

**COLORADO REGIONAL SERVICE**  
**COMMITTEE OF NARCOTICS ANONYMOUS**



**GUIDELINES**

Approved: 18 April 2020

"The boards and committees we do organize, we organize on the basis of need only, using the simplest guidelines possible. We organize them solely to serve us, not to establish a complex governing bureaucracy." (It Works: How and Why, p.193.)

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## **TWELVE CONCEPTS FOR NA SERVICE**

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

# VISION STATEMENT

The Colorado Regional Service Committee of Narcotics Anonymous (CRSCNA) exists to support our member groups and areas in their effort to carry the message to the addict that still suffers. It is our vision that every addict has the opportunity to find recovery in Narcotics Anonymous regardless of where they live within the Colorado Region. Every member, inspired by the gift of recovery, can experience spiritual growth and fulfillment through service. Honesty, trust, and goodwill are the foundation of our service efforts, all of which rely upon the guidance of a loving Higher Power.

Revised September 19, 2009

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Logo

P.O. Box/ Storage Shed

The Twelve Steps of Narcotics Anonymous

The Twelve Traditions of Narcotics Anonymous

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# **Article 1: Purpose and Objectives**

## **Section A: Purpose**

The Colorado Regional Service Committee of Narcotics Anonymous (CRSCNA) was formed simply to pool and develop local service resources that can be used both by groups and areas in better fulfilling their responsibilities. Regional committees support the areas and groups of Colorado in their Public Information (PI), Hospitals and Institutions (H&I) plus Public Relations (PR) efforts. Although CRSCNA members may offer experience, strength, and hope in addition to suggestions, the CRSCNA does not have binding authority over the decisions or activities of any Area or Group within the Region.

## **Section B: Objectives**

This committee is designed to serve by addressing the common needs of its member Areas and Groups. The objectives of the CRSCNA include, but are not limited to:

- Carry the message of Narcotics Anonymous through the actions of the CRSCNA.
- Help unify and support the Areas and Groups within the Colorado Region through open lines of communication and sharing, thereby assisting them in fulfilling their primary purpose.
- Assist member Areas and Groups with situations and needs outside of the scope of their experience or resources.
- Develops a learning forum for addicts in the Colorado Region. A learning forum will be available to each Area upon request.
- Establish biannual Regional Assemblies. In April and September of World Service Conference (WSC) years, the Regional Assemblies will be located in the Mile High Area. In subsequent years, the Regional Assembly is rotated alphabetically throughout the Areas of the Region, to be hosted by the Region.
- Oversees the CRSCNA standing subcommittees and resource position(s).
- Contribute to the growth of the NA fellowship by participating in the World Service Conference.

# **Article 2: CRSCNA Meetings**

## **Section A: Schedule and Locations**

The CRSCNA will meet in the Denver Metro area, on the Sunday of the third full weekend of the odd numbered months. For general timeline requirements and actions due by the CRSCNA committee see Attachment A: CRSCNA Calendar and Milestones.

## **Section B: CRSCNA Members**

While any addict is welcome and encouraged to attend and participate in a CRSCNA meeting, the following are considered CRSCNA Members:

- Regional Committee Members (RCMs), up to 2 per Area in the Region.
- Administrative Committee Officers (Chair, Vice-Chair, Secretary, Treasurer, RD, RDA).
- Subcommittee Chairs (PR, H&I, PI, Web servant).
- CRCNA Administrative Committee Officers (Chair, Vice-Chair and Treasurer).
- CRRMCO Administrative Committee Officers (Chair, Vice-Chair and Treasurer).
- WRCNA Administrative Committee Officers (Chair, Vice-Chair and Treasurer).

## **Section C: General**

- At CRSCNA meetings, the committee will try to get a sense of the needs of the groups and areas within Colorado as well as those of the fellowship worldwide.
- CRSCNA members will email to the CRSCNA secretary a copy of their report to be added to the regional minutes.
- All CRSCNA meetings are non-smoking.
- CRSCNA, CRCNA, CRRMCO, and WRCNA guidelines are subject to the approval of the voting members of the Regional Assembly.
- Amendments can be made to the CRSCNA, CRCNA, CRRMCO, and WRCNA guidelines as needed at CRSCNA meetings. Ratification will be required at the next regional assembly.

- The CRSCNA secretary and sub-committee chairs shall have on hand all current Narcotics Anonymous World Service (NAWS) handbooks as well as current CRSCNA Guidelines.
- Secretary will provide a copy of the CRSCNA Guidelines to all new members of the CRSCNA committee as needed. Guidelines can also be found at [nacolorado.org](http://nacolorado.org).
- All costs associated with CRSCNA meetings will be the responsibility of the CRSCNA.
- The agenda for the CRSCNA meeting will be set by the Chairperson and will include an agenda item regarding closing treasurer report and fund flow.
- CRSCNA will maintain a list on the Colorado Regional Website of all proposals presented at regular CRSCNA meetings and Regional Assemblies. The proposals will be posted regardless of the decision of the body. The proposals will be posted as a separate log on the website, and all guideline changes will be approved by the Regional Assemblies.
- CRSCNA Contact Information:

Mail: Post Office Box 1437  
Denver, CO 80201

eMail: [nacolorado@nacolorado.org](mailto:nacolorado@nacolorado.org)

Website: [www.nacolorado.org](http://www.nacolorado.org)

## Article 3: Consensus-Based Decision Making

The use of Consensus-Based Decision Making (CBDM) admittedly takes longer to achieve an outcome to an issue (called a proposal). But, the results are understood by all in attendance at a more significant level of comprehension. In addition, any proposal can be easily changed or modified as discussion progresses.

### Section A: Consensus-Based Decision Making Process

- Bring proposals to the CRSCNA. Formulate clear proposals in advance with as much communication and collaboration as possible to facilitate the consensus-decision process. Facilitator presents the proposal to the CRSCNA (analogous to the motion in a Robert's Rules process). See Attachment B: CRSCNA Proposal Form. The CRSCNA Secretary maintains PDF forms for official business.
- Maker of the proposal speaks first to the intent.
- Open up the floor first for clarifying questions about the proposal (not a debate on the merits but a brief session to be sure everyone understands the proposal).
- Facilitator asks whether anyone has reservations about the proposal. These are heard and they may be answered or the proposal may be tweaked in a manner similar to the "friendly amendment" process in Robert's Rules.
- Once all reservations have been heard and answered in this way, Facilitator asks, "Do we have consensus?" Participants respond in one of four ways.

#### Assent

This means that the addict supports the proposal, all things considered. It may not mean that the addict is in agreement with every aspect, that the addict has heard the discussion and has had a chance to participate in the process of finalizing the proposal, and is prepared to support the final proposal. Assent is signified by remaining silent.

#### Assent with Reservations

This option is not materially different from the Assent option but is included as a way of giving addicts a place to stand when they do not want to object more strongly, but they do want to note that they have reservations. Assent with Reservations is done by the addict raising their hand and simply saying when the facilitator calls on them, "Assent with Reservations." The assumption is that the reservations have been heard already, and the addict is simply noting that they can support the proposal and continue to have these reservations.

### **Stand Aside**

A common misconception about the Stand Aside option is that it is similar to an abstention. It is not. It is more accurate to say it is similar to a "no" vote. It is a statement that the addict does not support the proposal, but the addict's objection is not of the nature or the severity to warrant a block. Should the number of decision-making members standing aside reach 10% this will indicate a proposal too weak to adopt. Discussion should continue to determine if consensus can be reached. A proposal can also be delegated to the Maker of the proposal or an Ad Hoc Committee for reworking.

### **Block**

This option is also commonly misunderstood. Given that a proposal can be defeated by a sufficient number of Stand Asides, the Block should be an extremely rare step taken only when a participant honestly believes that one of the Traditions or Concepts is directly violated by this proposal, or some very fundamental moral position of the participant is violated. An addict who blocks must be able to articulate which Tradition or Concept or Spiritual principle fundamental to NA is violated by the proposal.

## **Section B: World Board Membership Values**

The following is reproduced with adaptations and permission was granted to the Colorado Regional Service Committee for its use by NAWS, Fellowship Services, on 5/15/2004. Our primary purposes are those that are embodied in NA's Twelve Steps, Twelve Traditions, and the Twelve Concepts for NA Service.

- We affirm that mutual respect and trust is paramount to the effectiveness of all Colorado Regional Service Committee activities and shall characterize all our interactions and communications.
- We strive to achieve consensus whenever possible.
- We will not separate ourselves as individuals from the consensus of the Region and will take responsibility for the decisions of the Colorado Regional Service Committee.
- We will focus ourselves upon establishing unity, mutual respect, and trust at the beginning of each meeting.
- We will meet our stated objectives for each meeting.
- We agree that only one person will speak at a time, and there will be no sidebar conversations.
- We affirm that action groups (ad hoc committees) will be used at Regional meetings to identify solutions for goals and issues before the Region.

## **Article 4: Administrative Committee – Elections**

### **Section A: Terms of Officers**

Elections will be held at a Regional Assembly. Elections for Sub Committee Chairs (PR, H&I, PI & WEB) to be held at the April Regional Assembly in odd numbered years. Elections for RD and RDA to be held at the September Regional Assembly in even numbered years. Elections of Chair, Vice Chair, Treasurer and Secretary to be held at April Regional Assembly in even numbered years. Newly elected officers shall assume their duties at the CRSCNA meeting after the Regional Assembly at which they are elected. A relapse constitutes the immediate removal from office. After two unexplained absences from the CRSCNA meeting including the Regional Assembly, the CRSCNA officer will be considered to have resigned.

Terms of officers are as follows:

- Chairperson: 2 years
- Vice-Chairperson: 2 years
- Secretary: 2 years
- Treasurer: 2 years
- Regional Delegate: 2 years
- Regional Delegate Alternate: 2 years

### **Section B: Nominations**

Any member of the Colorado region can be nominated or self nominated. Any nominee for a CRSCNA position must be present in order to state their qualifications. Participants will be given the opportunity to ask questions and/or voice their objections (if any) concerning any nominee, while the nominee is present.

## **Section C: Elections**

- The CRSCNA Chair will review the voting process for elections.
- The CRSCNA Chair will determine the number of voting members present before each elected position.
- A vote will be taken for all elected positions regardless of the number of nominees.
- The chair or secretary will read the description of the position before nominations.
- If there is only one nominee for a position after nominations have been closed, the election is known as a vote of acclimation and will be indicated as such by the Chairperson. The nominee must then receive 2/3rds of the voting members present (as verified in Section 1) to be elected. If the nominee fails to receive 2/3rds then the nomination will be reopened.
- While the voting process is taking place the nominees will be asked to leave the room.
- All Area Group Service Representatives (GSRs) (only during Regional Assemblies), and CRSCNA members (except CRSCNA Chair) in attendance may cast one vote per position.
- The Chairperson will ask who is in favor of the first candidate nominated, then the second, and so on. All votes for a candidate will be counted before moving on to the next one.
- The only votes that will be tallied are those in favor of the candidate.
- The Chairperson will vote only when a vote total is tied.
- The final vote totals will NOT be reflected in the minutes.

## **Article 5: Administrative Committee - Qualifications, Duties and Responsibilities**

The Fourth Concept states, "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants." With that in mind, the following list of qualifications applies to all CRSCNA members:

- Willingness to serve.
- Time and resources to fulfill the commitment.
- A working knowledge of the Twelve Steps of Narcotics Anonymous, the Twelve Traditions of NA, and Twelve Concepts of NA Service.
- Prior NA service experience - the addict being nominated for a position at CRSCNA should have experience in that position either at an area or regional level, if at all possible.
- Active participant of Narcotics Anonymous fellowship.
- Serves no more than 2 consecutive terms of two years for each term unless directed by the CRSCNA.

Specific qualifications, duties and responsibilities of each CRSCNA Administrative Committee positions can be found in the following sections.

### **Section A: Chairperson**

- Suggested clean time: 7 years.
- Chairs the CRSCNA meetings and Regional Assemblies.
- Sets the agendas, having submitted each agenda to CRSCNA members at least 2 weeks prior to the CRSCNA meeting for input and review.
- Is a signer on the CRSCNA checking account.
- Appoints Ad Hoc committee chairs as needed.

### **Section B: Vice-Chairperson**

- Suggested clean time: 5 years.
- Helps the chairperson set the agenda for CRSCNA meetings and Regional Assemblies.
- When Chairperson is absent, Vice-Chairperson will fulfill duties.
- Is a signer on the CRSCNA checking account.
- Member of the CNAC Board.



- Maintains an ongoing list of approved regional guideline changes and updates guidelines as needed with confirmation at the next Regional Assembly.

### **Section C: Secretary**

- Suggested clean time: 3 years
- Records minutes of CRSCNA meetings, distributing them in a timely fashion.
- CRSCNA minutes will include the following: Disbursements, reports from CRSCNA members, subcommittee chairs, resource positions, any Ad Hoc committees and CRCNA, as well as any action items dealt with at the CRSCNA meeting.
- Responsible for regional correspondence.
- Maintains CRSCNA archives.
- Maintains and updates list of contact information for CRSCNA members including phone numbers, email addresses, mailing addresses, etc. This list is a separate entity from the CRSCNA minutes and will be distributed to members separate from the CRSCNA minutes. The list is not to be posted on the regional website.
- Will have all previous years' archives on hand at all CRSCNA meetings and Regional Assemblies.
- Maintain list of active proposals awaiting approval by CRSCNA.
- Sends out minutes within 7 days after the CRSCNA Meeting.
- Sends out with the minutes any current proposals to be voted on and in addition, sends proposals for assembly approval at least 14 days prior to the assembly.
- Maintains a list of all proposals presented before the regularly scheduled CRSCNA meetings and Regional Assemblies. The list of proposals will be submitted to the Web Servant to be posted as a separate log on the Colorado Regional website.

### **Section D: Treasurer**

- Suggested clean time: 5 years.
- Must have Excel experience (Excel is the current software used for Treasurer commitment).
- Responsible for CRSCNA monies and is a signer on the CRSCNA checking account. See Attachment B: CRSCNA Income Transmittal & Receipt Form, Attachment C: CRSCNA Expenditure Voucher and Attachment D: CRSCNA Advance Funds Request. The Treasurer maintains PDF versions for official use.
- Ensures current signature cards at the bank are accurate. (Updating signers by providing bank with Colorado Regional Minutes reflecting changes).
- Provides an up-to-date Treasurer's written and verbal report at each CRSCNA meeting, which should include an area by area listing of 7th tradition donations, both current and year-to-date. See Attachment E: CRSCNA Treasurer's Report – Example.
- Maintains and regularly checks the CRSCNA Post Office Box.

### **Section E: Regional Delegate**

- Suggested clean time: 10 years.
- Acts as the liaison between NAWS and the CRSCNA, providing information on current world projects to the Colorado Region while providing a local perspective to the work of world services.
- Prior to Regional Assembly (except for non-conference years), holds CAR workshops for CRSCNA as needed and assists any Area wishing to hold their own CAR workshop.
- Helps facilitate Regional Assembly in order to develop and discern a collective conscience from the Colorado Region concerning issues affecting NA worldwide, especially those put forth in motions within the Conference Agenda Report.
- After obtaining clear indications of the region's collective conscience, attends the World Service Conference as a fully active participant, acting on behalf of the collective conscience of the Colorado Region as well as the best interests of NA as a whole.
- Works closely to educate, train, and prepare the RDA for the World Service Conference and other matters relating to NAWS.
- Remains available as a resource for information and guidance in matters concerning service in Narcotics Anonymous.
- One of the signers on the CRSCNA checking account needs to be either RD or RDA.

- Responsible for updating contact information with the World Service Office after Regional elections are held.
- Serves as Rocky Mountain Zonal Forum delegate for Colorado Region. The Rocky Mountain Zonal Forum consists of the following NA Regions: Colorado, Montana, Southern Idaho, Upper Rocky Mountain, Utah and the Upper Midwest. The Rocky Mountain Zonal Forum meets biannually in July and December at meeting sites rotated throughout the various member NA Regions. See [www.rmfn.org](http://www.rmfn.org) for additional information.
- Responsible for organizing the Regional Assembly.

## **Section F: Regional Delegate Alternate**

- Suggested clean time: 8 years.
- Works closely with the RD in order to learn how to fulfill the duties of that office if the RD is absent or unable to complete their term in office for any reason.
- One of the signers on the CRSCNA checking account needs to be either RD or RDA.
- With the RD, serves as Rocky Mountain Zonal Forum delegate.
- With the RD, holds CAR workshop for CRSCNA as needed.
- With the RD, assists areas to hold their own CAR workshops and other needs.

## **Section G: Colorado Narcotics Anonymous Convention Board Member (Member-at Large)**

- Suggested clean time: 10 years.
- Attends all Colorado Convention Corporation Board meetings. CNAC Bylaws are posted on the Regional Website.

## **Article 6: Resource Position**

Standing resource positions are established to assist the areas of the region and are appointed by the CRSCNA. Members who are appointed a resource position will be given "resource assignments" as directed by the CRSCNA. They will maintain contact with the World Service Office for the latest information and resources about their particular field of service. Serves no more than 2 consecutive terms of two years for each term unless directed by the CRSCNA.

## **Article 7: Standing Subcommittees**

The Chairpersons for CRSCNA standing subcommittees, with the exception of CRCNA will be elected in the same manner as CRSCNA Administrative Committee members: at a Regional Assembly. In addition to the qualifications, duties, and responsibilities noted in Article 5, specific details regarding each subcommittee can be found in the following sections. Each subcommittee will schedule its own meetings and elect its own trusted servants, but is encouraged to work together to avoid any possible scheduling conflicts. Serves no more than 2 consecutive terms of two years for each term unless directed by the CRSCNA.

## **Section A: Public Relations (PR)**

The purpose of this Subcommittee is to share the message of recovery with the public, with prospective members, and with professionals in order "that an addict, any addict, can stop using drugs, lose the desire to use and find a new way to live". This Subcommittee performs public relation services (Public Information - PI, Hospitals and Institutions - H&I, and Web Servant, for example) in a coordinated effort to increase the awareness and credibility of the NA program. The composition of this Committee will include (but is not limited to) a Coordinator, and a Chair for each of the Subcommittees providing PR services and performing PR functions.

## **Shared Qualifications, Duties and Responsibilities of PR Subcommittee Coordinator and Chairs**

- Elected by the CRSCNA.
- Attends every CRSCNA meeting, PR Committee meeting and the Regional Assembly.
- Has a vote at each CRSCNA meeting and Assembly plus at the PR Subcommittee meetings (Note: PR Coordinator votes only in a tie at PR Subcommittee meetings).
- Presides over and organizes all meetings of their subcommittee.
- Prepares a report to be presented at each CRSCNA meeting detailing the activities of the subcommittee.

- Coordinates and is responsible for all work done by the subcommittee.
- Maintains a close working relationship with all parts of the PR Subcommittee in order to coordinate efforts and avoid duplication of services.
- Maintains communication with the WSC Committee and informs Area subcommittees of its activities.
- Suggested clean time: 5 years.

#### **PR Subcommittee: Hospitals & Institutions**

The purpose of the H & I subcommittee is to provide a forum for Area H&I Subcommittees to share their experience, strength, and hope in order to better carry the message and to promote the growth and strength of all H&I efforts within the Colorado Region. In addition, CRSCNA H&I provides appropriate H&I services to locations and related facilities outside of established CRSCNA Areas and within non-functioning Areas of the Colorado Region.

#### **PR Subcommittee: Public Information**

The purpose of the PI subcommittee is to provide a forum for Area PI Subcommittees to share their experience, strength, and hope in order to better inform the public about NA and to promote the growth and strength of all PI efforts within the Colorado Region. In addition, CRSCNA PI provides appropriate PI services to the general public and professional communities outside of established CRSCNA Areas and within non-functioning Areas of the Colorado Region.

#### **PR Subcommittee: Website**

The purpose of the Web Servant is to facilitate communication between the CRSCNA, its member subcommittees, the Colorado fellowship and the general public, through Internet technologies. The Web Servant will post recurring events for the CRSNA meetings and the Regional Assemblies. As the electronic voice of the Colorado Region, the Web Servant needs the ability to maintain and create all electronic means of communications for and throughout the Colorado Region and rest of Narcotics Anonymous. The Web Servant will maintain the current Regional Meeting List through coordination with the respective Areas represented. Regional meeting minutes will be posted within 7 days upon receipt from the secretary.

### **Section B: Colorado Regional Convention of NA (CRCNA)**

- As a standing subcommittee of the CRSCNA, CRCNA Chair, Vice Chair, and Treasurer will attend at every scheduled CRSCNA meeting. The CRSCNA elects the following CRCNA administrative members: Chair, Vice-Chair and Treasurer).
- The administrative members are elected at the September CRSCNA. Refer to CRCNA Guidelines for suggested clean time requirements for all administrative positions.
- CRSCNA is responsible for final approval of the CRCNA program (marathon meeting topics and workshops).
- The CRCNA chairperson and treasurer shall provide a final financial report to the CRSCNA for the most recent CRCNA. This report shall be given at the January CRSCNA meeting.
- CRCNA shall operate under the most current guidelines/policy for conventions established by the CRSCNA/CRCNA subcommittee and approved at the Regional Assembly.
- The CRCNA annual budget is reviewed and approved at the March CRSCNA meeting.
- CRCNA shall also operate under the financial and legal conditions as set by the Colorado Narcotics Anonymous Convention, Inc. (CNAC).
- The expense for CRCNA Storage Unit be included in the CRCNA budget.
- The Colorado Convention Board (CNAC) will select and negotiate the hotel for the convention. CNAC may select single or multiple year contracts with a hotel or group of hotels depending on current capacity standards and a financial benefit for the Colorado Region. In the spirit of rotation CNAC will try to select hotels in all areas of the Colorado Region whenever possible. Some areas in the Colorado Region may not have hotels that meet our current capacity standards.
- CRCNA Guidelines are posted on the Regional Website.

### **Section C: Colorado Regional Rocky Mountain Camp Out (CRRMCO)**

- As a standing subcommittee of the CRSCNA, CRRMCO Chair, Vice Chair, and Treasurer will attend at every scheduled CRSCNA meeting. The CRSCNA elects the following CRRMCO administrative members: Chair, Vice-Chair and Treasurer).
- The administrative members are elected at the September CRSCNA. Refer to CRRMCO Guidelines for suggested clean time requirements for all administrative positions.
- The CRRMCO chairperson and treasurer shall provide a final financial report to the CRSCNA for the most recent camp out. This report shall be given at the September CRSCNA meeting.
- CRRMCO shall operate under the most current guidelines/policy for conventions established by the CRSCNA/ CRRMCO subcommittee and approved at the Regional Assembly.
- The CRRMCO annual budget is reviewed and approved at the March CRSCNA meeting.
- CRRMCO shall also operate under the financial and legal conditions as set by the Colorado Narcotics Anonymous Convention, Inc. (CNAC).

### **Section D: Women's Retreat of Colorado Narcotics Anonymous (WRCNA)**

- As a standing subcommittee of the CRSCNA, WRCNA Chair, Vice Chair, and Treasurer will attend at every scheduled CRSCNA meeting. The CRSCNA elects the following WRCNA administrative members: Chair, Vice-Chair and Treasurer).
- The administrative members are elected at the September CRSCNA. Refer to WRCNA Guidelines for suggested clean time requirements for all administrative positions.
- The WRCNA chairperson and treasurer shall provide a final financial report to the CRSCNA for the most recent retreat. This report shall be given at the September CRSCNA meeting.
- WRCNA shall operate under the most current guidelines/policy for conventions established by the CRSCNA/ WRCNA subcommittee and approved at the Regional Assembly.
- The WRCNA annual budget is reviewed and approved at the January CRSCNA meeting.
- WRCNA shall also operate under the financial and legal conditions as set by the Colorado Narcotics Anonymous Convention, Inc. (CNAC).
- WRCNA Guidelines are posted on the Regional Website.

### **Section E: Colorado Narcotics Anonymous Convention, Inc. (CNAC) Board Member At Large**

- Members At Large will be nominated by the CNAC Board for election by the Fellowship at the next meeting of the Colorado Regional Assembly.

### **Section F: Budget**

#### **Budget Cycle and Annual Report**

- The budget cycle begins and ends at the January CRSCNA Meeting.
- The standing treasurer will give a full verbal and written year-end report.
- All financial transactions at the January CRSCNA Meeting will be logged under the New Year as not to disrupt the year-end report.
- The yearly report will itemize spending for each budgeting body; this includes RD/RDA, PR, CNAC Board and CRSCNA Administration. It will also include all donations for the year and where they came from.
- There will be a verbal and written report on the current state of funds for the coming year

#### **Budgeting Priority (in order)**

1. Prudent Reserve
2. CRSCNA Administration
3. CNAC Board
4. RD/RDA
5. Public Relations Committee

### **Budget Presentation and Decision**

- Budgets will be prepared and presented at the July CRSCNA for approval at the September Assembly.
- At the September assembly, the proposed subsequent year's budget will be reviewed.
- The proposed budget will be submitted in a three-tier priority system. These tiers should be determined based upon figures from the annual trending report:
  - **Tier 1** budget proposals will be funded if the CRSCNA sole source of income is 7th tradition only. This is the base operating level including commitments and Admin contingency.
  - **Tier 2** budget proposals will be funded when the CRSCNA income is 7th tradition funds plus when CRCNA has made a modest profit as agreed upon by the CRSCNA body at the January CRSCNA meeting.
  - **Tier 3** budget proposals will be funded when the CRSCNA income is 7th tradition funds plus when CRCNA has been financially successful as agreed upon by the CRSCNA body at the January CRSCNA meeting.

### **Steps and Schedule**

- CRSCNA Admin, RD/RDA, CNAC and PR Subcommittee (combining PI, H&I, etc.) will prepare and present the Tier 1, 2, and 3 proposals for the July CRSCNA for approval at the September Regional Assembly. These numbers should be based upon the annual trending report.
- Any NA service body or member may bring a budget recommendation to July CRSCNA meeting, or the September Regional Assembly.
- An agenda item for budget input and discussion will be added to the September Regional Assembly.
- After discussion, the assembly members will accept/modify the budget proposals.
- The funded tier will be determined by the income of CRCNA. This information will be made available by the January CRSCNA meeting. The annual budget will be finalized at the January CRSCNA meeting. The CRSCNA body will determine the Tier for each budgeted body.

### **Process of Accessing, Budgeting and Reporting of Funds**

Funds will be defined into three categories, budgeted, encumbered and available.

#### **Budgeted Funds**

- These funds are the agreed upon expenses based on the Tier set aside for a given budgeted body.
- These funds are not guaranteed and can be easily put back into the general fund or pulled for another task. The changing of these funds needs approval by CRSCNA.

#### **Encumbered Funds**

These are funds set aside for previously agreed obligations (often contracted).

- If there is a fund deficiency in January, then the funds to meet agreed obligations become the first funds set aside.
- Then the term encumbered applies to those funds.
- Funds will be “encumbered” based upon the priority of budgeted body listed in Budget Cycle and Annual Report section of this document.

#### **Available Funds**

These are funds that are in excess of the CRSCNA budget and can be used as CRSCNA deems fit and will be decided at each CRSCNA meeting. At each CRSCNA business meeting including Regional Assemblies (excluding April) each budgeted body will report on their budget status, including the following:

- What is your budget? (Including which items are encumbered).
- What funds out of your budget have been spent?
- What funds remain in your budget?
- Do you anticipate not using a portion of your budget?

- Do you need additional funds?
- Request for additional funds must be presented as a proposal and approved by the CRSCNA body.
- Funds will not be reimbursed outside of a service meeting.
- Receipts for all spent funds must be submitted in a timely fashion to the CRSCNA or assembly and reported on when reports are given.

#### **Funds Available to Servants and Areas**

- CRSCNA officers may be reimbursed for expenses for travel on official CRSCNA business. Every effort should be made to carpool with other members whenever possible to avoid the expense to the region. This provision applies to RCMs/GSRs (for Regional Assemblies only) unless an area is able to pay.
- Reimbursement of travel is available to RCMs and Regional Servants that need assistance in attending both CRSCNA and Regional Assemblies. Prudent use of these funds is always recommended.
- Reasonable fuel expenses or \$.30 per mile.
- Up to \$90.00 for one night lodging for servants traveling over 100 miles one-way.
- Other requests will be considered on a case-by-case basis.
- Areas needing funds to help send GSRs to Regional Assemblies should always bring requests to CRSCNA.
- Areas needing money for support are always welcome to reach out to the region. An Itemized list with requested amounts and a timeline for use of the funds in a proposal format is best practice.

#### **Donations**

- New donations from Areas will be reported in a verbal and written report by the treasurer at each CRSCNA meeting and Regional Assembly.
- Donations from CRCNA will be in a written and verbal report given by the CRCNA treasurer as specified in the CRCNA guidelines.
- 25% of the donation given by CRCNA will be automatically forwarded to World when the funds are formally turned over. The remainder of any funds will be used to determine the CRSCNA Tier budget designation for the following fiscal year.
- World donations (apart from the CRCNA donation) from the CRSCNA will be decided at each service meeting as the body sees fit.

#### **Annual Budget Report**

- The CRSCNA Treasurer will provide an annual trending report in January.
- Report to include total CRSCNA income and expenditures for each budgeted body by year for the past 6 years.
- The information is meant to inform the region of spending trends and to help engage the region as a whole on how funds are being used.

#### **Steps and Schedule**

- CRSCNA Admin and PR Subcommittee (combining PI, H&I, etc.) will prepare the tier 1, 2, & 3 proposals for the September Assembly. Anyone (RCMs, GSRs, etc.) may bring a budget recommendation to the September assembly.
- An agenda item for budget input and discussion will be added to the September Assembly.
- After discussion the assembly members will accept/modify the budget proposals.
- The funded tier will be determined by the income of CRCNA, this information will be made available by the January CRSCNA meeting. The annual budget will be finalized at the January CRSCNA meeting making funds available for activities beginning in January.

## **Article 8: Regional Assemblies**

### **Section A: Time, Date, and Location**

The Regional Assemblies in April and September will rotate alphabetically to each of the Areas of the Colorado Region. Although Regional Assemblies are sponsored by CRSCNA the areas in which they occur host them. Regional Assemblies will be open for any addict to attend. The assembly will be held on Saturday 10am to 5pm of the 3rd full weekend of the month. There will be a new GSR/RCM training beginning at 9:30am. Funds for each

Regional Assembly shall not exceed \$500. The CRSCNA shall hold Conference Agenda Report/ Conference Approval Track (CAR/CAT) Regional Assemblies in Denver (third Saturday of April).

### **Section B: Collective Conscience of the Colorado Region**

One purpose of holding a Regional Assembly (usually in April) shortly before the biennial meeting of the World Service Conference is to bring representatives of NA groups (GSRs) and areas (RCMs) together with the RD and RDA for the purpose of developing a collective conscience concerning issues affecting Narcotics Anonymous worldwide.

We will use Consensus Based Decision Making when making decisions on motions in the Conference Agenda Report (CAR) and the Conference Approval Track (CAT). In "Conference Years" the CAR is typically released for review by NAWS in November with the CAT following in January. The purpose is not merely to tabulate votes on the motions in the Conference Agenda Report (CAR) and the Conference Approval Track (CAT). Open discussion about the CAR and CAT motions is more valuable to the RD than a simple "yea" or "nay" vote. It is these discussions which will give the delegate clear indications of the region's collective conscience concerning world issues. And it is these indications that will guide the RD when participating at the World Service Conference.

### **Section C: Elections**

Another purpose of holding a Regional Assembly (usually in April) is to elect members of the CRSCNA administrative committee and standing subcommittee Chairpersons. Only CRSCNA members and GSRs in attendance will cast a vote. Only groups on the most current Regional meeting list or registered with the WSO will be permitted to participate in the voting process, but anyone may participate in the discussion process.

### **Section D: RD Report from World Service Conference**

The main purpose of holding the Regional Assembly in September is to go over the CAR/CAT results, events of the World Service Conference and/or Rocky Mountain Zonal Forum as reported by the RD and RDA.

## **Article 9: Financial Procedures**

The Eleventh Concept states "NA funds are to be used to further our primary purpose, and must be managed responsibly."

### **Section A: Travel Reimbursements**

CRSCNA officers may be reimbursed for expenses for travel on official CRSCNA business. Regular CRSCNA meetings are not included. In the event of a financial hardship, CRSCNA officers may request reimbursement for fuel used to attend the CRSCNA meeting. Every effort should be made to carpool with other members whenever possible to avoid the expense to the region. This provision does not apply to RCMs/GSRs (Regional Assemblies only) unless an area is unable to pay. The RCM/GSR can submit a proposal to request a reimbursement for fuel expenses incurred while traveling to the CRSCNA/Regional Assembly. It is important that all areas are involved in the regional decision making process. The region will assist any area that is having financial difficulties and is unable to send its representatives to the CRSCNA.

### **Section B: General Guidelines**

- All monies collected are to be accounted for then deposited in the CRSCNA bank account in two weeks. All automatic disbursements; i.e., Rent, Website, Secretarial, etc. shall be paid one month in advance whenever possible.
- The PO Box and storage shed will be an automatic disbursement when it occurs. All CRSCNA check disbursements should be made to organizations, businesses, etc. rather than to an individual addict wherever practical and approved by the CRSCNA. No reimbursements will be made without a receipt and/or CRSCNA approval.
- CRSCNA approved budgetary expenses will be considered as funds encumbered and not be counted as part of CRSCNA general funds. These funds will be accounted for at each CRSCNA and disbursed as necessary for CRSCNA activities.

## **Article 10: Attachments**

### **Attachment A: CRSCNA CALENDAR AND MILESTONES**

#### **GENERAL:**

- **Article 1, Section B:** In April and September of World Service Conference (WSC) the Regional Assemblies will be located in the Mile High Area. In subsequent years the Regional Assembly is rotated alphabetically throughout the Areas of the Region, to be hosted by the Region.
- **Article 2, Section A:** The CRSCNA will meet in the Denver Metro area, on the Sunday of the third full weekend of (January, March, July and November).
- **Article 5, Section A:** Chairperson submits agendas to CRSCNA members at least 2 weeks prior to the CRSC meeting for input and review.
- **Article 5, Section C:** Secretary sends out minutes within 7 days after the CRSCNA Meeting.
- **Article 5, Section E, Regional Delegate/Alternate:** Serves as Rocky Mountain Zonal Forum delegate for Colorado Region. The Rocky Mountain Zonal Forum consists of the following NA Regions: Colorado, Montana, Southern Idaho, Upper Rocky Mountain, Utah and the Upper Midwest. The Rocky Mountain Zonal Forum meets biannually in July and December at meeting sites rotated throughout the various member NA Regions. See [www.rmfn.org](http://www.rmfn.org) for additional information.
- **Article 5, Section C:** Secretary sends proposals for assembly approval at least 14 days prior to the assembly.
- **Article 7, Section A:** Regional meeting minutes will be posted by the web servant within 7 days upon receipt from the secretary.
- **Article 9, Section B:** All monies collected are to be accounted for then deposited in the CRSCNA bank account within two weeks. All automatic disbursements; i.e., Rent, Website, Secretarial, etc. shall be paid one month in advance whenever possible.

#### **JANUARY CRSCNA MEETING:**

- **Article 7, Section B:** The CRCNA chairperson and treasurer shall provide a final financial report to the CRSCNA for the most recent CRCNA.
- **Article 7, Section D:** The WRCNA annual budget is reviewed and approved.
- **Article 7, Section F:** The budget cycle begins and ends. The standing treasurer will give a full verbal and written year-end report. The CRSCNA body will determine the funded tier based on CRCNA income. The annual budget will be finalized.
- **Article 8, Section B:** In “Conference Years” the CAR is typically released for review by NAWS in November with the CAT following in January.

#### **MARCH CRSCNA MEETING:**

- **Article 7 Section B:** The CRCNA Annual Budget is reviewed and approved.
- **Article 7, Section C:** CRRMCO Budget is reviewed and approved.



## **APRIL REGIONAL ASSEMBLY (Odd Numbered Years)**

- **Article 4, Section A:** Elections for Sub Committee Chairs (PR, H&I, PI & Web)

## **APRIL REGIONAL ASSEMBLY (Even Numbered Years)**

- **Article 4, Section A:** Elections for the Regional Chair, Vice Chair, Treasurer and Secretary.

## **JULY CRSCNA MEETING:**

- **Article 6, Section F, Steps and Schedule:** CRSCNA Administration, RD/RDA, CNAC and PR Subcommittee (combining PI, H&I, etc.) will prepare and present the Tier 1, 2, & 3 proposals for the budget.
- CRCNA Program Chair present the CRCNA Program and Marathon meeting topics to CRSCNA for approval.

## **SEPTEMBER REGIONAL ASSEMBLY (Even Numbered Years)**

- **Article 4, Section A:** Elections for RD and RDA

## **SEPTEMBER REGIONAL ASSEMBLY:**

- **Article 6, Section F:** CRSC Admin and PR Subcommittee (combining PI, H&I, etc.) will prepare the Tier 1, 2, and 3 proposals. Budgets will be reviewed and approved.
- **Article 7, Section B:** Elections for CRCNA Administrative Committee
- **Article 7, Section C:** Elections for the CRRMCO Administrative Committee.
- **Article 7, Section D:** Elections for the WRCNA Administrative Committee.

## **NOVEMBER CRSCNA MEETING:**

- **Article 8, Section B:** In “Conference Years” the CAR is typically released for review by NAWS in November with the CAT following in January.

Attachment B: CRSCNA Proposal Form



**CRSC**  
**PROPOSAL**  
**FORM**

**Date:** \_\_\_\_\_

**Proposal:**

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**Intent:**

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**Maker:** \_\_\_\_\_

**Tradition, concept or spiritual principle on which it is based:**

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**Disposition:**

Consensus      Yes \_\_\_\_\_      No \_\_\_\_\_      Blocked      Yes\_\_\_ No\_\_\_

Blocked based on:

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***CRSCNA – PO BOX 1437 – Denver CO 80201 email: [nacolorado@nacolorado.org](mailto:nacolorado@nacolorado.org)***

## Attachment C: CRSCNA Income Transmittal and Receipt Form

*PLEASE PRINT LEGIBLY. Forward with your check, money order or cash to the CRSCNA Treasurer.*

Area-Group-Committee-Title: \_\_\_\_\_

*PLEASE PRINT*

Donation: \$ \_\_\_\_\_ Return of "Advance" Funds Not Spent: \$ \_\_\_\_\_  
Other \_\_\_\_\_:  
\$ \_\_\_\_\_ Date: \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_

Forwarded to Treasurer by: \_\_\_\_\_

*PLEASE PRINT NAME*

### TREASURER'S USE

DATE RECEIVED: \_\_\_\_\_ RECAP: Cash \_\_\_\_\_ + Checks \_\_\_\_\_ + Money  
Orders \_\_\_\_\_ = DATE DEPOSITED: \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_

.....

## RECEIPT

Received From \_\_\_\_\_

Donation: \$ \_\_\_\_\_ Return of "Advance" Funds Not Spent: \$ \_\_\_\_\_ Other  
\_\_\_\_\_ : \$ \_\_\_\_\_

Date: \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_

CRSCNA Treasurer \_\_\_\_\_

## Attachment D: CRSCNA - EXPENDITURE VOUCHER

**PLEASE PRINT LEGIBLY** - Give 1 copy to CRSCNA Secretary with your proposed financial motion.

I request that a check be drawn for the materials, equipment and/or services which are described on the attached order, invoice or receipt and/or general narrative or motion.

Type of Items / Purpose: \_\_\_\_\_

\_\_\_\_\_

Pre-Tax Amount: \_\_\_\_\_

\_\_\_\_\_

Sales Tax (if any): \_\_\_\_\_

\_\_\_\_\_

TOTAL: \_\_\_\_\_

Printed name, address and telephone \_\_\_\_\_

Number of the vendor or person to whom  
this check should be made payable \_\_\_\_\_

Mail? \_\_\_\_\_  
Give to Requester  
for hand delivery? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

**Above items:** Purchased by bid or multiple price quotes? Yes No Not Applicable

*(If "Yes" keep records in your files)*

Is this a reimbursement? Yes No *(If "Yes" attach original receipt and circle amount due you)*

If this is a deposit, state the balance & date due: \$ \_\_\_\_\_

Is this an "advance" for a known/estimated expense? Yes No If "Yes," when do you

expect to be able to make a final settlement with receipts? \_\_\_\_\_

Requester's Printed Full Name & Telephone # \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### **CRSCNA SECRETARY'S USE -**

CRSCNA vote/action and date: \_\_\_\_\_

### **TREASURER'S USE -**

Check # \_\_\_\_\_ Dated \_\_\_\_\_ Posted \_\_\_\_\_

## Attachment E: CRSCNA - ADVANCE FUNDS REQUEST

Please use ink and print legibly. Requester - Retain 1 copy; forward 1 copy to CRSCNA Treasurer.

The member whose name appears below requests that a check be drawn as indicated to pay for the budgeted or herein requested and approved materials, equipment, services or other expenses listed and which cannot be purchased or obtained by other methods:

<u>Items:</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
(If more space is needed, continue list on reverse but enter final total here) <b>TOTAL</b>	_____

Printed name, address and telephone \_\_\_\_\_  
Number of the person to whom this check should be made payable: \_\_\_\_\_

Mail? \_\_\_\_\_  
Give to Requester  
for hand delivery? \_\_\_\_\_

Telephone \_\_\_\_\_

\*\*\*\*\*

As the Requester of this Advance, I acknowledge and accept the following terms:

- (1) I accept full responsibility for the custody of these funds;
- (2) Funds may not be used for any purposes other than those requested above;
- (3) This purchase is subject to all CRSCNA purchasing policies and procedures, including those related to competitive bids or comparative price quotes; and
- (4) Following the expenditures listed above, a completed CRSCNA Expenditure Voucher form - with a copy of this Advance Funds Request form and a detailed, formal receipt from the vendor (s), signed and marked "Paid," - must be submitted along with any funds remaining.

Requester's Printed Full Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### CRSCNA SECRETARY'S USE ONLY-

If not in budget, CRCNA vote/action and date: \_\_\_\_\_

TREASURER'S USE ONLY- Check # \_\_\_\_\_ Dated \_\_\_\_\_ Posted \_\_\_\_\_

Reconciliation / Return of Advance:

Expenditure Voucher Received: \_\_\_\_\_ Date: \_\_\_\_\_

"Paid" Receipts Attached: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Unexpended Funds Returned: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Total Accounted For: \$ \_\_\_\_\_

## Attachment F: CRSCNA Treasurer's Report Form - Example

	<u>CURRENT REPORT PERIOD</u>	<u>CURRENT YEAR TO DATE</u>
<b>OPENING BALANCE - January 1, 2007</b>		<b>\$4,552.64</b>
<b>OPENING BALANCE - July 22, 2007</b>	<b>\$1,500.84</b>	
*****		
*****		
<b>EXPENDITURES:</b>		
		<u>Check #</u>
Prior Report Period YTD Total Expenditures	****	****
"Advance" Funds Returned	\$0.00	****
NAWS (For Serenity Unlimited H&I)	\$57.70	282
VOID	\$0.00	283
Linda L. (Regional PI Literature)	\$700.00	284
Country Inn (Rent - Rocky Mtn Zonal Forum)	\$75.00	285
<b>TOTAL EXPENDITURES</b>	<b>\$832.70</b>	<b>\$6,419.58</b>
<b>INCOME:</b>		
<b>Area Donations</b>		
Boulder Area	\$489.63	\$1,237.38
Mile High Area	\$700.00	\$700.00
Mountain High Area	\$0.00	\$0.00
Mountains West Area	\$0.00	\$0.00
Off The Wall Area	\$0.00	\$600.00
Pikes Peak Area	\$200.00	\$800.00
Serenity Unlimited Area	\$0.00	\$0.00
Southern Area	\$0.00	\$0.00
<b>Group Donations</b>		
Clean and Serene Group	\$0.00	\$55.27
Crestone Group	\$30.00	\$70.00
Golden Group	\$0.00	\$44.50
NA Way Group	\$0.00	\$36.00
Northside Young in Recovery Group	\$20.80	\$37.85
Piece of Freedom Group	\$0.00	\$100.00
Really Last Chance Group	\$0.00	\$0.00
True Blue Group	\$30.58	\$108.14
Turning Point Group	\$16.00	\$23.00
<b>Other Income</b>		
CRCNA (\$103=XX; Remainder =XXI)	\$0.00	\$103.00
Unidentifiable Area / Group Donations (1/07)	\$0.00	\$106.95
<b>TOTAL INCOME</b>	<b>\$1,487.01</b>	<b>\$4,022.09</b>
*****		
<b>ENDING BALANCE</b>	<b>\$2,155.15</b>	<b>\$2,155.15</b>
<b>OPENING BALANCE</b>	<b>\$2,155.15</b>	<b>\$2,155.15</b>
*****		

**BANK ACCOUNT - CHECKBOOK RECONCILIATION (to date of Ending Balance):**

<b>Latest Bank Statement Date</b>			
<b>Balance Shown on Latest Bank Statement:</b>	<b>\$2,228.97</b>		<b>\$2,228.97</b>
<b>Adjustments to Bank Statement:</b>		<b>Net Adjustment:</b>	<b><u>(\$73.82)</u></b>
<b>Outstanding Deposits:</b>	<b>\$0.00</b>	<b>Adjusted Bank</b>	
		<b>Balance:</b>	<b>\$2,155.15</b>
<b>Outstanding Checks &amp; Charges:</b>	<b><u>(\$73.82)</u></b>	<b>Checkbook</b>	
		<b>Balance:</b>	<b><u>\$2,155.15</u></b>
<b>Net Adjustment:</b>	<b><u>(\$73.82)</u></b>	<b>VARIANCE:</b>	
		<b>.....</b>	<b>\$0.00</b>

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## **Article 11: Miscellaneous**

### **Section A: Logo**



### **Section B: Post Office Box / Storage Shed**

- CRSCNA shall maintain a post office box within the regional membership populous. Post office keys should be held by Regional Treasurer and CRCNA Treasurer.
- CRSCNA shall maintain a storage shed for archives and CRSCNA, CRRMCO and WRCNA material. Storage shed keys to be held by Regional Chair.
- CRCNA shall maintain a separate storage unit for CRCNA material. Storage shed keys to be held by Regional Chair and CRCNA Chair.
- The P.O. Box will be maintained and checked by the CRSCNA Treasurer and CRCNA Treasurer as needed.



# **The Twelve Steps of Narcotics Anonymous**

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

# **The Twelve Traditions of Narcotics Anonymous**

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