secretaries to meet with their teams regularly.

The Chairperson interacts with the:

1. Treasurer – To ensure treasury performance in:
  - a. Maintenance of our financial records on World Services-approved software.
  - b. Reporting:
    - Quarterly reports for Officers:
      - Statement of cash flows
      - Balance sheet
      - Profit and loss comparison
    - Annual report for Officers and conference.
  - c. Tax reporting – Review the following documents two (2) weeks prior to their respective due dates:
    - Annual state sales tax return to the State of Texas as the local taxing agency.
    - Annual federal and state income tax returns.
    - Nonprofit information returns.
    - Federal and state quarterly and annual payroll tax returns as necessary.
2. Secretary – To ensure secretarial performance:

Active Secretary

  - a. Records minutes of quarterly Officer Board meetings.
  - b. Distributes draft minutes to Board and meeting attendees in the time prescribed and follows up to have all suggested revisions incorporated and final minutes approved.

Secretary Elect – Ensures Secretary Elect:

  - a. Verifies and distributes updated confidential NAWS Directory only to those listed whenever changes are made.
3. Office Manager – Ensures that the remote office service:
  - a. Responds to mail and requests for literature, starter kits and other World Services items, and obtains and coordinates volunteer assistance as needed.
  - b. Coordinates with Literature Coordinator and Print Graphic Designer/Artist for printing master's and makes available to printer and coordinates subsequent printing orders with printer.
  - c. Coordinates printing and shipping needs between the Office Manager and suppliers.
  - d. Makes quarterly reports to the Officers and annual report to the conference.
  - e. Maintains meeting additions, changes, and deletions.

The Chairperson provides oversight to all Service Coordinators to ensure that the duties and responsibilities of that position are being adhered to as specified in the P&P. Below are a few examples of note, but not an exhaustive list:

1. Literature Coordinator – Ensures that the Literature Coordinator:
  - a. Distributes literature proposed for approval to the Officers and the Office Manager



- b. Approves printing of approved literature and coordinates costs with the Treasurer and Office Manager.
  - c. To ensure that writing and publication of The Book are proceeding and that publication costs are estimated for Treasurer and Officers.
2. Outreach Coordinator – To ensure that Outreach Coordinator coordinates public outreach efforts of Intergroups. To ensure any new or updated outreach material requiring Board approval be done in collaboration with a quorum of Board Officers.
3. SevenMinutes Editor – Coordinates with Editor to distribute the financial reports and a summary of the Officers' quarterly activities. The Chair will also write a quarterly article for Seven Minutes.
4. Traditions Committee Coordinator – Work closely with Coordinator to ensure that all publications are reviewed by the committee.
5. World Services Conference Chairperson – To ensure that World Services Conference Chairperson makes all arrangements for annual conference; coordinates costs with Officers and Treasurer; and creates business agenda of conference to be presented to the Officers. Asks and/or assigns necessary conference tasks such as workshop topics, facilitators, and instruction sheets to be done in a timely manner. It is the responsibility of the Active Chair to ensure the approved disclaimers are mentioned (see conference section).

### **Treasurer (Active)**

Oversees and reviews the books and records of Nicotine Anonymous utilizing *World Services approved software (QuickBooks)* in accordance with general accepted accounting principles.

Provides for the safeguarding of fellowship assets by establishing various bank account limits, transaction limits and/or alerts to be implemented by the bank.

Maintains the separation of duties by entering all expenses into QuickBooks and reconciling the checking account monthly. (Note: As the other side of the separation of duties, the Office Manager makes all bank deposits and records all deposits in QuickBooks.)

The Office Manager works with a professional tax preparer to ensure that they have whatever information is needed to pay all taxes due by May 15<sup>th</sup> of each year. The Treasurer is sent the filing page of the tax form for review and signature which they return to the tax preparer with signature attached for filing.

Provides timely and accurate financial statements to the World Services officers on a quarterly basis and annually to the World Services Conference. (More information is available in the "How to create monthly financial reports" guide which is handed down from the previous Active Treasurer.)

The Treasurer shall:

1. Have access to QuickBooks for review purposes and to work with the Office Manager on an ongoing basis for the orderly conduct of business.
2. Review books monthly to establish their accuracy.
  - a. Reconcile Bank Accounts with Emeritus and Elect Treasurers during monthly "Treasurers unite" meetings. Office Manager may be part of this meeting – but not required.
  - b. Review accounts payable and accounts receivable for reasonableness.
  - c. Review all expense accounts categories for reasonableness of entries and assignment to the correct category.
3. Coordinate with the Office Manager to pay all fellowship bills in a timely manner.



4. Confirm that the Office Manager performs an annual physical inventory.
5. Coordinate with Office Manager to provide professional tax preparer with all necessary financial statements including but not limited to:
  - a. Prior year end balance sheet
  - b. Prior year profit and loss statement
  - c. CD and savings account interest statements
  - d. And ensure Federal Income Tax form 940 is prepared and filed by IRS due date of May 15 of each year.
6. Professional tax preparer may also file additional forms as necessary such as:
  - a. State Form [CT-RRF-1], Registration/Renewal Fee Report To Attorney General Of State (Charitable Trust Form) *(due April 15, no later than four months and fifteen days after the end of the organization's accounting period)*
  - b. Form 199 State Exempt Organization Annual Information Statement
  - c. State Form [BOE-401-A] State, Local and District Sales and Use Tax Return
  - d. Statement by Domestic Nonprofit Corporation. Pay State Non-Profit Statement annual [\$10.00] fee if required.
  - e. Any other forms for the fellowship as required by federal and state governing bodies.
7. Coordinate with the Office Manager to ensure annual sales tax is filed and paid to proper state comptroller.
8. Coordinate with Office Manager to provide to the Chairperson a copy of all federal and state tax documents two (2) weeks in advance of their due dates.
9. Provide the World Services Officers with quarterly financial statements to include the following:
  - a. Statement of cash flows
  - b. Balance sheet
  - c. Profit and loss comparison
10. Provide the World Services Conference with a calendar year-end report.
11. Provide the Officers with annual financial statements to include a profit and loss, balance sheet, statement of cash flows and a verbal explanation of all significant items.
12. Coordinate with Office Manager to provide the *SevenMinutes* editor with financial summary for each issue.

### **Secretary (Active)**

1. Attends and records the minutes for all Officer Board meetings and the annual NAWS conference delegate business meetings.
- Writes quarterly "Secretary's report" to be delivered at the Board meetings; this is sent to Chairperson Elect 10 days prior to the Officer Board meeting. This report would include acceptance of prior minutes, votes taken in between Officer Board meetings, and other pertinent matters.
- Receives (or requests, if not received) recorded version of Officer's Board meeting from Online Meeting Coordinator to assist with verifying minutes.
- Within two weeks of the meeting(s), the Secretary distributes draft minutes to all who attended, allowing one week for review and suggested edits.
- Redistribute revised minutes within a week to all Board Officers so minutes can be approved. The Chairperson will ensure the motion is called and will confirm outcome of vote.
- Sends final approved minutes and all attachments to Board members, meeting attendees, and all those listed in the NAWS directory. (FYI - The Chairperson will send minutes and attachments to



In-reach Coordinator [for distribution to the fellowship via NicA News] and the Website Coordinator [for posting on the website under Archives].)  
Formally records any motions that happen via email between Officer Board meetings and includes them in the Secretary's report at Officer Board meetings.  
At the annual NAWS Conference, conducts the roll call for each conference business meeting for purposes of ensuring a quorum (51% of delegates present). Note that only first name and last initial are used during the roll call. The final delegate list is received from the Secretary Emeritus.  
Acts as a mentor to the Secretary Elect.  
Ensures incoming Secretary has the template for creating the minutes and other necessary documents to perform their duties.  
Ensure all important files are backed up securely. (Exact process TBD.)  
Participates in periodic meetings with the two other Secretaries (Elect and Emeritus).

### ***Third Year***

#### **Chairperson Emeritus**

1. Serves the Officers in an advisory capacity.  
Passes on all appropriate and archived records to the Chairperson.  
Acts as liaison to the literature committee in the processing of new publications.  
Assists Chairperson Elect in completing the action items list (see section Post-conference Board meeting).  
Participates in periodic meetings with the two other Chairpersons (Elect and Active).

#### **Treasurer Emeritus**

Attends the monthly "Treasurers unite" meeting to reconcile monthly statements.  
As needed, assists the Treasurer with the preparation of the quarterly financial statements.

#### **Secretary Emeritus**

1. Acts as mentor to Active Secretary.  
Prepares agendas for Board meetings, if requested by the Active Chairperson.  
For the annual NAWS Conference:  
a. Create and maintain the list of conference delegates prior to the annual conference.  
b. Send out (digital and/or postal) delegate packets at least 30 days prior to a conference, once approved by the Board.  
1. Any proposed changes to the bylaws need to be sent out at least 90 days prior to the conference.  
2. Any proposed changes and/or additions to literature need to be sent out at least 30 days prior to the conference.  
c. Coordinate with the conference registrar to confirm that all delegates are registered.  
d. Provides a copy of the final delegate list to the Secretary Elect for the purpose of roll call (only first name, last initial, and email address).  
e. Provides the final delegate count to the Active Chairperson for the Chair's report.  
Updates the Conference Guidelines as directed by the Board.  
Participates in periodic meetings with the two other secretaries (Elect and Active).