



**NICOTINE ANONYMOUS  
40<sup>th</sup> ANNUAL WORLD SERVICES CONFERENCE**

**DELEGATE PACKET**



In the Heart of Texas



In the Heart of Texas

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## **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.”*

*(from: Nicotine Anonymous, The Book)*



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**WELCOME**

Dear Delegates,

We look forward to welcoming you to the **40<sup>th</sup> Annual Nicotine Anonymous World Services Conference... "Breathe Deep in The Heart of Texas."** Whether you are joining virtually or in person, we are grateful for your willingness to serve as a delegate.

The hotel has been a fine example of Texas hospitality and is very welcoming to Nicotine Anonymous. The Hotel Conference Center collaborated with the NAWS Conference Committee A/V team to ensure a quality virtual experience.

We had an amazing NAWS Conference Committee from across the world working together, like a well-oiled machine. Some of you were part of that committee. Our meetings were energizing, uplifting, engaging and filled with gratitude for our fellowship. This year the Conference Planning Committee had Co-chairs, Allison A. and Sharon C.

We've planned a conference that encompasses the history of Nicotine Anonymous as we celebrate the 40<sup>th</sup> conference. The "NicA Origins Panel" will share historical information about our beginnings and growth over these many years.

The attached schedule outlines the workshop topics. Please be prepared to share in these discussions with thoughts on the topics from the groups you represent.

The highlight of Saturday afternoon will be the "The Big Reveal: Website Update" by Aimee C. who has worked tirelessly with the website committee, and volunteers, to develop the new website.

There are openings for service such as: conference volunteers, board positions and committees to join.

Everyone in Austin on Friday evening is welcome to join us for a dinner out on the town at a nearby restaurant prior to the Gratitude Meeting.

For those still in Austin on Sunday evening, we have scheduled an "after conference event," that will take us on a car tour through parts of the Hill Country where we can see the amazing Texas wildflowers, and enjoy some Texas BBQ for dinner. Please send an email to [ConferenceChair@nicotine-anonymous.org](mailto:ConferenceChair@nicotine-anonymous.org) to reserve your spot!

We hope you will have time to visit downtown Austin, and its surrounding suburbs, while you are here. You'll find maps and guidebooks in your welcome package.

In Gratitude,

Sharon C. and Allison A, NAWS WSC XL Chairs



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Dear Delegates,

Hello and welcome, friends in service to our collective and inspiring recovery!  
I'm excited to share with you the **delegate packet** for the 2025 conference. This will be your essential guide to all business matters for our program.

To give you ample time to prepare, this packet is being released **40 days before the conference**. Please review it carefully, discuss it with your meeting group, and gather your group's conscience to represent at the conference.

The conference consists of business meetings, workshops and recovery meetings.

The workshops are for open discussion and generating ideas, and may lead to motions to be voted on at the Sunday morning business meetings. Please share and discuss the workshop topics with your meeting group. Submit any suggestions and ideas in advance to [chairperson@nicotine-anonymous.com](mailto:chairperson@nicotine-anonymous.com) and they will be forwarded to the facilitators.

Note that this year, in addition to the workshops, we have two items that are being presented for a "Yes" or "No" vote." These are:

- The proposed Bylaws changes - these align with last year's amendments.
- The proposed changes to Chapters on Step Seven and 8 as prepared by the Literature Committee and in the 2 Delegates Workshops that have taken place in November 2024 and March 2025

Thank you for your service! We hope your participation in the **2025 Nicotine Anonymous World Services (NAWS) Conference** will be meaningful and rewarding.

Looking forward to seeing you there!

In Service,

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



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# NICOTINE ANONYMOUS 40<sup>th</sup> ANNUAL WORLD SERVICES CONFERENCE SCHEDULE

*All times listed are U.S. Central Time (PT = -2 hours; ET = +1 hour; UK = +6 hours)*

*All meetings will be in Travis Ballroom V-VI, unless otherwise noted\**

*All meetings will use the same Zoom<sup>1</sup> log in--to be provided later-- except for the Early Bird meeting and both NAWS Officers Board meetings. To receive log in for Board meetings, please email [chairperson@nicotine-anonymous.org](mailto:chairperson@nicotine-anonymous.org).*

## Friday, May 2, 2025

*Registration 10:00 am – 8:00 pm in meeting foyer.*

*Hospitality Room Open 2:00 pm – 5:00 pm and 9:00 pm – 11:00 pm [subject to change].*

10:30 am – 4:00 pm	<b>NAWS Officers Board Meeting</b> , *in Board Room
11:00 am – 12:30 pm	<b>Early Bird Hybrid Meeting</b> . Zoom ID TBD.
6:30 pm	<b>Online Zoom training</b>
7:00 pm – 10:30 pm	<b>Gratitude Meeting</b> 

Meals not provided, but in person attendees will go out to dinner 5:00 pm – 7:00 pm.

Meetings with  will be recorded.

<sup>1</sup> 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.



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## Saturday, May 3, 2025

Registration 8:00 am – 1:00 pm in meeting foyer.

Hospitality Room Open 7:00 am – 1:00 pm and 10:00 pm – 11:00 pm [subject to change].

8:00 am	<b>Online Zoom training</b>
8:30 am – 12:00 pm	<b>Business Meeting</b> 🎤
9:00 am – 10:30 am	<b>Recovery Meeting</b> , in person only, *in Board Room
1:00 pm – 2:30 pm	<b>Workshop Session 1</b> (Three breakout rooms:)
	<b>1a: In-Person Convention and Online Conference</b> , in Travis
	<b>1b: Literature Needs and Wants</b> , *in Board Room
	<b>1c: Planting Roots in the Age of Virtual Meetings</b> , *in Hospitality Room
2:45 pm – 4:15 pm	<b>Workshop Session 2: The Big Reveal: New Website Update</b> 🎤
4:30 pm – 5:30 pm	<b>Workshop Recap</b> 🎤
7:30 pm – 9:00 pm	<b>Saturday Night Panel</b> 🎤
9:00 pm – 11:00 pm	<b>Saturday Night Entertainment</b>

Breakfast (7:00 am – 8:00 am), Lunch (12:00 pm – 1:00 pm), and Dinner (6:30 pm – 7:30 pm) are included.



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## Sunday, May 4, 2025

Hospitality Room Open 6:30 am – 2:30 pm [subject to change].

6:30 am – 8:00 am	<b>Sunrise Meeting, *</b> in Board Room
8:00 am	<b>Online Zoom training</b>
8:30 am – 10:30 am	<b>Business Meeting</b> 🎤, voting and election of officers
11:00 am – 12:00 pm	<b>Transition of Officers</b> 🎤
1:00 pm – 2:00 pm	<b>Spiritual Speaker Meeting</b> 🎤
2:00 – 3:00 pm	<b>NAWS Officers Board Meeting, *</b> in Board Room
	<b>After Conference Activity – TBD</b>

Brunch is included (12:00 pm – 1:30 pm).

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

*Recorded sessions ( 🎤 items on schedule) will be available for replay (but not download) at no additional charge to registrants until May 30, 2025. After that time, recordings will be available for sale.*





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## WORKSHOPS

### Workshops are on Saturday

#### Session 1: 1:00 pm - 2.30 pm US Central Time

##### 1a: In Person Convention and Online Conference, *in Travis*

- Convention to be self-funded and in-person only.
- Conference to be held at a separate time online only.
- While the conference has voted to keep an annual hybrid conference, there is renewed interest in revisiting the issue.
- Financial concerns are top-of-mind in this workshop as well. Not only is technical aspect hugely expensive for the conference weekend but travel reimbursements for board members and delegates have also continued to rise.
- Where do we want to put our money as a fellowship?

##### 1b: Literature Needs and Wants, *in Board Room*

*Please come prepared with ideas to discuss the following:*

- Focus on what the fellowship wants to develop, giving members a voice in [literature production](#) and general overview of what's currently in the pipeline
- General overview of past projects
- [Overview of Conference decisions](#) regarding literature for the last 5 years
- How can we best use our literature to fulfill our primary purpose, looking at worldwide availability, and sales of our literature as a major contributor to our income



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### **1c: Planting Roots in the Age of Virtual Meetings, in Hospitality Room**

- How do groups function?
- Introduce the concept of a homegroup where the first service often begins, where members learn about commitment and the service structure and how each member and each group fit into that structure.
- How the groups then fit into Intergroups and NAWS
- How do we grow groups and group participation in virtual meeting rooms?
- How to plug into worldwide fellowship through participation in committees, boards and in-reach vehicles like *SevenMinutes* and *NicA News*.

### **Session 2: 2.45 - 4.15 pm US Central Time**

#### **The Big Reveal: New Website Update**

to take up the three workshop slots so everyone has the opportunity to attend

- Walk-through the new website noting home page, navigation menu and functionality
- Treasure hunt
- New service positions and request for volunteers
- Questions and feedbacks

*As a result of discussions in any workshop, motions can be proposed for delegates to vote on at the Sunday business meeting.*



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## **CONFERENCE VOTING ON LITERATURE 2020-2024**

### **2020 Annual Conference**

#### Sponsorship Booklet:

1. The fellowship votes to remove the one experience called "All My Suggestions".
2. The fellowship accepts the sponsorship booklet as amended by the fellowship as conference approved literature.

#### Nicotine Anonymous: The Book - edits:

1. Motion: Ratify the already existing paragraph in the section on Tradition 11 for the 5th edition revised of The Book.
2. Motion: In a future edition of The Book, insert " the internet and social media platforms are considered other public platforms where members need to follow the guidance of this Tradition."
3. Motion: The Twelve Traditions of Nicotine Anonymous in the mint-green booklet and on the website to be consistent with the wording of the first of these motions, which just passed. "In public settings without public media..." A friendly amendment by Chick P. to add "and on the website"

### **2021 Annual Conference**

#### Vaping pamphlet:

Motion passed that the pamphlet, Freedom from Vaping Nicotine, as amended by the voting workshop, be approved as a piece of Nicotine Anonymous Conference Approved Literature.

#### Meditations manuscript:

Motion passed to approve the manuscript of 366 meditations as new NAWS Conference Approved Literature.

#### Title of new meditations book

Motion passed to approve the title for the new daily meditations book to be: "Reflections of Freedom. Daily Meditations on the Steps of Recovery. Written by members of Nicotine Anonymous (NicA)" Amended to "Reflections on Freedom"



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*Board motion passed on 7.21.21 regarding the Preamble:*

*Motion by Ed T., 2nd by Martina M. to change the NicA preamble from “a fellowship of men and women” to “a fellowship of people” and to communicate this change to all groups. The motion passes unanimously. Ratified at 2022 conference.*

## **2022 Annual Conference**

### New Literature:

The Nicotine Anonymous Group Inventory with the suggested edits become conference approved literature. Passed

### Nicotine Anonymous: The Book - revisions:

We move to have revisions made to Steps 1 and 2 for *Nicotine Anonymous: The Book* accepted and to have Steps 1 and 2 conference approved. Passed

### Pamphlets edits: (all approved)

1. We move to approve most recent revisions to “The Concerned Friends and Family of Nicotine Users” pamphlet and have this conference approved.
2. To accept “The Program and the Tools” pamphlet updates, as stated in the delegate packet, as conference approved.
3. To accept “Tips for Gaining Freedom from Nicotine” pamphlet updates, as stated in the delegate packet, as conference approved.
4. We move to accept "World Services, My Intergroup, and Me" pamphlet updates, as stated in the delegate packet, as conference approved and the word ‘whether’ replaced by ‘such as geographical or technological’.
5. To accept "Gender usage in pamphlet" updates as stated in the delegate packet as conference approved.
6. To accept "Gender neutral language in books and booklets" updates, as stated in the delegate packet, as conference approved.

### New Literature:

To accept "Nicotine Anonymous Meeting Etiquette Card" as stated in the delegate packet, as conference approved. Passed



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### Preamble:

To officially change the Nicotine Anonymous Preamble, as stated in the delegate packet, as conference approved. [Change to preamble: “Nicotine Anonymous is a fellowship of **people** (replacing “men and women”) helping each other live our lives free of nicotine.”]

## **2023 Annual Conference**

### Nicotine Anonymous: The Book – revisions

1. To accept the proposed revisions to Nicotine Anonymous: The Book, section on Step Three. Motion passed
2. To accept the proposed revisions to Nicotine Anonymous: The Book, section on Step Five. Motion passed.

### New Literature:

*To accept The Butterfly Book for publication as a NAWS conference approved piece of literature with edits. Motion failed.*

*To approve The Butterfly Book as NAWS Literature approved with edits mentioned in original motion and without quote attributions. Motion failed.*

## **2024 Annual Conference**

### Nicotine Anonymous: The Book – revisions

1. To accept proposed revisions in the Nicotine Anonymous: Book for Step Six as stated in the delegate package with additional highlights in the PDF, (with friendly amendment: to become conference approved literature.) Motion passed
2. *To accept proposed revisions in the Nicotine Anonymous: Book for Step Seven as stated in the delegate package with additional highlights in the PDF, to become conference approved literature. Motion failed.*

### New Literature:

To accept the pamphlet “Nicotine Anonymous Nicotine Addiction and Mental Health Concerns” as presented in PDF to be approved as conference approved literature. Motion passed.



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## LITERATURE INVENTORY

### Nicotine Anonymous World Services Inventory Assets as of 12/31/2024

Item #	Item Description	On Hand	COGS	Inv Value	Price	Margin	Est. Time to Sell by Yrs
<b>Books</b>							
BK-1	The Book	1208	1.79	2,162.32	11.50	9.71 84%	2.7
BK-2	Newcomers Booklet	834	0.59	492.06	5.00	4.41 88%	3.5
BK-4	Our Path to Freedom	901	1.27	1,144.27	6.95	5.68 82%	13.7
BK-5	Step Study Workbook	629	5.14	3,235.32	16.00	10.86 68%	2.2
BK-6	90 Days 90 Ways	1880	1.31	2,462.80	6.95	5.64 81%	8.4
BK-7	Twelve Traditions	1601	0.60	960.60	2.50	1.90 76%	27.6
BK-8	A Year of Miracles	927	2.14	1,983.78	16.00	13.86 87%	7.1
BK-9	Reflections on Freedom	1830	2.80	5,124.00	16.00	13.20 83%	12.7
BK-10	Sponsorship in Nicotine Anonymous (NicA)	2245	0.62	1,391.90	5.00	4.38 88%	44.9
B-L	Bylaws (Print on Demand)	0	-	-	1.00		
				<b>Books Total:</b>	<b>18,957.05</b>		
<b>Pamphlets</b>							
P-1	Introducing Nicotine Anonymous (NicA)	2464	0.090	221.76	0.30	0.21 70%	
P-2	The Serenity Prayer for Nicotine Users	1236	0.070	86.52	0.30	0.23 77%	
P-3	A Nicotine User's View of 12 Steps	535	0.070	37.45	0.30	0.23 77%	
P-4	Tips for Gaining Freedom from Nicotine	1028	0.090	92.52	0.30	0.21 70%	
P-5	To the Newcomer & Sponsorship	2490	0.120	298.80	0.30	0.18 60%	
P-6	To the Medical Profession	3893	0.080	311.44	0.30	0.22 73%	
P-7	Facing the Fatal Attraction	1461	0.190	277.59	0.30	0.11 37%	
P-8	Our Promises	2596	0.065	168.74	0.30	0.24 78%	
P-9	To the Dipper or Chewer	4361	0.090	392.49	0.30	0.21 70%	
P-10	Slogans	3905	0.090	351.45	0.30	0.21 70%	
P-11	World Services, Intergroup & Me	4242	0.090	381.78	0.30	0.21 70%	
P-12	Nicotine Anonymous The Program and the Tools	4354	0.090	391.86	0.30	0.21 70%	
P-13	Are You Concerned about Someone who Smokes or Chews	1225	0.140	171.50	0.30	0.16 53%	
P-14	How Nicotine Anonymous Works	5119	0.090	460.71	0.30	0.21 70%	
P-15	Our Policy of Openness:Our Higher Power As We May Each Come to Understand	4493	0.080	359.44	0.30	0.22 73%	
P-16	Abstinence: What is It?	4162	0.090	374.58	0.30	0.21 70%	
P-17	Freedom from Vaping Nicotine	3160	0.090	284.40	0.30	0.21 70%	
P-18	Nicotine Addiction and Mental Health Concerns	3988	0.110	438.68	0.30	0.19 63%	
Spanish Pamphlets				0.300	203.40		
				<b>Pamphlets Total:</b>	<b>5,305.11</b>		
<b>CDs</b>							
CD-2	Voices of NicA	524	0.578	302.87	4.00	3.42 86%	
				<b>CDs Total:</b>	<b>302.87</b>		
						<b>24,565.03</b>	



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## **AGENDA DELEGATES BUSINESS MEETING SATURDAY**

**8:30 am to 12:00 pm (US Central Time)**

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### **Introduction, Readings, Roll Call**

- Introduction and welcome everyone to the Annual WSC (WSC 40)
- Call to Order
- Serenity Prayer
- Housekeeping
- Caution: Recorded Session
- Readings of:
  - [Steps](#) \_\_\_\_\_
  - [Traditions](#) \_\_\_\_\_
  - [3<sup>rd</sup> Step Prayer](#) \_\_\_\_\_
  - A Reading from Reflections on Freedom \_\_\_\_\_
- Thanks Conference Committee
- Roll call - do we have a quorum? (simple majority)

### **Meeting Begins Right After Roll Call & and there is a Quorum!**

#### **First item:**

- Ask Delegates to officially approve El R. as Active Secretary and Tammy T. as Secretary Emeritus (who they replaced)

#### **Upcoming Voting items on Sunday:**

- 3 new officers: Chair Elect, Treasurer Elect & Secretary Elect for 2025 to 2026.
- [Bylaws changes](#) and The Book [Step Seven](#) and [Step Eight Chapter](#) changes (Up and down vote)
- Workshop Motions
  - After the workshop, facilitators must send motions and reports to secretary emeritus within 2 hours of the workshop recap.
  - The final motions will be sent back to delegates within two hours after that.
- A location or committee for the 2026 conference.



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### **WSO Officers Reports**

- Treasurer, Bill P.
- Office Manager, Allison A.
- Secretary, El. R.
- Chairperson, Marian D.

### **10.00 am BREAK**

### **10:15 am Committee Coordinators and Intergroup reports**

Each of the reports will have an average of 5 minutes.

#### **report**

1. Archives Coordinator
2. (NAWS annual) Conference Committee
3. Copyright/trademark Policy Coordinator
4. Email Coordinator
5. Email Pal Coordinator
6. In-reach Coordinator
7. International Groups Coordinator
8. Literature Coordinator
9. Translation Coordinator
10. On-demand / e-book publishing Coordinator
11. Online meetings Coordinator
12. Public outreach Coordinator
13. Service Structure and Bylaws Coordinator
14. Snail mail pen pal coordinator
15. Teleservices Coordinator
16. Traditions Committee
17. *SevenMinutes* Editor
18. Website coordinator
19. (ad-hoc) Workshop Planning Coordinator
20. Worldwide Meeting List Coordinator
21. Intergroup Reports (Chair Elect)

#### **reporter**

Tammy T.  
Allison A.

Chick P.  
Teresa Q.  
Robin L.  
Checko M.  
Checko M.  
Checko M.  
Aimee C.  
Bill H.  
Jan S.  
Bob S.

Jorie M.  
Bill H.  
Chris H.  
Aimee C.  
Grace H.  
Jeff M.  
Matthew H.





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**Open service positions: Officers and Committee Coordinators**

- explanation of [officer \(board\) positions](#) by the emeritus officers
- travel policy
- tabling process
- request nominations
- volunteer positions [committee coordinators](#)

**Nominations for Conference bids**

- The locations will be decided by the World Services Board keeping in mind the recommendations of the delegates.

**Workshop preview and additional business**

**12:00 pm - END BUSINESS MEETING**



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## **AGENDA DELEGATES BUSINESS MEETING SUNDAY**

**8:30 am to 12:00 am (US Central Time)**

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### **Readings**

- Serenity Prayer
- [Steps](#)
- [Traditions](#)
- A Reading from the Reflections on Freedom

### **Roll Call of Delegates** - do we have a quorum?

### **Call for motions**

- [Bylaws changes](#) (Up and down vote)
- The Book [Step Seven](#) and [Step Eight](#) Chapter changes (Up and down vote)
- Workshop Motions
  - -----
  - -----
  - -----
  - -----
  - -----
  - -----
- Secretary reads back wording of motions
- Discussion and voting

### **Call for nominations and vote for officers.**

- Each nominee makes a short speech
- Voting is done with candidates out of the room and the recording off

### **Call for nominations and vote for 2026 WSC Venue**

- Discussion and voting



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**11:00 am BREAK, PACK, CHECK OUT**

**11.30 am Transition of Officers**

**12:00 pm END BUSINESS MEETING**

*There will be a meeting of the new board in the (Boardroom) at 2:00 pm. Only the board and office manager may participate. All members may attend but may only speak if requested by the chair.*



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## READINGS

### The Twelve Steps of Nicotine Anonymous

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.

©1990, 1992, 1999 by Nicotine Anonymous® The Twelve Steps reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Steps does not mean that AA is affiliated with this program. AA is a program of recovery from alcoholism - use of the Twelve Steps in connection with programs and activities which are patterned after AA, but which address other problems, does not imply otherwise. See Alcoholics Anonymous' Twelve Steps below. 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. Copyright 1939, 1955, 1976 by Alcoholics Anonymous World Services, Inc.



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## The Twelve Traditions of Nicotine Anonymous

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 fully 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, TV, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

©1990, 1992 by Nicotine Anonymous The Twelve Traditions reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Traditions does not mean that AA is affiliated with this program. AA is a program of recovery from alcoholism - use of the Twelve Traditions in connection with programs and activities which are patterned after AA, but which address other problems, does not imply otherwise. See Alcoholics Anonymous' Twelve Traditions below. 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 the 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. Copyright 1939, 1955, 1976 by Alcoholics Anonymous World Services, Inc.



In the Heart of Texas

### **Nicotine Anonymous Third Step Prayer**

Relieve me of the bondage of self.

Help me abandon myself to the spirit.

Move me to do good in this world and show kindness

Help me to overcome and avoid anger, resentment, jealousy and any other kind of negative thinking today.

Help me to help those who suffer.

Keep me alert with courage to face life and not withdraw from it, not to insulate myself from all pain whereby I insulate myself from love as well.

Free me from fantasy and fear.

Inspire and direct my thinking today; let it be divorced from self pity, dishonesty and self-seeking motives.

Show me the way of patience, tolerance, kindliness and love.

I pray for all of those to whom I've been unkind and ask that they are granted the same peace that I seek.



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## **BYLAWS CHANGES**

These are the final proposed Bylaws changes from the Service Structure & Bylaws Committee (SSC), to be presented to the voting delegates at the 2025 World Service Conference (WSC) in Texas. As a reminder, Bylaws receive an up/down vote.

Background: The SSC presented substantial changes to the Bylaws at the 2024 WSC regarding how delegates are chosen and delegate roles and responsibilities. So as to not postpone these changes to the next year, the delegates approved the Bylaws changes and tasked the SSC to review the suggested changes from the fellowship and present them to the 2025 delegates for approval.

### **The BYLAWS of Nicotine Anonymous (NicA)**

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Article I: The Twelve Steps

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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.





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## 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 it 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.



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## 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~~ Affiliation

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 ~~at least~~ 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: Group Conference Delegates

- a) Each group shall be entitled to have one (1) Delegate that ~~represents the group.~~ ~~they represent.~~
- b) An individual ~~can~~ ~~is~~ only ~~be~~ a Delegate associated ~~to~~ ~~with~~ 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~~ ~~ought to~~ serve the ~~Conference~~ ~~fellowship and their group~~ 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) ~~A~~ ~~Delegates~~ ~~are~~ ~~is~~ expected to be informed as to any issues or concerns of the group they represent. See Article VI, Section 3



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- g) As ~~participants—a representative, Delegates;~~ a Delegate's ~~votes—vote—~~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 consists of representatives of groups 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 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 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 their representative to ~~the~~ their affiliated Intergroup. ~~to be called "intergroup representative" or "IR"~~.

### Section 5: Functioning

- a) Intergroups may conduct the business of their Intergroups by any method consistent with the Twelve Traditions.
- b) With prior notice to all member groups, Intergroups shall convene for selection of a Delegate to the World Services Conference of Nicotine Anonymous.
- c) To send a Delegate to the ~~current~~ World Services Conference, an Intergroup is required to formally register and provide information regarding the name of their Delegate at least sixty (60) days prior to the Conference opening business session.
- d) For the purpose of Conference business, only registered Intergroups ~~formally registered at~~ with the Nicotine Anonymous World Services Office (NAWSO) will be ~~certified~~ recognized.
- e) Intergroups may meet as they deem necessary to conduct 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: Intergroup Conference Delegates

- a) Each Intergroup shall be entitled to have one (1) Delegate for the Intergroup they represent.
- b) Each Delegate may be elected for a term of one (1) year and in addition to attending ~~required to attend~~ the annual Conference, ~~ought to serve the fellowship and their Intergroup~~ for such term. ~~The term is from the date the Intergroup elects a Delegate until the Intergroup's next election date. See Article VI, Section 3.~~
- c) World Services suggests that a Delegate not serve more than four (4) consecutive years, except for reasons to be decided by the ~~local~~ Intergroup with respect to its own Delegate.



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- d) 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.
- e) A Delegates ~~are~~ ~~is~~ is expected to be informed as to any issues or concerns of the Intergroup they represent.
- f) As ~~participants~~ ~~a representative~~, ~~Delegates~~ ~~votes~~ a Delegate's ~~vote~~ should be informed by input from their ~~i~~ Intergroup 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 member~~, which may be known as the World Services 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 from groups, chosen in accordance with these Bylaws. (Article IV, Section 6-a)
- 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 a voting Delegate.

### Section 2: Registration of Delegates

All delegates 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 ~~submitting of the~~ complete name of the Delegate, ~~email address if available~~, 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 officer position they are representing.

### Section 3: Delegate Duties and Responsibilities

~~Additional Roles and Responsibilities~~ ~~other than not specified elsewhere~~ ~~outlined~~ in these Bylaws includes: ~~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 (~~or designate an alternate~~) 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~~ ~~communicate~~ to their group or Intergroup from the fellowship, ~~including from the~~ conference, quarterly board meetings, and/or special meetings during their term.
- f) Provide feedback from their group or Intergroup at workshops and ~~to~~ the fellowship at large.
- g) ~~It is s~~uggested that each Delegate participates ~~with in~~ at least one of the Nicotine Anonymous committees.



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## 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 by the Delegates 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 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 have a minimum of one (1) year abstinence from nicotine in all forms as of the date of their election or appointment to the position and continuing through their term of office. 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 the law, the Articles of Incorporation for Nicotine Anonymous, or with these Bylaws, or the actions 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.



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### Section 3: Minutes

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

### Section 4: Limit to 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 shall be filled. If a vacancy occurs among in any of the Active officer positions, that position shall be filled by a current [or former] board member at the discretion of the remaining board members. All other vacancies shall be filled by appointment by majority vote of the remaining board members. In all cases, replacement officers 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 World Services 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 and/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 by the Chairperson 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 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 by mail, any electronic communication, or official publication. 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 and/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

Each Delegate shall have a single 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 Active Chairperson of the NAWSO. In the absence of the Active Chairperson, the Active Treasurer shall preside over meetings of the Delegates.

### Section 6: Parliamentary Authority



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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 shall provide that the agenda for the annual Conference includes written reports of the Treasurer and the Chairperson of NAWSO.
- b) Notwithstanding any action of the Chairperson 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.



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## **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 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 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 of notification.





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## REVISIONS STEP SEVEN

To Delegates and Members:

Nicotine Anonymous World Services conducted literature workshops on November 9, 2024 and March 1, 2025. Part of each workshop was about the Literature Committee's proposed draft to the chapter on Step Seven in *Nicotine Anonymous: The Book*. Any member could attend to provide their comments and additional suggestions to the draft, which was presented in a two-column table for members to compare the current text to the proposed draft.

Based on the criteria below, please review the resulting draft of this Step as a whole, as well as the individual words. You will find some text rearranged or relocated in another paragraph, and some words deleted. You will also find additional words, some that connect to our other literature. The Literature Committee worked to provide the draft below with the proposed revisions in order to be voted on by Delegates at the 2025 Conference.

### Criteria for proposals to Step Seven sections

#### Updating

- To enhance and/or clarify our message
- To have an aspirational tone of hope to "attract" newcomers
- To be inclusive and more readily translated into other languages/cultures for our worldwide membership
- To provide opportunities for current members to have a voice in their fellowship's literature

#### Maintaining

- Our caring message of non-judgmental, compassionate support
- NicA as a gentle program, taken by each member's own pace, and own understanding
- Universal spiritual principles such as honesty, acceptance, patience, respect, and love
- A process of healing and a spiritual awakening



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<p><b>Step Seven</b> current text = 900 words</p>	<p><b>Step Seven</b> Proposed draft from 2 workshop = 935 words</p>
<p style="text-align: center;"><b>STEP SEVEN</b> <b>Humbly asked Him</b> <b>to remove our shortcomings.</b></p>	<p style="text-align: center;"><b>STEP SEVEN</b> <b>Humbly asked Him</b> <b>to remove our shortcomings.</b></p>
<p>1 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.</p>	<p>1 After the relief of admitting our powerlessness over nicotine, we came to believe in a source of care greater than ourselves. 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 God/Higher Power, as we each came to understand, to remove our shortcomings, all of which kept us unhappy, afraid, unwilling, and incapable of meeting life without our drug, nicotine.</p>
<p>2 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.</p>	<p>2 Let us focus on the first word of this Step, "humbly." The word "humbly" did not mean debasing ourselves or thinking of ourselves as less in a demeaning way. It does not mean that we think less of ourselves, but rather, that we think of our selves less. We came to understand that humbly means accepting our proper place in the grand scheme of life. We acknowledged a Higher Power as a more encompassing, complete entity than ourselves. 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 value of having a Power greater than ourselves in our lives.</p>



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<p>3 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.</p> <p>4 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.</p>	<p>3 Accepting our human limitations is different from acknowledging the shortcomings we want removed. As we progressed from Step Four through Step Six, we identified and admitted these shortcomings and then became ready to let go of them. 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 identified our addiction as the prime example. We realized that the guilt and shame we felt about our shortcomings was part of the reason we used nicotine in order to numb these feelings.</p> <p>4 (currently 3) We humbly acknowledge these shortcomings, which are often our extreme responses to basic instincts. By acknowledging our imperfections, 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. Having explored various alternatives to our shortcomings, we are now ready to take the Seventh Step and ask a Power greater than ourselves to continue restoring us to sanity.</p>
<p>5 Some of us took this Step by saying the following words, <i>“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.”</i> <b>(See proposal at paragraph 9)</b></p>	
<p>6 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</p>	<p>5 (currently 6) There are many ways to practice this Step. Some pray aloud in a quiet room where they can hear what they are saying and reflect on it as they say it.</p>



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<p>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.</p>	<p>Others may recite the Serenity Prayer upon awakening and throughout the day. Still others may choose to express their humility on their knees or in other postures while seeking spiritual guidance. It is important to say our chosen words sincerely. They can form the basis of a worthwhile daily meditation, or be added to other prayers and affirmations.</p>
<p>7 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.</p>	<p>6 (currently 7) 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. Whenever our resolve not to use nicotine weakens in stressful situations and during intense emotions, we humbly recognize our limitations. Having admitted we are powerless over nicotine, Step Seven reminds us to be willing to ask for help.</p>
<p>8 Asking for help was often difficult for us. We may have 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</p>	<p>7 (currently 8) Asking for help was often difficult for us. We may have wanted to believe that we were totally self-sufficient and independent in an attempt to feel safe and in control. Instead, that left us disconnected and with a feeling of emptiness. It was when we started to practice the Second Step that this emptiness began to be filled as we came to have faith in a Power greater than ourselves. As we moved forward through the Steps, to our great surprise we found it was a liberating experience to have made a decision to turn our will and our lives over to that Power. We also asked for help from a sponsor and our fellow members as we practiced these Steps. By using the Tools of our We program, we removed the unrealistic pressure we had previously placed on ourselves, and we began to experience emotional and spiritual progress.</p> <p>8 (currently 9) At meetings, we continued to be inspired</p>



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<p>and when they will be removed is up to our Higher Power, and not up to us.</p>	<p>by the willingness and actions of others. We witnessed how, through faith in their Higher Power and working these Steps, members have had their ineffective behaviors removed and their lives changed. We experienced the fellowship promise that “Our Higher Power, through this program, has done for us what we could not do for ourselves.” As we maintained our conscious contact with our Higher Power, we also hoped to increase our knowledge of our Higher Power’s guidance for us. We recalled we had 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.</p>
<p>9 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.</p>	<p>9 (relocated from 5) We are humbly grateful for the spiritual help we receive. We express our gratitude through service and by giving back to others what we have been freely given. Our actions are guided in many ways, including reciting the following:</p> <p style="text-align: center;"><i>Seventh Step Prayer</i></p> <p style="text-align: center;"><i>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.</i></p> <p style="text-align: center;"><i>Please grant me willingness, courage, and strength so that through my actions I may reflect your love and wisdom.</i></p> <p style="text-align: center;"><i>Amen.</i></p>
<p>10 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 <i>willingness, courage, and strength</i> from a Power greater than ourselves so that through our actions we may reflect our Higher Power’s <i>love and wisdom</i>.</p>	<p>10 Nicotine is cunning, baffling, powerful, and patient. Our freedom depends on working the Steps and not using nicotine, one day at a time. By working Step Seven and reciting the Seventh Step prayer, we seek healing for ourselves and with our relationships. With humility, we understand the importance of continuing our work with the Steps.</p>



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## **REVISIONS STEP EIGHT**

Delegates and Members:

Nicotine Anonymous World Services conducted literature workshops on November 9, 2024 and March 1, 2025. Part of each workshop was about the Literature Committee's proposed draft to the chapter on Step Eight in *Nicotine Anonymous: The Book*. Any member could attend to provide their comments and additional suggestions to the draft, which was presented in a two-column table for members to compare the current text to the proposed draft.

Based on the criteria below, please review the resulting draft of this Step as a whole, as well as the individual words. You will find some text rearranged or relocated in another paragraph, and some words deleted. You will also find additional words, some that connect to our other literature. The Literature Committee worked to provide the draft below with the proposed revisions in order to be voted on by Delegates at the 2025 Conference.

### Criteria for proposals to Step Eight sections

#### Updating

- To enhance and/or clarify our message
- To have an aspirational tone of hope to "attract" newcomers
- To be inclusive and more readily translated into other languages/cultures for our worldwide membership
- To provide opportunities for current members to have a voice in their fellowship's literature

#### Maintaining

- Our caring message of non-judgmental, compassionate support
- NicA as a gentle program, taken by each member's own pace, and own understanding
- Universal spiritual principles such as honesty, acceptance, patience, respect, and love
- A process of healing and a spiritual awakening



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<p><b>Step Eight</b> Current text = 691 words</p>	<p><b>Step Eight</b> Proposed draft from 2 workshops = 892 words</p>
<p style="text-align: center;"><b>STEP EIGHT</b> <b>Made a list of all persons we had harmed, and became willing to make amends to them all.</b></p>	<p style="text-align: center;"><b>STEP EIGHT</b> <b>Made a list of all persons we had harmed, and became willing to make amends to them all.</b></p>
<p>1 We continued our journey toward our one-day-at-a-time reprieve from nicotine addiction in the Eighth Step by preparing ourselves to make amends to all of those we had harmed and by becoming willing to make amends to them. The purpose of this Step is to achieve freedom from guilt over our past actions and interactions with other people.</p>	<p>1 In the Eighth Step, we continued this healing journey toward our one-day-at-a-time reprieve from nicotine addiction. We prepared a list of all those we had harmed in the past and became willing to make amends to them. We define “harm” as any form of physical, mental, emotional, or spiritual damage that our actions, words, and attitudes may have caused. The purpose of this Step is to be relieved of the guilt, remorse, and shame we carried due to our past actions and interactions with other people. We want to achieve freedom and further our healing process. We hope for a new peace with ourselves and others.</p>
<p>2 We define “harm” as any form of physical, mental, emotional, or spiritual damage that our actions may have caused others. If we kept our Fourth Step inventory, we may already have a list of people with whom we have had negative interactions. Many of us used this as our starting point for Step Eight. We surveyed the whole area of personal relationships and searched our memories for the people to whom we had given offense. The more recent and damaging the relationship, the quicker the memory surfaced. We went back through our lives, asking for guidance and direction from our Higher Power and put the names of these people on paper.</p>	<p>2 As a starting point for Step Eight, we used our Fourth Step inventory of those with whom we have had harmful interactions. We surveyed the whole area of personal relationships again and searched our memories for the people to whom we had given offense. The more recent or damaged the relationship, the quicker the memory may have been recalled. We asked for guidance and direction from our Higher Power.</p>





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<p>3 While preparing this list of amends due, the addict within sometimes attempted to color our thinking with all sorts of rationalizations. This seemed especially true if we prematurely anticipated the actual making of amends that takes place in Step Nine. Step Eight suggests that we make a list and become willing. It is not the direct amend-making Step. We stayed in the Eighth Step and worked the Ninth Step in its proper turn.</p>	<p>3 As we identified in writing all those we determined belonged on the list, sometimes we may have been tempted to influence our thinking with all sorts of rationalizations. This was especially true if we anticipated anxiety or conflict while actually making the amends that will take place in Step Nine. Recovery in Nicotine Anonymous works by being honest, open, and willing. Step Eight suggests that we are only making an honest list and becoming open and willing to make these amends. It is not the direct amend-making Step. We stayed in the Eighth Step and worked the Ninth Step in its proper time.</p>
<p>4 As we looked on the list of people to whom amends were due, we put out of our minds the wrongs, perceived or real, that others may have done to us. Our purpose was not to evaluate the behavior of others but to look only at our part of the interaction. We had to keep in mind that we were here to clear away the wreckage of our past, not to make others accountable for their wrongdoings</p>	<p>4 At Step Eight we evaluated only our own behavior toward others and acknowledged our part in any harmful interaction. We did not focus on the wrongs, perceived or real, that others may have done to us. We were not seeking to make others accountable for their wrongdoings. We focused on the one person we can change—ourselves.</p>
<p>5 Some instances of harm were directly related to our nicotine use, especially if we had been inconsiderate or selfish in our addictive behaviors around family, friends, or co-workers. We looked at the impact of our second-hand smoke or spit tobacco on those who had been in our presence, remembering both the individuals we knew and all the strangers who crossed our path. We also looked at the pollution we added to the environment with the cigarette butts or spit</p>	<p>5 Some instances of harm were directly related to our nicotine use, especially if we had been inconsiderate or selfish in our addictive behaviors around family, friends, co-workers, or animals under our care. We looked at the impact of our secondhand smoke, vapor, or spit tobacco on all those who had been in our presence. We also looked at the pollution we added to the environment with the cigarette/cigar butts or spit tobacco that we left on city streets and mountain</p>





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<p>tobacco that we left on city streets and mountain trails. We looked at the subtle harm we may have caused in our relationships by the ways we had used cigarettes as a barrier to intimacy, creating a true smoke screen to maintain an emotional distance between us and those in our lives. If our nicotine use in any form caused harm, such as cigarette burns or tobacco wad stains, we listed the restitution that was due.</p>	<p>trails. If our nicotine use in any form caused damage, we listed the restitution that was due.</p>
<p>6 We then made note of harm we did that was not directly related to our nicotine addiction. This included those we harmed due to our anger, fears, pride, and other personality traits that we had explored in our Fourth Step.</p>	<p>6 We then made note of the harm we caused due to our anger, fear, pride, irresponsibility, and other personality traits that we had explored in our Fourth Step. We looked at the harm we may have caused in our relationships by using nicotine to avoid vulnerability and intimacy. We considered how we may have created either an actual smokescreen to maintain an emotional distance or to blow smoke, vapor, or spit juice to covertly express our anger and resentments.</p>
<p>7 Some of us found it valuable to place ourselves on our amends list. So much of the damage caused by the use of nicotine and the defects accompanying our addiction, such as isolation and low self-esteem, were of greatest harm to our own bodies and lives.</p>	<p>7 Many members also found it was important to include ourselves on our amends list. So much of the damage caused by the use of nicotine and wrongs related to our addiction was the direct and daily harm to our bodies. It was typical to feel anxiety about our health because of our inability to stop using nicotine. If we felt shame, we sought to forgive ourselves. Remember, we admitted and accepted we were under the influence of a mind- and mood-altering drug.</p>
<p>.</p>	<p>8 Many of us felt our addiction stunted our emotional and spiritual growth, which was damaging to ourselves and others due to our misguided or ineffective behaviors. We may have caused problems in relationships because of the addiction or aggressive reactions. We may have</p>



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	<p>experienced low self-esteem or loneliness by isolating to insulate ourselves from others rather than engaging socially. In “Our Promises” there is hope in recovery that tells us, “We learn to assert ourselves where previously we had been aggressive or passive.”</p>
<p>8 We found that we made little progress in our new way of living until we backtracked and made an accurate and unsparing survey of the wreckage of our past. We were not able to develop the best possible relations with every person we knew until we “came clean” to ourselves, to God, and to another human being, and now—to the people involved in our tornado-ridden path.</p>	<p>9 We found that we made more progress in our new way of living when we made an accurate and complete list of all the past wrongs and harms inflicted, whether intended or unintended. As with each Step we have taken, the benefits came when we thoroughly committed to the work to be done.</p> <p>10 Although we accepted that we cannot change the past, becoming willing to work Step Eight furthered our ability to change the things we can. We were not able to develop the best possible relations with others until we admitted our wrongs to God, to ourselves, and to another human being— and now, we included on our list those people we had harmed.</p>
<p>9 There was a long period of reconstruction ahead. A remorseful grumbling or mumbling that we were sorry was not going to work. A sponsor or trusted friend could help us achieve the objectivity in preparing to go to these people. We did not hesitate to seek advice from our fellows and we asked our Higher Power for the willingness to proceed to Step Nine</p>	<p>11 For some of us, there may be a long period of reconstruction ahead. In preparing to make amends, we did not hesitate to seek advice from a sponsor, our fellow members, a trusted friend, spiritual advisor, or therapeutic counselor. They could help us achieve an objectivity and perspective we may not have on our own. We would need the wisdom to know the difference as to when, how, or even whether to make an amends to those on our list. We asked our Higher Power for serenity, courage, and wisdom in order to have the willingness to proceed to Step Nine.</p>



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## REMOTE ATTENDANCE INFORMATION

The Nicotine Anonymous World Services Conference will use Zoom\* software for its virtual conference meetings. Everyone who registers will receive an email with an embedded link to easily click and enter the meetings. This email will be sent by [secretary-emeritus@nicotine-anonymous.org](mailto:secretary-emeritus@nicotine-anonymous.org) the weekend before the conference.

The business meetings, workshop recap, gratitude meeting, and all speakers will be recorded (see 🎤 items on the [schedule](#)) and available for replay (but not download) at no additional charge to registrants until May 30, 2025. After that time, recordings will become available for sale.

*\*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.*

### How to Navigate Breakout Rooms

The Saturday afternoon 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.)

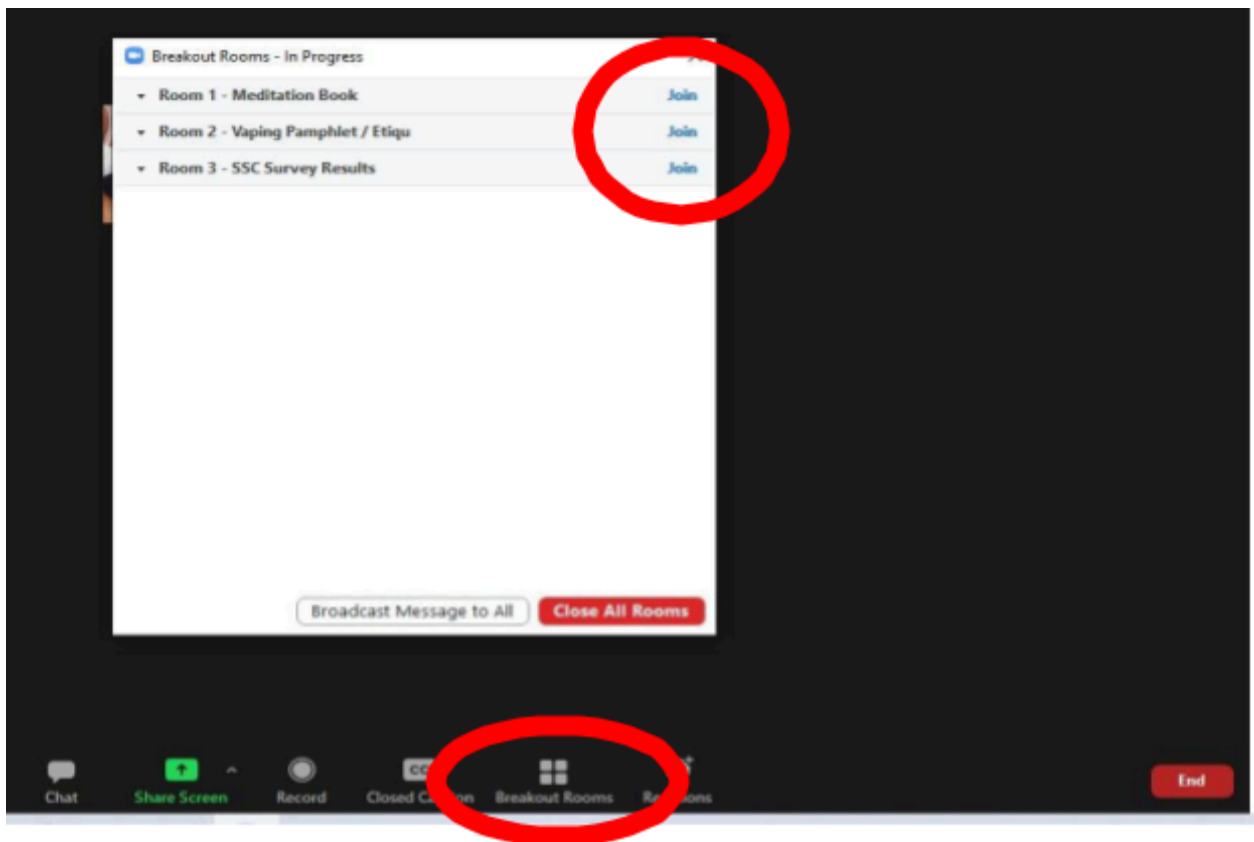
*\* Any listing of businesses or organizations used to help us carry our message of recovery does not represent an endorsement of either by Nicotine Anonymous.*



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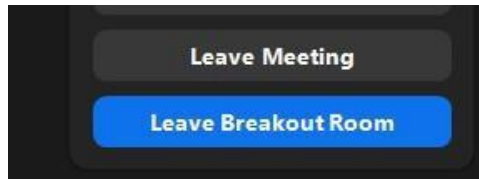
- 2) Once in the breakout room, you can return to the main room, and then select a different breakout room. You cannot move directly from one breakout room to another; you always must return to the main room first. To leave a breakout room, **click on “Leave Room” at the bottom right of your screen.**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





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



If you have any tech issues during the conference, please text our Tech Lead Bill H. at 1.818.800.3449

## **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.



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## NICOTINE ANONYMOUS VOTING PROCESS

### Process for Voting following Roberts Rules of Order as adapted by Nicotine Anonymous



**Motion, 2<sup>nd</sup> and voting 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.
    - o All in favor of ending the discussion and bring motion to a vote.
    - o 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

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#### 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.
  - o 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.



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

## **SERVICE OPPORTUNITIES**

### *invitation from the Chair Elect*

Fundamentally this is all about helping others – Our primary purpose, Tradition Five, is to carry our message of recovery to other nicotine addicts, inside and outside the fellowship.

To enable this, in line with Tradition Seven, it is essential that our fellowship becomes self-supporting through our own contributions. We have a responsibility to contribute our thoughts and actions into achieving this, which is more important than just putting money in the pot.

It is our time and effort spent on facilitating meetings, helping others, outreach, creating and distributing literature, looking after our finances, websites and many more roles that keeps the fellowship stable, which gives us the best chance of spreading the message of recovery to the wider world.

In short, the fellowship needs YOU to be healthy.

Without new energy from those who have the capacity to give away the peace, wonder, and joy they have found through practicing the principles contained within the Steps, the fellowship will struggle and it becomes difficult for us to practice the spirit of rotation.

Those already committed to maintaining and improving our fellowship will benefit from supporting newcomers and/or handing over their experience of service. Together we are stronger and more effective.

Yes, it can be scary taking on new roles within a committee, but so is the world outside of recovery. The more we challenge ourselves here, the better we perform in everyday life.

My recommendation is just try, volunteer and avoid the age-old problem that hinders human development which is contempt prior to investigation.

In short, service is not only essential for our newcomers, it equally benefits our own growth.

Join in and consider helping us to maintain and improve the fellowship and our own lives.



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## Matthew H Chair Elect

Here is a list of all the committees and coordinators at Nicotine Anonymous World Services:

- (ad-hoc) Workshop Planning Coordinator and Committee Members
- Archives Coordinator and Committee members
- (NAWS annual) Conference Committee
- Copyright/trademark Policy Coordinator
- Credentials Committee
- Email Coordinator & Email servants
- Email Pal Coordinator
- Graphic Design Coordinator
- In-reach Coordinator
- International Groups Coordinator and Committee members
- Literature Coordinator and Committee members
- On-demand / e-book publishing Coordinator
- Online meetings Coordinator
- Public outreach Coordinator and Committee members
- Service Structure and Bylaws Coordinator and Committee members
- Snail mail pen pal coordinator
- Teleservices Coordinator and Committee members
- Traditions Coordinator and Committee members
- *SevenMinutes* Editor
- Translation Coordinator and Committee members
- Website coordinator, Webcommittee members (blog coordinator, librarian, events calendar coordinator, daily courage coordinator)
- Worldwide Meeting List Coordinator

A job description can be found in our Policies and Procedures, published on our website:

[www.nicotine-anonymous.org/naws](http://www.nicotine-anonymous.org/naws)





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For more info on any of these positions; talk to any of us at the conference or e-mail [officemanager@nicotine-anonymous.org](mailto:officemanager@nicotine-anonymous.org)

## DESCRIPTION OF BOARD POSITIONS

*Please 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 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.

It is suggested that any Officer has a minimum of one year free from nicotine in order 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

1. Reports to the Active Chairperson.
2. 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 them 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.
3. Acts as the Committee Coordinator liaison, linking the Officers to the Committee Coordinators. The Chairperson Elect distributes any action items relevant to these Coordinators.
4. 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



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behalf of the Intergroups. The Intergroups contact list is located on the first page of the quarterly Intergroup report.

5. 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.
6. Reviews all the Intergroups' websites once a year (suggested during September) and reports any items of interest or concern at the next Board meeting.
7. Notifies the Committee Coordinators when the Policies and Procedures Manual has been updated and is posted on the website.
8. 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.
9. Notifies the Intergroup contacts when the Policies and Procedures Manual has been updated and is posted on the website.
10. Participates in periodic video-conference meetings with the two other Chairpersons (Active and Emeritus).
11. 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 periodic video-conference 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.
2. 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.
3. 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.
4. Participates in periodic videoconference meetings with the two other Secretaries (Active and Emeritus).
5. Refer to Section 5, Orientation of New Officers, for tasks at the end of the term.

### **Second\_Year**

### **Chairperson (Active)**



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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:

1. Appointment of Committee Coordinators for the next years' service, usually done after the conference board meeting, one of the first duties of new chair
2. Coordination of all Board meetings
3. Official correspondence
4. Oversight of the functions and activities of the World Services Officers and the Committee Coordinators
5. 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
6. 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).
7. Serves as liaison for all items requiring approval by the Traditions committee
8. Participates in periodic video-conference meetings with the two other Chairs (Elect and Emeritus).
9. Trains Chairperson Elect throughout the year on all duties
  - o 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:
      - o Statement of cash flows
      - o Balance sheet
      - o 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.



In the Heart of Texas

- 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 masters 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.

The Chairperson provides oversight to all Committee 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 is 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 Coordinator – To ensure that World Services Conference Coordinator 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).



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### **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 on a monthly basis 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)*



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- 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 [1][i]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.
  13. Participates in periodic video-conference meetings with the two other Treasurers (Elect and Emeritus).

### **Secretary (Active)**

1. Attends and records the minutes for all Officer Board meetings and the annual NAWS conference delegate business meetings.
2. 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 to include acceptance of prior minutes, votes taken in between Officer Board meetings, and other pertinent matters.
3. Receives (or requests, if not received) recorded version of Officer's Board meeting from Online Meeting Coordinator to assist with verifying minutes.
4. Within two weeks of the meeting(s), the Secretary distributes draft minutes to all who attended, allowing one week for review and suggested edits.
5. 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.
6. 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].)
7. Formally records any motions that happen via email between Officer Board meetings and includes them in the Secretary's report at Officer Board meetings.
8. Acts as a mentor to the Secretary Elect.
9. Ensures incoming Secretary has the template for creating the minutes and other necessary documents to perform their duties.



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10. Ensure all important files are backed up securely.
11. Participates in periodic video-conference meetings with the two other Secretaries (Elect and Emeritus).

See Appendix D, Secretary Guidelines for Writing Board Meeting Minutes

### **Third\_Year**

#### **Chairperson Emeritus**

1. Serves the Officers in an advisory capacity.
2. Passes on all appropriate and archived records to the Chairperson.
3. Acts as liaison to the literature committee in the processing of new publications.
4. Assists Chairperson Elect in completing the action items list (see section Post-conference Board meeting).
5. Participates in periodic video-conference meetings with the two other Chairpersons (Active and Elect).
6. Lead the Candidate Support Committee (see Section 14).

#### **Treasurer Emeritus**

1. Participates in periodic video-conference meetings with the two other Treasurers (Active and Elect) to reconcile monthly statements.
2. As needed, assists the Treasurer with the preparation of the quarterly financial statements.
3. Acts as the annual Conference Treasurer. (see Conference Guidelines for list of duties)

#### **Secretary Emeritus**

1. Acts as mentor to Active Secretary.
2. Prepares agendas for Board meetings, if requested by the Active Chairperson.
3. 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.
4. Participates in periodic video-conference meetings with the two other secretaries (Elect and Active).
5. Updates the Conference Guidelines as directed by the board.





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## **TREASURERS REPORT 4<sup>TH</sup> QUARTER 2024**

We ended the year with \$52,103 in our bank accounts, after beginning the year with \$47,460. Our end of year inventory was \$24,565, compared to \$29,055 at the beginning of the year. Our total assets at the end of the year were \$82,205, compared to \$82,746 at the beginning of the year.

Donations for 2024 were \$20,783, down from \$23,456 the previous year. 2024 Literature sales were \$20,554, down from \$24,850 in 2023.

Our total expenses for 2024 were \$40,368, compared to previous year expenses of \$42,328. We spent about \$2000 less in 2024, compared to 2023.

All in all, our total income after expenses for 2024 was a net loss of \$-563, compared to a net profit of \$854 in 2023.

In early 2025, our Board committed to spending approximately \$12,000 to upgrade our website.

We do the best we can to spend your money wisely, always searching for the best deal we can find on any expenditures.

We continue to benefit greatly from the countless hours our many volunteers contribute to carry our message of recovery to the nicotine addict who still suffers.





In the Heart of Texas

In service,

Bill P.



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## PROFIT AND LOSS 2024

NAWSO

Profit and Loss

January - December 2024

	TOTAL	
	JAN - DEC 2024	JAN - DEC 2023 (PY)
<b>Income</b>		
4000 Donations		
4010 Individual	5,356.18	14,917.83
4020 Group	1,582.28	3,250.42
4030 Intergroup	2,254.28	2,638.72
4050 Gift of Gratitude	11,591.10	2,650.00
<b>Total 4000 Donations</b>	<b>20,783.84</b>	<b>23,458.97</b>
4100 Literature Sales	0.00	-56.45
4100.1 Books		
4120 The Book	4,961.50	6,046.94
4125 Newcomer's Booklet	580.00	715.00
4130 Our Path to Freedom	333.60	545.25
4131 12 Traditions	102.50	117.50
4132 Sponsorship in NicA Booklet	160.00	120.00
4133 Reflections on Freedom	2,016.00	2,658.64
4135 90 Days, 90 Ways	695.00	1,328.55
4136 A Year of Miracles	1,808.00	2,924.10
4137 Step Study Workbook	4,208.00	4,461.27
<b>Total 4100.1 Books</b>	<b>14,864.60</b>	<b>18,917.25</b>
4100.2 Pamphlets	<b>708.30</b>	<b>714.00</b>
4100.3 Assemblies		
4110 One of each English Item	1,632.00	960.00
4111 One of each English Pamphlet	193.50	342.00
4126 Newcomers Package	1,224.00	1,368.00
<b>Total 4100.3 Assemblies</b>	<b>3,049.50</b>	<b>2,670.00</b>
4100.4 Audio		
4101 One of each English Pamphlet - mp3	20.00	40.00
4105 Audio Royalties (Findaway Publishers)	392.98	13.40
4127 Newcomer's Booklet - mp3	12.00	32.00
4138 Voices of NicA CD	32.00	32.00
4142 Voices of NicA mp3	48.00	32.00
4181 2017 Conference mp3s & CDs		20.00
4185 2021 Conference mp3s & CDs	10.00	97.00
<b>Total 4100.4 Audio</b>	<b>514.98</b>	<b>266.40</b>
4100.5 Digital		
4122 Kindle		5.00
4128 Amazon	1,142.29	33.34
4155 Print on Demand	417.98	1,863.25
4180 Nook ebook	348.76	83.00
<b>Total 4100.5 Digital</b>	<b>1,909.03</b>	<b>1,984.59</b>

Accrual Basis Tuesday, March 4, 2025 10:16 PM GMT-06:00

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## NAWSO

### Profit and Loss

January - December 2024

	TOTAL	
	JAN - DEC 2024	JAN - DEC 2023 (PY)
4150 UK Literature Sales	188.61	
4160 Seven Minutes Subscriptions	337.00	537.00
4190 No Charge Sales	0.00	0.00
4199 Sales Adjustments	-17.60	-182.62
<b>Total 4100 Literature Sales</b>	<b>21,554.42</b>	<b>24,850.17</b>
4290 Shipping & Handling Income	5,553.74	5,907.04
4400 NAWS Conference		
4187 2023 conference		-215.16
4188 2024 Conference	2,555.94	
<b>Total 4400 NAWS Conference</b>	<b>2,555.94</b>	<b>-215.16</b>
Non Profit Income		36.50
Sales of Product Income		108.95
<b>Total Income</b>	<b>\$50,447.94</b>	<b>\$54,144.47</b>
Cost of Goods Sold		
5000 COGS	0.00	0.00
5000.1 BOOKS		
5020 The Book	812.66	1,019.00
5025 Newcomer's Booklet	139.83	86.40
5030 Our Path to Freedom	83.82	102.87
5034 Reflections on Freedom	459.36	529.54
5035 90 Days, 90 Ways	292.13	252.83
5036 Sponsorship in NicA Booklet	0.00	0.00
5037 Step Study Workbook	772.75	794.25
5038 12 Traditions	34.80	28.20
5039 A Year of Miracles	280.34	393.76
<b>Total 5000.1 BOOKS</b>	<b>2,875.89</b>	<b>3,206.85</b>
5000.2 PAMPHLETS	<b>696.59</b>	<b>226.73</b>
5000.3 ASSEMBLIES	<b>0.00</b>	<b>0.00</b>
5000.4 AUDIO		
5041 Voices of NicA CD	14.49	4.64
<b>Total 5000.4 AUDIO</b>	<b>14.49</b>	<b>4.64</b>
5060 Other Items	17.40	17.40
5100 Seven Minutes - COGS	1,204.44	
5120 Printing		1,823.53
<b>Total 5100 Seven Minutes - COGS</b>	<b>1,204.44</b>	<b>1,823.53</b>
5250 Shipping Costs	5,516.08	5,299.65
5255 Shipping Materials	335.69	407.35
<b>Total 5250 Shipping Costs</b>	<b>5,851.77</b>	<b>5,707.00</b>
<b>Total 5000 COGS</b>	<b>10,660.38</b>	<b>10,966.15</b>



In the Heart of Texas

## NAWSO

### Profit and Loss

January - December 2024

	TOTAL	
	JAN - DEC 2024	JAN - DEC 2023 (PY)
5001 Cost of Goods Sold		0.00
<b>Total Cost of Goods Sold</b>	<b>\$10,680.38</b>	<b>\$10,988.15</b>
GROSS PROFIT	<b>\$39,787.56</b>	<b>\$43,158.32</b>
Expenses		
6000 Office Expenses	121.38	10.72
6010 Bank Service Charges	24.00	28.00
6020 Checking Account Fees		41.03
6025 Paypal Fees	529.22	645.07
6030 Merchant Account Fees	1,752.65	1,405.74
<b>Total 6010 Bank Service Charges</b>	<b>2,305.87</b>	<b>2,119.84</b>
6090 Legal & Professional	300.00	300.00
6120 Office Supplies, Etc	33.44	107.19
6210 Postal Box Rental	300.00	300.00
6330 Storage	2,700.00	2,925.00
6340 Office Mgr Contract	24,000.00	27,145.00
6350 Software	1,265.19	1,111.45
6400 Telephone		
6430 Info 800	326.16	354.30
6440 Office	6.70	224.31
<b>Total 6400 Telephone</b>	<b>332.86</b>	<b>578.61</b>
6500 Web Site		
6505 Domain Names	177.97	137.40
6510 Hosting	162.03	232.85
6515 Website software	2,033.33	1,533.84
<b>Total 6500 Web Site</b>	<b>2,373.33</b>	<b>1,904.09</b>
<b>Total 6000 Office Expenses</b>	<b>33,732.07</b>	<b>36,501.90</b>
6600 WSO Expenses		
6620 World Services Misc Expense		129.88
6700 Projects		
6740 Public Outreach	426.74	760.34
<b>Total 6700 Projects</b>	<b>426.74</b>	<b>760.34</b>
6800 Officer Travel & Meeting Costs	264.00	2,926.36
6820 Conference Calls	170.46	159.80
6840 Officer Transportation	3,656.30	1,288.53
6850 Officer Lodging	2,118.46	455.45
<b>Total 6800 Officer Travel &amp; Meeting Costs</b>	<b>6,209.22</b>	<b>4,830.14</b>
<b>Total 6800 WSO Expenses</b>	<b>6,635.96</b>	<b>5,720.36</b>



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## NAWSO

### Profit and Loss

January - December 2024

	TOTAL	
	JAN - DEC 2024	JAN - DEC 2023 (PY)
6900 Other Operating Expenses		
6950 Taxes		108.31
<b>Total 6900 Other Operating Expenses</b>		<b>108.31</b>
<b>Total Expenses</b>	<b>\$40,368.03</b>	<b>\$42,328.57</b>
NET OPERATING INCOME	<b>\$ -580.47</b>	<b>\$829.75</b>
Other Income		
7000 Interest Income	7.33	6.31
7010 Other Misc Income		0.29
7020 Prfd Rwds for Bus BofA Merchant Svcs Cash Reward	20.79	17.80
<b>Total Other Income</b>	<b>\$28.12</b>	<b>\$24.40</b>
Other Expenses		
8000 Uncategorized Expense	0.00	
8031 Reconciliation Discrepancies	11.46	
<b>Total Other Expenses</b>	<b>\$11.46</b>	<b>\$0.00</b>
NET OTHER INCOME	<b>\$16.66</b>	<b>\$24.40</b>
NET INCOME	<b>\$ -563.81</b>	<b>\$854.15</b>



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## BALANCE SHEET 2024

NAWSO

Balance Sheet

As of December 31, 2024

	TOTAL	
	AS OF DEC 31, 2024	AS OF DEC 31, 2023 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1003 Bk of America Chkg	26,067.29	21,431.68
1004 Bk of America Savings	26,036.40	26,029.07
<b>Total Bank Accounts</b>	<b>\$52,103.69</b>	<b>\$47,460.75</b>
Accounts Receivable	<b>\$9.00</b>	<b>\$58.55</b>
Other Current Assets		
1300 Inventory Asset	24,565.03	29,055.04
1330 Advance to Fulfillment	0.00	0.00
1340 Prepaid Expenses	0.00	0.00
1341 2024 NAWS Conference	0.00	1,800.00
1342 2025 NAWS Conference		
1342.1 Venue	2,460.00	
<b>Total 1342 2025 NAWS Conference</b>	<b>2,460.00</b>	
<b>Total 1340 Prepaid Expenses</b>	<b>2,460.00</b>	<b>1,800.00</b>
1390 Undeposited Funds	714.53	1,874.03
1400 Credit Card Receivables	0.00	47.05
6030 (deleted)	0.00	97.59
<b>Total Other Current Assets</b>	<b>\$27,739.56</b>	<b>\$32,873.71</b>
<b>Total Current Assets</b>	<b>\$79,852.25</b>	<b>\$80,393.01</b>
Fixed Assets		
1500 Office Equipment	0.00	0.00
1501 OE-Secretary's Laptop	366.67	366.67
1502 OE-Office Printer	0.00	0.00
1503 OE-OM's Computer	0.00	0.00
1504 Conference Equipment	1,122.53	1,122.53
1505 Recording Equipment for Literature - 2 locations	863.80	863.80
<b>Total 1500 Office Equipment</b>	<b>2,353.00</b>	<b>2,353.00</b>
1510 Accumulated Depreciation	0.00	0.00
<b>Total Fixed Assets</b>	<b>\$2,353.00</b>	<b>\$2,353.00</b>
Other Assets	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$82,205.25</b>	<b>\$82,746.01</b>



In the Heart of Texas

## NAWSO

### Balance Sheet

As of December 31, 2024

	TOTAL	
	AS OF DEC 31, 2024	AS OF DEC 31, 2023 (PY)
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	0.00	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Current Liabilities		
2100 Payroll Liabilities	<b>0.00</b>	<b>0.00</b>
2200 Sales Tax Payable	<b>58.19</b>	<b>337.80</b>
2342 2025 NAWS Conference		
2342.1 Registration [in-person]	1,650.00	
2342.2 Registration [on-line]	75.00	
2342.3 Donations	305.00	
2342.4 Merchandise	80.75	
<b>Total 2342 2025 NAWS Conference</b>	<b>2,110.75</b>	
2900 Suspense	0.00	0.00
Out Of Scope Agency Payable	0.00	
<b>Total Other Current Liabilities</b>	<b>\$2,168.94</b>	<b>\$337.80</b>
<b>Total Current Liabilities</b>	<b>\$2,168.94</b>	<b>\$337.80</b>
<b>Total Liabilities</b>	<b>\$2,168.94</b>	<b>\$337.80</b>
Equity		
3000 Opening Bal Equity	24,596.40	24,415.30
3005 Reserve Account	0.00	17,207.61
3020 Unrestricted Net Assets	0.00	10,006.58
3040 Retained Earnings	56,003.72	29,924.57
Net Income	-563.81	854.15
<b>Total Equity</b>	<b>\$80,036.31</b>	<b>\$82,408.21</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$82,205.25</b>	<b>\$82,746.01</b>