



**NICOTINE ANONYMOUS WORLD SERVICES
POLICIES AND PROCEDURES
(P&P)**

Updated as of April 29, 2022

FOREWORD

The following document states policies and procedures adopted by the Nicotine Anonymous World Services (NAWS) Officers.

These guidelines are a further definition of operating procedures incorporated to carry out the World Services Office Duties and Responsibilities listed in Article VII, Section 2 of the Bylaws of Nicotine Anonymous.

This document is updated quarterly to include changes to policies and procedures at the quarterly meetings of NAWS Officers.

Motions at Officer's meetings make all changes to the Policies and Procedures.

Nicotine Anonymous Privacy Statement

Nicotine Anonymous World Services gathers certain personal information from its members in an effort to provide them with exceptional service and information that will be of interest to them. We may from time to time share that information within Nicotine Anonymous for members' benefit as well as for the benefit of Nicotine Anonymous. Examples include filling orders, communicating upcoming events sponsored by World Services, Intergroups, or groups, and measuring organizational growth geographically.

Nicotine Anonymous does not disclose any personal information about its members to anyone, except as may be required by law. Nicotine Anonymous does not rent or sell member information to anyone outside Nicotine Anonymous. Nicotine Anonymous maintains physical, electronic, and procedural security procedures designed to safeguard members' personal information from unauthorized access, disclosure and use. Only those trusted servants, employees and contractors who need to know member information are permitted access to it, and they are required to keep all member information confidential.

-Adopted by Nicotine Anonymous World Services July 20, 2002

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1. WORLD SERVICES OFFICERS MEETINGS

- **Frequency**

Meetings of the World Services Officers will be held as follows, usually on the third Saturday of that month:

- January (via the web)
- March (via the web) with a pre-conference agenda
- July (via the web)

At a date determined for:

- October (face-to-face or web)

At the annual conference (usually at end of April)

- Friday afternoon pre-conference
- Saturday morning – Conference
- Sunday morning – Conference
- Sunday afternoon as the new Board after the conference ends

- **Location**

The World Services Chairperson determines the annual schedule and locations at the beginning of his/her term, subject to the approval of the Officers, and distributes to all Officers and Coordinators.

- **Quorum**

A majority of the Active, Emeritus, and Elect Officers must be present to constitute a quorum. Therefore, five of the nine Officers must be in attendance.

- **Attendance**

Officers and Coordinators are asked to attend. Any Nicotine Anonymous member is welcome to attend and participate in discussions.

- **Voting**

Only the nine Officers can present motions and vote on those motions. Officers' meetings follow a parliamentary procedure as outlined in Robert's Rules of Order.

2. TREASURY AND MONIES

Fiscal Year

Nicotine Anonymous uses the calendar year for its fiscal year. For all reporting purposes, our year begins on January 1st and ends December 31st.

Income

World Services will strictly adhere to the Twelve Traditions in matters of money and property. Our income is from contributions from individual members, groups, and

Intergroups, as well as from the sale of our literature. We do not accept outside contributions. Annual contributions from individual members may not exceed \$7500 per member, excluding bequests.

Expenditures

The World Services Chairperson or Treasurer can authorize expenditures up to \$500. Expenditures over \$500 require approval of a majority of the Officers except pre-approved salary and normal business expenses.

The Treasurer can reimburse Officers and Coordinators for postage, telephone, copying, travel, and other authorized costs. Any single such reimbursement expense over \$500 (that is not a normal business expense) must have the Chairperson's prior approval.

Cash Disbursements Procedure

The following procedure is used to pay the Fellowship's bills:

1. All invoices, receipts, and statements (bills) from vendors, servants, and Officers are sent to the World Services Office at 6333 East Mockingbird Lane, Suite 147-817, Dallas, Texas 75214 or emailed to NicA Office Manager nicaofficemanager@gmail.com (backup: treasurer@nicotine-anonymous.org, as necessary)
2. Standard business expenses may be paid using checks, automatic debits, the Bank of America Debit Card or the Bank of America Direct Pay System.
3. Non-standard bills posted in the system will be forwarded to the Chairperson for approval (suggested monthly).
4. The Chairperson confirms the approved item(s) with the Office Manager or Treasurer for payment.

NOTE: Bills that are sent directly to the Treasurer must immediately be forwarded to the Active Chairperson to initiate the approval cycle before they are paid. In the normal course of business, the Treasurer is not authorized to pay bills without approval except for standard business expenses. In emergency cases, the Treasurer can pay bills up to the authorized limit.

Bank Accounts

The following are the approved World Services bank accounts:

1. World Services Checking Account

This account is currently located at Bank of America. This account is used to deposit all funds received for World Services.

One signer is required for transactions on this account. The authorized signers for this account are the Active Treasurer, and Treasurer Emeritus. The Office Manager is also an authorized signer on the checking account and may sign upon the approval of one of the above listed Officers.

All income -- contributions, literature payments, *SevenMinutes* subscriptions, etc. -- is deposited into this account by the Office Manager.

2. Prudent Reserve

The prudent reserve for the checking account is three (3) months anticipated operating expenses.

3. Savings Account

Excess funds are maintained in a savings account separate from the general checking account and the investment accounts. These funds normally arise from the amount exceeding three months operating expenses in the checking account and are invested in this FDIC insured interest bearing account.

4. Transfers

In an exceptional situation, money can be transferred to cover anticipated expenses, equal to three (3) months from the savings account to the checking account. The Chairperson, Treasurer and Office Manager must be involved in the decision to make such a transfer. Transfers are not made between the investment account and the checking account.

5. Investment Account (if any are re-established)

This account historically consisted of a "parent account" funded by four underlying C/Ds including some of the funds allocated for our prudent reserve by the World Services Officers. These monies are to be invested in certificates of deposit at the above bank. These certificates of deposit are FDIC insured. Terms of maturity are limited to a maximum of 3 years with staggered maturity dates. The Treasurer makes this investment.

"QuickBooks" Software

QuickBooks is an online accounting program which is paid by a monthly fee. It is updated automatically.

The Office Manager will give out appropriate log-in access to those involved with "QuickBooks", namely the Office Manager, Treasurer Elect, Treasurer (Active) and Treasurer Emeritus. All receipts should be uploaded into QuickBooks except predictable recurring vendor expenses.

World Services Travel Policy

Nicotine Anonymous developed a procedure for reimbursing its World Services Officers, Office Manager and others as designated by the Board, which considers the reality of the Fellowship's economic situation. This travel policy clarifies reimbursement for transportation, meals, and lodging as follows.

1. The Officers convene six meetings a year. Three of the meetings may be face-to-face and require travel. Two of the face-to-face meetings are the pre-conference on Friday afternoon and the post conference on Sunday afternoon, held at the World Services Conference. The third face-to-face meeting is usually in October.

In an effort to save the Fellowship money, the Chair, with Board approval, chooses a cost-effective location for this meeting.

2. When possible, local Intergroups host any face-to-face WSO meetings and arrange for volunteers to provide lodging in their residences for the visiting Officers; transportation to and from the airport, and transportation to and from the location of the WSO meeting. *
3. The hosting local Intergroup or Nicotine Anonymous World Services provides breakfast and lunch during the Board meeting. All other meal expenses may be reimbursed by the following per diem formula: Breakfast up to \$10.00, lunch up to \$15.00 and dinner up to \$25.00.
4. At the annual World Services Conference, Board members and the Office Manager may be reimbursed for transportation from and to the airport. This does not include local transportation for sightseeing or other personal business.
5. Lodging may be reimbursed for the 2 nights of the conference. It is suggested that 2 Board members share a room to be cost effective. If a Board member shares a room with a non-Board member only 50% of the cost of that room will be reimbursed.
6. World Services Officers and the Office Manager pay for their own airfare and then may submit the receipt to be reimbursed. If special arrangements are needed, the Officer may wish to contact the Chairperson for assistance. The Officers/Office Manager are asked to take into consideration what is a reasonable charge for airfare when making arrangements. Note: cancellation insurance for flights is not to be purchased; any penalties for flight cancellations/changes will be paid by NAWSO if meetings are cancelled.
7. If an Officer/Office Manager finds the cost more reasonable to rent a car to drive to the meeting rather than fly, then the Officer/Office Manager may be reimbursed for the cost of the rental in the lowest car class available. If an Officer/Office Manager drives to the meeting, the Fellowship reimburses mileage at the current rate allowed by the IRS as a deduction. The ceiling on the mileage reimbursement is the current cost of an adequate airplane ticket as determined by the Chairperson. The cost of gas may be included in the reimbursement. Additional options such as GPS, child seats, or car upgrades are not reimbursable.
8. World Services Officers/Office Manager follow the normal cash disbursement procedures and submit their expense reimbursement requests to the Nicotine Anonymous World Services Office which includes them on the Accounts Payable list.

*If a hosting Intergroup is unable or not available to provide housing or transportation for the incoming World Services Officers, the Chairperson of Nicotine Anonymous makes arrangements for commercial lodging and or rental cars or taxis, etc. for the affected Officer(s)/Office Manager. These decisions are made by the Chairperson. Officers/Office Manager are eligible for reimbursement as described above for the World Services Conference.

Reimbursement Process

- World Services Officers/Office Manager follow the normal cash disbursement procedures and submit their expense reimbursement receipts to the World Services Treasurer, who will reimburse the expenses, provided they meet the travel policy. Officers should discuss any exceptions to this policy with the current Chair, prior to incurring the expense.
- In the past, some World Services Officers chose not to request transportation expense reimbursement. This is an individual choice. The Fellowship will graciously accept this generous donation, but it is not a requirement for serving as a World Services Officer. Non-reimbursed travel expenses may be tax deductible.

Coordinator Transportation Expenses

Committee Chairs and Coordinators will not be reimbursed for any-expenses to quarterly World Services Officers meetings and the annual World Services Conference. However, they are required to file quarterly reports in lieu of their attendance.

3. ARCHIVES

Nicotine Anonymous shall keep an archive of all items listed below. The Office Manager will be responsible for gathering, organizing, and maintaining documents pertaining to the history of Nicotine Anonymous with the help of Officers and committee Chairs. A single original hard copy of everything should be kept. Items should be categorized as follows.

- i. Literature
- ii. *SevenMinutes*
- iii. Conference materials
- iv. *The Book*
- v. Legal matters
- vi. Intergroup information
- vii. Communications (Formal written or emailed communications by NAWSO. This does not include informal emails between Officers)
- viii. Financials
- ix. Minutes

The financials to be kept are all tax returns and annual reports and statements--but not monthlies and quarterlies.

4. ELECTION OF OFFICERS

It is recommended that any Officer has a minimum of one year free from Nicotine in order to serve on the Board.

<u>First Year (Elect)</u>	<u>Second Year (Current)</u>	<u>Third Year (Emeritus)</u>
Chairperson	Chairperson	Chairperson
Treasurer	Treasurer	Treasurer
Secretary	Secretary	Secretary

Serving as an Officer is a three-year commitment. Quarterly Officers' meetings are held during the months of July (via internet), October (face-to-face), January (via internet) and a pre-conference planning meeting via internet in March. A series of meetings occurs during the annual World Services Conference in April.

At the conference, the Officers present an array of voting items before the Fellowship for consideration and hold the annual election of Officers for the coming year. All Officers' positions are enhanced by having a computer and being accessible on-line through email as this allows for quick, inexpensive, easy communication among members. **NOTE about email communications:** Official NAWSO business is to be emailed to Officers and other appropriate individuals (Traditions Committee, Coordinators) only. Email lists for individual groups can only be used by the Chairperson.

All candidates for Officer positions should be committed to spearheading activity throughout their tenure, which will help the Fellowship reach and support the still suffering addict. Officers attend all Board meetings as well as the conference and participate on various committees.

Chairperson

The candidate who accepts the position of Chairperson should have goals in mind to stimulate the Fellowship so that we can accomplish our primary purpose.

Treasurer

The candidate who accepts the position of Treasurer will need experience and knowledge of bookkeeping and a computer to access our online books. Computer experience is required.

Secretary

The candidate who accepts the position of Secretary should have the ability to take notes, organize, and check their emails daily. Computer experience is required.

5. ORIENTATION OF NEW OFFICERS

The orientation takes place at the post-Conference Officer's Board meeting immediately following the World Services Conference, where they will receive an electronic orientation folder via email (e.g., a .zip file) from the outgoing Secretary Elect. This folder will contain, at minimum, the following electronic documents: the Bylaws of Nicotine Anonymous, the Policies and Procedures, the Twelve Traditions booklet, and the most recent NAWS Directory.

6. OFFICERS JOB DESCRIPTIONS

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

Secretary Elect

1. Maintains and updates the confidential NAWS Directory and will email an updated copy only to those listed whenever changes are made. It is recommended that the updated listing of the new Officers be added as soon as possible after the NAWS Conference, preferably within 30 days.
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. Participates in periodic meetings with the two other secretaries (Active and Emeritus).
4. Refer to Section 5, Orientation of New Officers, for tasks at the end of the term.

Second Year

Chairperson (Active)

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

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

Additional tasks include:

- Appointment of Service Activity Coordinators for the years' service
- Coordination of all Board meetings
- Official correspondence
- Oversight of the functions and activities of the World Services Officers and the service appointees
- Prepare and submit quarterly reports to the Board (and send to editor for inclusion in the *SevenMinutes*) and an annual report to Fellowship at WSC
- Send approved minutes + reports (one consolidated PDF) to NicA News Coordinator for distribution to the Fellowship.
- Serves as liaison for all items requiring approval by the Traditions committee
- Trains Chairperson Elect throughout the year on all duties

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

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

The Chairperson interacts with the:

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

2. Secretary – To ensure secretarial performance:

Active Secretary

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

Secretary Elect – Ensures Secretary Elect:

- a. Verifies and distributes updated confidential NAWWS Directory only to those listed whenever changes are made.

3. Office Manager – Ensures that the remote office service:

- b. Responds to mail and requests for literature, starter kits and other World Services items, and obtains and coordinates volunteer assistance as needed.
- c. Coordinates with Literature Coordinator and Print Graphic Designer/Artist for printing masters and makes available to printer and coordinates subsequent printing orders with printer.
- d. Coordinates printing and shipping needs between the Office Manager and suppliers.
- e. Makes quarterly reports to the Officers and annual report to the conference.

- f. Maintains meeting additions, changes, and deletions.

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

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

Treasurer (Active)

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

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

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

The Office Manager works with a professional tax preparer to ensure that they have whatever information is needed to pay all taxes due by May 15th 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*)
 - b. Form 199 State Exempt Organization Annual Information Statement
 - c. State Form [BOE-401-A] State, Local and District Sales and Use Tax Return
 - d. Statement by Domestic Nonprofit Corporation. Pay State Non-Profit Statement annual [\$10.00] fee if required.
 - e. Any other forms for the Fellowship as required by federal and state governing bodies.
7. Coordinate with the Office Manager to ensure annual sales tax is filed and paid to proper state comptroller.
8. Coordinate with Office Manager to provide to the Chairperson a copy of all federal and state tax documents two (2) weeks in advance of their due dates.

9. Provide the World Services Officers with quarterly financial statements to include the following:
 - a. Statement of cash flows
 - b. Balance sheet
 - c. Profit and loss comparison
10. Provide the World Services Conference with a calendar year-end report.
11. Provide the Officers with annual financial statements to include a profit and loss, balance sheet, statement of cash flows and a verbal explanation of all significant items.
12. Coordinate with Office Manager to provide the *SevenMinutes* editor with financial summary for each issue.

Secretary (Active)

1. Attends and records the minutes for all Officer Board meetings and the annual NAWS conference delegate business meetings.
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 would 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 PDF attachments to Board members, meeting attendees, and committee coordinators. The Chairperson will send minutes and attachments to In-reach Coordinator for distribution to the Fellowship via NicA News.
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. 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.
9. Acts as a mentor to the Secretary Elect.
10. Ensures incoming Secretary has the template for creating the minutes and other necessary documents to perform their duties.
11. Ensure all important files are backed up securely. (Exact process TBD.)
12. Verifies Active Chairperson has provided the Archives Coordinator (or alternately the Web Coordinator) with the consolidated Officer Board meeting minutes + reports to the archive portion of the website. This is not happening yet.
13. Participates in periodic 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 meetings with the two other Chairpersons (Elect and Active).

Treasurer Emeritus

Attends the monthly “Treasurers unite” meeting to reconcile monthly statements.

As needed, assists the Treasurer with the preparation of the quarterly financial statements.

Secretary Emeritus

1. Acts as mentor to Active Secretary.
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 Active Secretary 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. Updates the Conference Guidelines as directed by the Board.
5. Participates in periodic meetings with the two other secretaries (Elect and Active).

7. COMMITTEES AND COMMITTEE COORDINATORS

Appointments and Approvals

- The Active Chairperson appoints all Coordinators.
- Appointments are for a minimum of a year. A new Chairperson can reappoint any Coordinator keeping in mind the concept of rotation of service.

Orientation of Committee Coordinators

- In order to ensure a smooth transition of responsibility, all outgoing Committee Coordinators will transfer electronic copies of all documents, including the past year's reports to the Board, to the incoming Committee Coordinator within 2 weeks of the position rotation. They should make themselves available to assist with the transition as necessary. If the outgoing Committee Coordinator does not fulfill these responsibilities, the Chairperson will appoint a designee to assist with the transfer and orientation.
- Committee Coordinators will provide the Office Manager with backup files of any pertinent information involved in the performance of the service provided.

Reports

- All Committee Coordinators report to Chairperson Elect and submit reports in writing for the quarterly Officers' meetings, at least two weeks prior to the meeting.
- The Coordinators are welcome to attend the quarterly Officers' meetings but are not required to do so.
- These reports include information of what has occurred in the past quarter. For example:
 - ✓ Are there successes to report or concerns that the Coordinator has about the commitment?
 - ✓ What type of questions have arisen?
 - ✓ Is there an increase or decrease in committee attendance?
 - ✓ What do the Officers need to know about the committee?
 - ✓ Is there something the Officers need to attend to? Is a change indicated?
 - ✓ How can Officers better serve this committee?

7.a Audio Recording Committee

The Audio Recording Committee is responsible for doing voice recordings of our literature. This committee is currently a subcommittee under Public Outreach. An example of what they have done is record our pamphlets which are posted on YouTube under "Nicotine Anonymous - NicA." The committee also records literature for sale in our Store and for download on other platforms and ensure proper minimum recording standards are met. This committee interfaces with the Literature Coordinator to ensure the most current versions are being used.

7.b Bylaws Committee & Bylaws Coordinator

The Bylaws Committee is responsible for compiling proposed Bylaws amendments, responding to inquiries regarding the Bylaws from the Nicotine Anonymous World Services (NAWS) Board and Committees, and presentation of proposed amendments to the World Services Conference for approval. It should be noted that proposed amendment(s) to the Bylaws must be brought to the Board at least 120 days before the World Services Conference. This is in order to fulfill Article XI of the Bylaws which states proposed amendments are sent to delegates at least 90 days before the World Services Conference.

The Bylaws Coordinator is responsible for coordinating activities of the Bylaws Committee. The Bylaws Coordinator tasks include:

- Convene meetings of the Bylaws Committee as needed to discuss issues with existing Bylaws.
- Prepare for and conduct a Bylaws Committee meeting at the World Services Conference (if needed) to discuss amendment recommendations and proposals for conference approval.
- Respond to inquiries regarding the Bylaws of Nicotine Anonymous from the Board and the Fellowship at large.
- Provide a report to the World Service Board on any committee activities of the quarter and status of proposal recommendations at each Officer's meeting.
- Provide an annual report to the Delegates in attendance at the World Services Conference.

7.c (NAWS Annual) Conference Coordinator

Responsible for coordinating the current World Services Conference with the liaison appointed by the Active Chairperson. See Addendum; *Conference Guidelines*.

7.d Credentials Committee

The purpose of the Credentials Committee is to review the applications of unregistered delegates to the annual conference. For each conference, three Officers at the Friday pre-conference Officers meeting will be selected by the Board to serve as the credentials committee for the duration of the conference. It is recommended that they be the three Chairperson positions, if possible. These applications will be reviewed in light of the criteria outlined in the World Services Bylaws, Article V, section 5a-f, and Article VI, section 1 a-c. The request to be a delegate should be submitted before the roll call of delegates at the conference, and is additionally accompanied by the support of any delegates present from the Intergroup affected. The credentials committee's decision shall be unanimous, and its decision will be final and binding.

7.e Email Coordinator & Email Servants

The Email Coordinator:

- Processes emails received at the Nicotine Anonymous email box, info@nicotine-anonymous.org.

- Forwards incoming emails to the appropriate email servants, Nicotine Anonymous Office Manager, Chairperson, Outreach, or other appropriate Coordinator for their response.
- Solicits Email Servants as needed.
- Selects, trains, and provides support to Email Servants.
- Coordinates the schedule of Email Servants (e.g., ensures daily coverage).
- Reviews Board minutes to keep self and Email Servants informed and up-to-date on Board activities and decisions in order to accurately respond to email inquiries.
- Collaborates with the Translations Coordinator when receiving non-English emails for assistance in reading and responding. Also, refer as potential contact for a future translator of NicA literature.
- Submits a quarterly report to the Chairperson Elect regarding Coordinator and Email Servant activities.
- Be sure to clarify when speaking on behalf of NAWS vs. when speaking from personal experience.

The Email Servants:

- Respond appropriately to emails forwarded by the Email Coordinator.
- Review Board minutes to keep up-to-date on Board activities and decisions in order to accurately respond to email inquiries.
- Notify Email Coordinator if not able to cover their scheduled shift.
- Be sure to clarify when speaking on behalf of NAWS vs. when speaking from personal experience.

See Section 13, Email Procedures

7.f. Email Pal Coordinator

Responsible for keeping email pal group current by adding new people who request to join and removing those who wish to unsubscribe. Keeps the group organized with postings as necessary. Basic email skills are required. Adds requesters to distribution list for email chain via internet.

The email pal group is a group of people in recovery from nicotine addiction who share their experience, strength and hope via email chains. Newcomers can ask questions and express how they are feeling in a safe and encouraging environment.

7.g Graphic Design Coordinator

- Responsible for the designing and formatting of new literature and/or updating existing literature for publication. Submits all formatted literature to the Literature Coordinator to proof and approve.
- Contributes the graphic design for the annual World Services Conference and other events.
- Collaborates, upon request, with SevenMinutes editor, Public Outreach Committee, and Web Coordinator to assist with graphics for the newsletter and/or website.

- Proficiency with the current NAWS design application is required, which at this time is Adobe Creative Suite—especially Adobe InDesign.

7.h In-Reach Coordinator

In-Reach or NicA News is a way to communicate with the membership of the Fellowship through some form of electronic email marketing service. (i.e., Constant Contact or Mail Chimp.) This service will be one that allows users to opt-in and opt-out of emails. It also prevents individuals from spamming other members of the Fellowship. The NAWS Board will approve of the format. The account and password will be maintained by the Office Manager as well as the Coordinator.

- The Coordinator is responsible for the maintaining the mailing list.
- The Chairperson of Nicotine Anonymous can receive a request from any member of the Fellowship. It is recommended that the flyer or communication be sent by the Chairperson to the Traditions Committee for approval. Once approved, the Chairperson will send to the Coordinator and the Coordinator will create a sample email.
- The Coordinator will send sample email to Chairperson for final approval. Once approved, the email communications will be sent out through the electronic service.
- The Coordinator will work with the Office Manager to maintain the business side of the electronic email service. This includes payment of the yearly charge and any address information.

7.i International Groups Coordinator

- Responsible for addressing Nicotine Anonymous matters outside of the United States of America, including correspondence and Traditions issues. Communication may be made by using appropriate media such as email, phone app, etc.
- Provide support to new groups being started and inform them of any appropriate translated Nicotine Anonymous World Services literature.
- Seek out member interest in translating conference-approved/Board approved literature that NAWS does not currently have in its inventory.
- Forward Translator contact information to Secretary Elect to ensure the NAWS Directory is accurate.
- Coordinates with our Translators to assist in translating messages, when necessary.
- Coordinates with the Worldwide Meeting List Coordinator to keep a current list of the international groups' contact information to facilitate any outgoing communication projects such as invitations to sign up for NicA News or SevenMinutes or seek any updated information about the group.

7.j Literature Coordinator

(See further information in **Literature** section 9.)

- Responsible for new literature idea development and revisions to existing literature. Receives, edits, and reviews all new and revised literature submissions. May select willing members to form a committee to assist with projects.
- Submit updates to Chairperson Elect for the quarterly NAWS committee reports, and presents in person, if desired. The Coordinator report includes any recommendations on new or revised literature, and any factual or grammatical changes needed in the literature.
- When deemed necessary, proposes workshops on literature at the World Services Conference. As is able, attends World Services Conferences to facilitate such workshops.
- Responsible for ensuring that the Office Manager (or Graphic Design Coordinator) applies for the Cataloging-In-Publication (CIP) number (ISBN number) on any new/revised books. Coordinates with the Graphics Design Coordinator to provide the ISBN for each publication.
- Responsible to coordinate with the Translations Coordinator upon receipt of any translated material to be posted on our website by the Web Coordinator. Prepare and format translated pamphlets with disclaimer, copyright, and reprint statements for each pamphlet as provided by the Translation Coordinator.
- Provide our Web Coordinator with PDF documents formatted and ready to post, upon Chair's approval.
- Sends any translated book material for on-demand publication to the Graphics Design Coordinator to format text and design a book cover.
- Collaborates with the Board to determine the price of books and approve the design and/or cover.
- Coordinates with the Graphics Design Coordinator to provide the Office Manager with an appropriate image of the literature cover and descriptive blurb to be uploaded to the Store.
- Upon review of the formatted PDF and cover, collaborates with our on-demand printer (as of 2021, IngramSpark).
- Responsible to submit final proofed-copies of all new and updated literature to the Office Manager to keep on file, as well as for printing of pamphlets.

7.k Name/Logo Protection Coordinator

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

- Educates meeting groups and Intergroups about correct use of the name/logo/trademarks.
- Contacts websites and companies that are using the name/logo/trademarks incorrectly.
- Keeps NAWS updated as to when trademark renewals are needed, and ensures this information is retained on the NAWS Officer action item list, in coordination with the NAWS Office Manager.

More information is available in the *Nicotine Anonymous Name Logo Protection Guidelines*. [We don't know where this document is.]

7.1 Online Meetings Coordinator

Responsibilities include:

- Schedule online Nicotine Anonymous business or activities meetings, as requested, and send link to the requester.
- Examples of these would be for NAWS Officer Board meetings, Intergroup and Committee Meetings, and World Services Conference Remote Attendance.
- Train and advise interested members how to use the online meeting service for Nicotine Anonymous business or activities.
- Stay informed and update users with technical changes such as software upgrades.
- Post notice in each edition of *Seven Minutes* about the availability to set up or host Intergroup or any committee online business meetings.
- Submit quarterly reports of activities to the Chairperson Elect.

7.m Public Outreach Coordinator

Responsible for advancing public awareness of Nicotine Anonymous and its resources, including translated literature.

Public Outreach Coordinator tasks:

- Arrange and conduct regular meetings.
- Develop public outreach ideas to present to the NAWS Board for approval.
- Submit budget requests to Active NAWS Chair for approval. Requests for funds above approved limit need full Board approval. See Section 10, Procedure for Public Outreach Approval.
- Distribute Conference-approved material to assist individual groups in performing outreach initiatives.
- Prepare public outreach fliers using flyer template. All fliers must be approved by NAWS Chair and reviewed by the Traditions Committee.
- Provide *Seven Minutes* Editor with public outreach articles.
- Provide content for outreach area of Nicotine Anonymous web site.
- Prepare and conduct workshop at annual NAWS Conference to attract volunteers and to inform membership about outreach opportunities.
- Work with the outreach project leaders of the individual projects decided upon at the annual NAWS Conference.
 - Each leader will document requests for material or information, and will prepare a report for quarterly Officers' meetings.
 - Report the status of each outreach project at the quarterly NAWS Officer's meeting.
- Oversee social media avenues, ensuring original content such as Twitter Tweets is reviewed by NAWS Chair and Traditions Committee before distribution. (See Section 10 for the Social Media policy.) If Public Outreach wants to assign one

person as a social media liaison, it is suggested to serve no more than a one-year term, in the spirit of rotation.

- Oversee Audio Recording Committee.

7.n Service Structure Committee

The Service Structure Committee was created to explore options for establishing the service structure of Nicotine Anonymous World Services.

7.o Snail Mail Pen Pal Coordinator

- Retrieve all correspondence forwarded to Nicotine Anonymous from anyone, anywhere, who expresses interest in communicating with other nicotine addicts.
- Update and manage list of all persons who have contacted Nicotine Anonymous for the purpose of written correspondence with other nicotine addicts.
- Respond to each request with a copy of the pen pal list and a brief personal note.
- Once or twice a year, send out a postcard to everyone on the list asking for feedback: “would you like your name to remain on the list?”; “has this method of communicating with other nicotine addicts been helpful?” etc.
- Upon request, have a Meeting Starter Kit sent to them by the NAWS Office Manager.

7.p Teleservices Coordinator

- Seek abstinent, committed members for a year's service.
- Become familiar with Nicotine Anonymous overall / helpful in routing calls.
- Coordinate and advise a team of volunteers to help return calls.
- Provide new teleservices members instructions on use of code and message retrieval.
- Members should have email / computer / communication skills.
- Respond to inquiries from teleservices members on how to handle calls and consulting with or referring to an Officer as appropriate.
- Handle service interruptions and repair or coordinate with Office Manager.
- Ensures the outgoing message on the teleservices phone line is kept up to date with current information.
- Be available to return calls as soon as possible (within a day or two).

See Section 11, Teleservice Procedures

7.q Traditions Committee and Traditions Coordinator

The WSO Chairperson makes the committee up of a minimum of 5 and no more than 7 members of the Fellowship. It is recommended that the WSO Chairperson asks the prior year's Officers that have rotated off the Board if they would be willing to serve on the committee thereby ensuring that there are new members on the Traditions Committee every year. The Committee Coordinator shall be appointed from among the committee members. When a Tradition issue arises, the Chairperson will use this committee as her/his advisory Board.

The Traditions Committee reviews and approves each issue of *SevenMinutes* prior to its publication. The Chairperson may also ask the Traditions Committee to review material to be sent out to members/groups such as emails using NicA News.

With the exception of *SevenMinutes*, all requests for Traditions review are directed to the NAWS Chairperson first, who then directs such requests to the Traditions Coordinator.

The Traditions Coordinator is responsible to collaborate with committee members using email, phone, and/or video-conferencing to discuss advisory responses to the Chairperson's requests and publications such as *SevenMinutes*. The Coordinator provides the Chairperson with the committee's consensus on issues raised, which can include minority opinions.

Provides activity reports to the Chairperson Elect prior to regular Board meetings.

Traditions Committee is encouraged to include a person with knowledge of social media.

7.r Translation Committee

When pieces of literature are made available to non-English speaking countries via the Nicotine Anonymous website, the translation committee is responsible for providing our Web Coordinator with accurate translations of these pieces, based on our official disclaimer. Also, should non-English versions of hard copies be manufactured, this committee is responsible for providing the translations to the literature committee. All translations posted and/or printed need to include our translations Disclaimer statement translated into the appropriate language.

.•Translation disclaimer:

This translation was provided by a Nicotine Anonymous member.

Nicotine Anonymous World Services accepts this translation in good faith as the member's best effort to stay true to the original content and intent of its conference approved literature.

Translations of our pamphlets are posted on our web site with links on our home page. Any hard copies that have been printed are avail at our Store. Translations of our books, reviewed by the Coordinator and formatted by our Graphics and Print Coordinator, can then be published using an on-demand printing company. These copies may be purchased through book retailers worldwide or from our Store.

7.s Website Committee and Website Coordinator

The Website Committee manages the organization's website. The committee is comprised of the Website Coordinator, any Web Assistant(s) and, the Office Manager who manages the website's store. The committee meets as needed.

- The Website Coordinator regularly monitors and tests our Nicotine Anonymous website at www.nicotine-anonymous.org for up-to-date information and ease of use, and provides improvement ideas to the Board for discussion. Upon approval from the Chairperson, the Website Coordinator will post updates, and/or provide

approved work orders to the web hosting company. See the Webservant Handbook [we don't know where this is].

The Website Coordinator coordinates with the Office Manager and the Literature Coordinator to add new literature as it becomes available. The Website Coordinator also maintains the email address for the organization, including wso@nicotine-anonymous.org which routes to all nine WSO Board members, updating it with the new Officers' email addresses as soon after the WSC as possible.

7.t Worldwide Meeting List (WWML) Coordinator

Updates and maintains a current website database of all registered groups and Intergroups. These updates may come through the annual mailing of the Meeting Confirmation letter, Add/Change/Delete forms, and other means.

8. OFFICE MANAGER

The NAWS Office Manager is responsible for fulfilling the business activities of Nicotine Anonymous including but not limited to:

- Attend all virtual Board meetings (and in-person when requested).
- Prepare reports as required by the Board, including the quarterly Office Manager's report (using QuickBooks) preceding each Board meeting.
- Use QuickBooks to maintain bookkeeping.
- Process payments for orders (including royalties from on-demand book sales) by credit card, checks, PayPal, Venmo, and Zelle (including issuing refunds).
- Ship orders (currently using stamps.com) to print address labels, pay their monthly fee, and add payments for postage as necessary.
- Maintain shipping supplies to ship orders (e.g., envelopes, rubber bands, tape, paper clips).
- Take phone orders, enter into QuickBooks, and ship orders.
- Process orders received from Amazon and post payments into QuickBooks; update/maintain current pricing on books and add new items as necessary.
- Maintain inventory of items and request Board approval for reprinting, when necessary.
- Perform physical inventory, at least annually, and reconcile inventory to income
- Maintain the online store (currently with Volusion), such as adding new items, changing prices, etc.
- Perform banking duties (reconcile bank statement, deposit checks, etc.). [We currently bank with Bank of America].
- Maintain the merchant account, currently with Bank of America.
- Work with Online Meeting Coordinator to pay annual video conferencing fees (currently Zoom).
- Work with Worldwide Meeting List Coordinator to inform of updates to meeting list.
- Use authorize.net to perform monthly reconciliation of credit card purchases, issue credit card refunds, and process yearly online account updates.

[authorize.net is the portal to our merchant account with Bank of America and is used for manual credit card charges].

- File copies of any equipment purchased by NAWS for the office, including serial numbers and passwords, with a copy of each shared with the Chairperson.
- Store and save all usernames and passwords for all log-ins, and share with Active Chairperson.
- Provide the Chairperson a designated backup contact in case, for any reason, the Office Manager is unavailable to access NAWS files and/or equipment.
- Compile financial data in support of the accountant and Treasurer in the preparation of federal tax filings.
- File the yearly Texas state sales tax.
- Keep the SevenMinutes subscriber list up to date, in support of its printer.
- Coordinate publication of SevenMinutes with SevenMinutes Editor.
- Maintain Nicotine Anonymous telephone presence (e.g., Connect Me Voice 1-877-TRY-NICA, Magic Jack office number 1-469-737-9304, Black Wireless mobile number 1-469-491-6397), including instructions on how to change the outgoing message on the 1-877 number.
- Provide timely and courteous responses to concerns from members, the public, Nicotine Anonymous Officers and Coordinators.
- Maintain domain names (currently using Pair Domains).
- Review and renew duties and compensation rate annually after the March Board meeting with NAWSO.
- Ensure that the copyright and trademark registrations remain current and valid.
- Ensure that the application be submitted for the Cataloging-In-Publication (CIP) number (ISBN number [via Bowker Link website]) on any new/revised books.
- Maintain a current copy of the Epigraph “Supported Do-It-Yourself (DIY) On-Demand Publishing Agreement for Black-and-White (B/W) Books.”
- Pay other bills as requested by Board, such as IngramSpark.
- Pay annual website host site (currently with ZoHo).
- Pay annual bill for Constant Contact used by In-reach Coordinator (NicA News).
- Pay annual fee for Clover Security (merchant account).
- Coordinate storage of the Nicotine Anonymous archives and inventory, including the NAWS laptop.
- Gather, organize, and maintain documents pertaining to the history of Nicotine Anonymous with the help of Officers and committee Chairs.
- Document all procedures for future reference.
- File copies of any computer/device receipts, serial numbers and passwords.
- Pick up the mail at the postal delivery service facility in Dallas.

9. LITERATURE

Development and Submission Process

- Literature can either be developed internally by World Services task forces or submitted by individual members, meetings, or Intergroups.

- All such literature is submitted to the Literature Coordinator who reviews it. The Coordinator then submits it with recommendations to the Chairperson at least four weeks in advance of the Officers' meeting.
- Officers review literature thoroughly in advance of their meeting.

Approval Process

- World Services Officers can approve submitted literature at their quarterly meetings pending final approval by the delegates at the annual World Services Conference.
- Officer approved literature can be printed and distributed by the Nicotine Anonymous World Services Office but it cannot carry the Nicotine Anonymous logo nor the designation of "Nicotine Anonymous World Services Conference-Approved Literature" designation.
- Literature Coordinator prepares documents of all Officer-approved literature (updated or new) for inclusion in the Delegate Packets in time to be sent to delegates 30 days prior to the annual conference.
- Literature Coordinator, as is able, presents all Officer-approved literature to the delegates at the annual conference, typically during a workshop. Copies can be provided for all delegates. Workshop attendees can, by consensus, recommend both substantive and non-substantive edits to the material. The Coordinator will report the recommendations reached by consensus during the workshop and any motions. Delegates can discuss and, by consensus, make motions and vote for both substantive and non-substantive edits, then vote for final approval or disapproval.
- With conference approval, literature can bear the logo and the designation of "Nicotine Anonymous World Services Conference-Approved Literature. If a piece is disapproved, the Nicotine Anonymous World Services Office can no longer print or distribute it.
- The Officers may make non-substantive corrections, e.g., spelling, typos etc. without conference approval. Chairperson Emeritus acts as liaison to the literature committee in the processing of new publications. Publication options include traditional hard copy printing, e-books, and/or on-demand printing (which may be for larger print versions).
- By a vote of approval at the 2015 World Services Conference, the delegates of their respective groups have the authority to recommend and approve both substantive and non-substantive changes to literature after discussion in a workshop and brought to the conference floor.
- Any revised pamphlets will immediately replace the previous inventory.

Additional Literature Notes

Recent printing company for our books is McNaughton & Gunn www.mcnaughton-gunn.com/ in Michigan.

Publication Statements

At the web site's Publication pages (English and non-English translation) include the following (translation as needed): Disclaimer Statement, Copyright and Reprint Policy, Translations Policy, and Donate Statement.

Disclaimer Statement

Nicotine Anonymous World Services accepts member-contributed translations in good faith as each member's best effort to stay true to the original content and intent of its conference approved literature.

Copyright and Reprint Policy

All individuals or organizations must secure permission, in writing, from the World Services office before quoting or reprinting any portions of Nicotine Anonymous material. Photocopying literature from printed material or copying from the World Services website to any website or for public distribution is a copyright infringement. Individuals are encouraged to read Nicotine Anonymous literature online at the official website. Individuals are encouraged to read Nicotine Anonymous pamphlet literature at the official Nicotine Anonymous World Services' website and/or purchase available literature from our web-store.

Copyright Template



Copyright © (date(s))
by Nicotine Anonymous® aka NicA®*
633 Mockingbird Lane, Suite 147-817
Dallas, TX 75214

All rights reserved.
This material may be reproduced ONLY
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Nicotine Anonymous World Services.

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Nicotine Anonymous website address:

www.nicotine-anonymous.org

*The names “Nicotine Anonymous,” “NicA,” and logo
are registered trademarks of
Nicotine Anonymous World Services
633 Mockingbird Lane, Suite 147-817
Dallas, TX 75214 USA

Translations Policy

All translations of Nicotine Anonymous literature provided to Nicotine Anonymous World Services that are accepted in good faith according to the posted disclaimer, become the property of Nicotine Anonymous World Services. Individuals, organizations, or Nicotine Anonymous members granted permission to produce multiple copies of translated materials for distribution and/or sale should report such activities to Nicotine Anonymous World Services office. Financial contributions of support to Nicotine Anonymous World Services in proportion to such activities may be asked for, and the amount to be determined with consultation of the NAWS Board Officers.

Donate Statement

Help Carry the Message

Please consider making a donation to support Nicotine Anonymous World Services ([Tradition Seven](#)) cover the costs of carrying our message of recovery to all nicotine addicts who seek recovery ([Tradition Five](#)). Learn more about [contributions and self-support](#).

At all translated books' (top copyright page) and translated pamphlets (lower front panel) include the following (with appropriate translation):

Nicotine Anonymous World Services accepts member-contributed translations in good faith as each member's best effort to stay true to the original content and intent of its conference approved literature.

At all book's copyright page include the following (English and non-English translated as needed):

All rights reserved.

This material may be reproduced ONLY for use within
Nicotine Anonymous (NicA), except with written permission from
Nicotine Anonymous World Services.

The following are the parameters within which permission may be granted to use Nicotine Anonymous material:

1. Nicotine Anonymous gives registered Intergroups and Nicotine Anonymous groups permission to use the Nicotine Anonymous Twelve Steps, Twelve Traditions, and logo on their local website and local information. (The Nicotine Anonymous Twelve Steps and Twelve Traditions must also include the AA disclaimer and the AA Twelve Steps and/or Twelve Traditions.)
2. Other than registered Intergroups and Nicotine Anonymous groups, any permission to reprint the Nicotine Anonymous Twelve Steps and Twelve Traditions is also contingent upon the requesting party receiving permission by Alcoholics Anonymous World Services.
3. The length of the reprint or quote should never exceed 25% of the original piece. Reprints or quotes from Nicotine Anonymous books or pamphlets should never exceed 25% of a single chapter or section. A reprint from the meditation book is limited to one meditation at a time.
4. The proper notation or credit identifying the origin of the quote or reprinted portion must always be included.
5. When granting permission to reprint literature, we request the addition of the disclaimer, "permission to reprint this material does not imply Nicotine Anonymous affiliation with or endorsement of this publication or organization."
6. World Services wants to ensure that any literature that is read by those surfing the internet will be the most current conference approved literature. Therefore, any website that wants to display any Nicotine Anonymous literature should instead link to the publication on the World Services Website publications page (<http://nicotine-anonymous.org/publications.html>).
7. Translation disclaimer:
Nicotine Anonymous World Services accepts member-contributed translations in good faith as each member's best effort to stay true to the original content and intent of its conference approved literature.

Trademark Policy – Use of the Nicotine Anonymous® Name & Logo

The "Nicotine Anonymous" name is a registered trademark of Nicotine Anonymous World Services (NAWS). It may be used by registered groups, Intergroups, or NAWS. It may not be used by third parties without the written consent of Nicotine Anonymous World Services. The registered trademark symbol (the letter R in a circle) should be used once when printing or displaying the Nicotine Anonymous name to provide legal protection.

The "Nicotine Anonymous" logo is also a registered trademark of Nicotine Anonymous World Services (NAWS). It may be used only by registered groups, Intergroups, or NAWS as described in the Nicotine Anonymous Policies & Procedures. The registered trademark symbol (the letter R in a circle) must be used whenever printing or displaying the Nicotine Anonymous logo to provide legal protection.

Approved artwork is available at www.nicotine-anonymous.org (Click on "About Us" then "Outreach").

The logo may be printed or displayed in any color combination, however generally it appears in white, black, or blue (PMS 7684 or C90/M64/Y0/K0 for printing, #385e9d for web use).

If you have questions about these guidelines, or need more information, please contact us at trademarks@nicotine-anonymous.org.

Reseller's Discount

- Resellers will receive 20% discount off full list price regardless of quantity.
- Resellers must pay shipping and handling.

Credit Policy

- NAWS will not hold shipping additional literature orders to credit accounts until an invoice is 30 days past due.
- The remote office service will request a credit report be completed when credit is requested for literature orders.

10. PROCEDURE FOR PUBLIC OUTREACH APPROVAL

The NAWS Conference Delegates have approved the concept of reimbursing Intergroups, groups and individuals for the cost of each public outreach project up to a ceiling of \$500.00 per project. Pre-approval must be received by the Active NAWS Chairperson for the first project, and by a majority of the Board for subsequent projects in the same calendar year, before proceeding.

There are three aspects to this process as follows:

- ✓ Each project must be identified by name.
- ✓ A Public Outreach Project Approval Form must be filled out and signed by the requesting individual for each project. The form must be submitted to the Public Outreach Coordinator and Chairperson. The form can be filled out and returned via email. Required forms can also be obtained from the World Services Office:
 - 6333 East Mockingbird Lane, Suite 147-817
 - Dallas, TX USA 75214
 - 877.879.6422 (trynica) or (469) 737-9304
 - Fax (888) 390-5873
- ✓ A Public Outreach Literature Request Form must be filled out and signed if our literature is to be used for the project. This form needs to be included with the overall Public Outreach Project Approval form. (See Appendix F.)

Electronic submission is allowed by using Excel documents available online at: www.nicotine-anonymous.org/outreach.html
Email forms to outreachcoordinator@nicotine-anonymous.org and chairperson@nicotine-anonymous.org.

Forms can also be mailed for approval to:
Nicotine Anonymous World Services Office
6333 East Mockingbird Lane, Suite 147-817
Dallas, TX USA 75214

Approval

The project must be approved by the Public Outreach Coordinator and the Chairperson of Nicotine Anonymous. Request forms are then forwarded by the Chairperson to the World Services office for further processing.

Arrangements for reimbursement of expenses

If you will be requesting reimbursement for expenses, it is advisable to contact the Outreach Coordinator for pre-approval before beginning your project. Expenses can then be reimbursed after they are incurred by turning in receipts to World Services for reimbursement, accompanied by a copy of the approved Project Approval Form. If necessary, arrangements can be made for direct-billing by the appropriate vendor to World Services Office.

Social Media Policy:

Purpose: To make the general public aware of the existence of Nicotine Anonymous, while maintaining the anonymity of our members, so we can achieve our primary purpose and reach the nicotine addicts who still suffer.

Our social media policies are applicable to Public Outreach, Conference Committees, Intergroups, and anyone looking to attract members to the fellowship.

Nicotine Anonymous Public Outreach has established official NAWS accounts on various social media sites, including but not limited to: YouTube, Twitter, Facebook, TikTok, and Instagram. All content posted on these official sites needs prior approval by both the NAWS Chair and the Traditions Committee. The logins and passwords for these sites are to be shared with and stored by the NAWS Office Manager and Active Chairperson. Emails associated with these accounts should be set up with the NAWS Public Outreach email address, OutreachCoordinator@nicotine-anonymous.org.

Process: All potential content for social media that is posted on behalf of the fellowship is required to be sent to the NAWS Chairperson, who will route it to the Traditions Committee Coordinator two weeks before anticipated posting date. A consolidated email with all requests is recommended to be sent no more than once every two weeks.

It is our policy that social media contributors identify as “a member of NicA” rather than using their names. Names are acceptable only when quoting conference-approved literature and approval should be granted in writing by the person prior to any post that mentions their name.

Disclaimers should be added to all social media platforms to indicate we are not endorsing other content on that page. Examples: “Any listing of businesses or organizations used to help us carry our message of recovery does not represent an endorsement of either by Nicotine Anonymous.” “Please be aware that when you exit our site (through an active link), we cannot attest to the accuracy of information provided by any linked site and we are not responsible for another website's privacy policy, computer security, tracking technology, or intellectual property protection. Any outside links do not constitute an endorsement in any way by Nicotine Anonymous.”

At a minimum, each platform should include our logo, our website, a link to the Store, and a disclaimer. All material should be written in the voice of the fellowship rather than one person's point of view. It is recommended that only NAWS approved links be used and that quotes have their sources cited, preferably from NAWS conference-approved literature.

In addition to Public Outreach social media posts, Nicotine Anonymous requests individual members maintain personal anonymity. Additionally, we ask members to be mindful of the anonymity of others when using social media. When we post, text, or blog, we are publishing at the public level. If we break our anonymity in these forums, we may inadvertently break the anonymity of others.

Meeting groups using shared platforms such as Google Docs to store member phone lists and emails should take care to safeguard this information and provide a disclaimer both within meetings and inside the document so that new members are made aware of

inherent vulnerabilities in posting such information: “Contact information should be kept confidential and not shared outside of this group.”

It should be noted that Tradition Eleven (“Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, television, and films.”) and Tradition Twelve (“Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.”) were written before the advent of social media.

Tradition Eleven guides us in our recovery to have appropriate limits when we “carry the message” to those outside of our fellowship. Due to changes in technology, the internet and social media platforms are considered other public platforms where members need to follow the guidance of this Tradition. Tradition Twelve reminds us anonymity is the spiritual foundation of our program. It is essential that the focus remain on the program rather than the personalities within the fellowship. We want people attracted to our program because of its principles, not because of who is in it. Anonymity not only protects the individual, it protects the program from the human shortcomings we all have.

11. TELESERVICES PROCEDURES

Email is sent to the Teleservices Coordinator. It is then tallied by category for quarterly reporting. Then the Teleservices Coordinator replies or forwards call to a volunteer to take appropriate action.

Responding to Teleservices Requests

Most callers:

1. Want to know how to quit --- Share with them as we would in a meeting. It is up to your discretion as to how long you speak with them.
2. Are looking for Quit Now --- We still return these calls and explain our program.
3. Want to find meetings in their area. Direct them to website and explain how to navigate the website to find meetings, in all their various formats.
4. Help with the website or general information --- Help as you can. If you do not know the answer to their question, forward to someone who does.

Be courteous and compassionate. Remember, most of the time we are the first contact these people will have with our Fellowship, understanding the importance of a good first impression.

It is of the utmost importance that we respect the anonymity of the people we call. When calling, do not identify yourself as being from Nicotine Anonymous until you verify you are speaking to the proper person. Also, do NOT leave a message that you are from Nicotine Anonymous on an answering machine or voice mail unless the caller has said that it is secure. A teleservant may say I am “(your first name) and I am calling in response to your request for information about _____.”

12. WORLDWIDE MEETING LIST

- All groups must register with Nicotine Anonymous World Services in order to be listed in the Worldwide Meeting List.
- To register, an add/change/delete form must be completed and submitted to NAWS.
- All meeting changes must be submitted to NAWS on an add/change/delete form or on the confirmation letter.
- All groups must confirm their existence annually by responding to the annual meeting confirmation letter. The new World Services Officers' policy adopted 10/12/2002 states that if individual groups do not respond to the meeting confirmation letter for two consecutive years, those meetings will be deleted from the Worldwide Meeting List.

13. EMAIL PROCEDURES

Routing has been set up by our Web Coordinator so that all mail addressed to Nicotine Anonymous (info@nicotine-anonymous.org) is routed directly to the Email Coordinator's home email address. The Email Coordinator then forwards each email to the appropriate Nicotine Anonymous servant (i.e., Chairperson email is forwarded to the Chairperson, inquiries about our program are forward to one of our email servants), who responds directly from their home computer.

14. WORLD SERVICES CONFERENCE

Coordination

The NAWS Chairperson appoints a current Board member to be the Conference Liaison, responsible for coordinating with the Conference Chairperson who is appointed by the hosting Conference Committee. The Conference Chairperson will be responsible for coordinating this annual weekend event, which is usually held on the last weekend during the month of April, after tax season and not conflicting with Easter or Passover.

The local Intergroup customarily organizes and puts on this event. The World Services Conference Chairperson is a representative of the local Intergroup. If no Intergroup sponsors the conference, the Board will assume responsibility and appoint a Conference Chairperson.

Location

During the Conference, the World Services Chairperson asks for Intergroup or group bids to host the conference that will be held two years from the current conference. At the Sunday business meeting the Chairperson calls for delegates to vote to recommend which Intergroup or group will host that future conference. The final location will be approved by the new World Services Board, keeping in mind the recommendation of the delegates.

Disclaimers

- The following disclaimer is to be used at NAWS Conferences (displayed at the recording table), if applicable:

“Nicotine Anonymous has hired an independent contractor to record our World Services Conference session. Only the Nicotine Anonymous material on this table is sanctioned by Nicotine Anonymous World Services. No other material is officially sanctioned. Nicotine Anonymous has no affiliation with the contractor or with any other 12-Step programs.”

- The following disclaimer is to be prominently displayed at the podium/dais during recorded sessions:

“THIS MEETING IS BEING RECORDED.

Before you share identifying information such as last names, please be mindful that our bylaws require us to record business meetings, workshop recaps and all other delegate meetings. In addition, we ask to have the Gratitude Meeting and the conference speakers recorded for members who wish to draw inspiration from them after the conference. Members may purchase recordings at the [name of recording contractor] table.”

For hybrid meetings, this should be read aloud in the Chair’s script, as well as posted in the chat by the virtual conference meeting online host.

- An outside organization disclaimer is to be displayed when organizations other than Nicotine Anonymous display and/or present Nicotine Anonymous information and/or resource materials:

“Nicotine Anonymous is a Fellowship of **people** helping each other to live our lives free of nicotine. Nicotine Anonymous is not allied with any sect, denomination, political entity, organization or institution, does not engage in any controversy, neither endorses nor opposes any cause.” (Excerpt from Nicotine Anonymous: *Our Preamble*)

Agenda

The business portions of the agenda are the responsibility of the World Services Officers. They will provide a schedule for the weekend to include the presentation of Officers’ and Coordinators’ reports, new or revised literature for approval, workshops, issues for the vote of the delegates, and the election of incoming Officers.

All non-business agenda items are scheduled by the Conference hosts, including the locations of all meetings, events, the kick-off speaker for the gratitude meeting, the opening speaker on Saturday and the Sunday spirituality speaker. The featured speaker on Saturday night will be chosen by the World Services Board

The World Services Officers reserve the right to schedule business meetings on Friday and Sunday as necessary to complete the work of the Fellowship.

Financial

NAWS is financially responsible for the conference. The World Services Treasurer will work with the Conference Chairperson and Conference Liaison in financial matters pertaining to the conference. The Conference Liaison will submit financial reports to the quarterly NAWS Officers Board meetings which will include but are not limited to reports on the status of the hotel contract and any proposed merchandise. The Conference Liaison must submit the hotel contract to the Officers prior to finalizing and signing the contract. The hotel contract must be approved by the Board prior to signing.

NAWS will strictly adhere to the Twelve Traditions in matters of money and property. Our income is from contributions from individual members, groups, and Intergroups, as well as from the sale of our literature. We do not accept outside contributions. Annual contributions from individual members may not exceed \$7,500; however, bequests by an estate may be left up to the discretion of the individual leaving the bequest with no limits.

Saturday & Sunday Business Meeting

The NAWS business meetings, for which the Chairperson creates the agendas (with input from the Board members) and runs, are the official business meetings of the Officers, Coordinators, and Conference Delegates. Any Nicotine Anonymous member can attend and participate in these meetings.

Only Delegates elected and sent by Intergroups and meetings non-affiliated with an Intergroup (per Bylaws, Article VI: Section 1b) can vote at these meetings. Officers shall be considered delegates-at-large and are entitled to vote (section 1c).

World Services needs to request that Intergroups and meetings elect and send delegates--per the rules laid down in the Bylaws--to the annual conference.

Any Nicotine Anonymous member not able to attend a current WSC may seek to be nominated for a Board position during the annual conference. Such a member can do so by providing written notice to the current Board of Officers of their intention to seek an office position. This notification, to be sent to the Active Secretary (secretary@nicotine-anonymous.org), is due two weeks prior to the start of the conference. The Active Secretary will inform the Active Chairperson of any notifications.

The notification needs to include the following information:

1. The office of interest (Chairperson Elect, Secretary Elect, Treasurer Elect)
2. The name of a member who will be present at the conference to put their name and qualifications forward during the voting process. (If there is not another member to present the name, the Chairperson can include the candidate's name and prepared qualifications among the nominees.)
3. The member's qualifications and recovery experience for the position. (It is suggested but not required that said member has at least one year free from nicotine.)
4. Contact information: email and phone number, along with Intergroup or meeting.

Once the member's qualifications for office are verified, the Active Secretary will notify the member. The member needs to be available on Saturday morning for an on-line

meeting when their name would be presented into nomination. They also need to be available on the Sunday morning in order to be notified of the election result and confirm, if necessary, such member's acceptance of the position. Upon acceptance, the Active Chair will announce to the delegates. If elected, they will need to be available via an online meeting for the Sunday post-conference Board meeting.

Conference Parliamentarians:

Purpose:

To be well versed in Robert's Rules of Order to assist in the facilitation of the World Services Conference business meetings, in order to have all voices heard and to ensure voting follows the correct procedure.

Composition:

A minimum of two individuals appointed by the Chair with Board approval.

Roles and Responsibilities:

- To assist the Chair in facilitating orderly discussions during the business meetings.
- To ensure the voting process follows Robert's Rules of Order as adapted by Nicotine Anonymous.
- To serve as the authority in advising the Chair on the interpretation of Robert's Rules of Order as it applies to any issues that may arise.

Process:

- Prior to voting, the parliamentarian succinctly explains the process.
- Follow Robert's Rules of Order guidelines as outlined below:

Process for Voting following Robert's Rules of Order as adapted by Nicotine Anonymous Motion and 2nd may only be made by delegates at the World Services Conference

Ending Discussion

1. Organically – goes directly to a vote
2. Call the question
 - Delegate calls the question (requests a vote) – must receive 50% +1 of delegates
 - All in favor of ending the discussion and bring motion to a vote
 - All in favor of continuing the discussion
 - Chair – 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 read by the secretary

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

Amendments

- Friendly – Improve motion without changing the meaning (person who made motion must accept)

- Regular – changes the intent and wording. Person who made and 2nd must agree to change.
 - Discussion on amendment
 - Requires 50% +1 of delegates to agree to amendment prior to voting on the actual motion.
 - If amendment not approved, continue with discussion on original motion

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

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

Post-Conference Board Meeting

The outgoing Active Chairperson provides the incoming Active Chairperson with any necessary files and documents. This should include the previous year's agenda for the post-Conference Board meeting which the incoming Chairperson needs to prepare and distribute to the Board members, including those newly elected on Sunday morning.

The incoming Active Chairperson conducts the meeting and determines the meeting agenda to include:

- a welcome to the new Officers.
- a brief discussion of each of the nine Officer's responsibilities and a reminder for them to refer their job description in the Policy & Procedure manual (P&P). (The P&P is accessible on the NicA website <https://nicotine-anonymous.org/naws.html>).
- proposal of goals for the coming year.
- determination of dates for the five Board meetings until the next WSC, which the Active Chairperson should forward to the Online Meeting Coordinator for scheduling.

Prior to the first online Board meeting, the Online Meeting Coordinator will contact newly elected Officers to train how the online meeting system operates.

After all Officers have read the sections of the P&P that pertain to their new position and they can discuss online or by phone, any questions that need clarification. Groupings of Chairpersons, Treasurers, and Secretaries can each set dates for further orientation and planning during May using our online meeting system. The Active Chairperson or Chairperson Emeritus is to contact any Officers absent from this meeting and review the new responsibilities for their position and meeting dates.

The outgoing Active Secretary (now Emeritus) provides to the incoming Active Secretary:

- Minutes archives (currently (2022) on flash drive).
- the current delegate list.

The outgoing Active Secretary provides to the newly elected Officers:

- Hardcopies of the Bylaws, and the Twelve Traditions booklets.

- (up until and through 2022) a flash drive containing minutes archives, Policy & Procedures, etc. made from the Secretary laptop. A flash drive is also given to the NAWS Office Manager, who will provide a copy to the Archive Coordinator.

The outgoing Secretary Elect provides to the incoming Secretary Elect:

- A copy of the NAWS directory from the previous term in preparation for the incoming Secretary Elect to update the contact information.

The incoming Secretary Elect obtains and records the contact information for the newly elected Officers in order to update the NAWS directory. This is a confidential document to be distributed only to included Officers and Coordinators.

The outgoing Treasurer provides the Treasurer Elect with all necessary files and documents on a flash drive at the post-conference meeting.

15. SEVENMINUTES

SevenMinutes Editor

Responsible for writing/producing the Nicotine Anonymous quarterly newsletter. This includes revising and editing articles submitted through email or US mail, and through editor's solicitation. Each issue is created the month prior to publication and is then reviewed by the Nicotine Anonymous Traditions Committee. Following approval, the issue is sent to the Nicotine Anonymous Office Manager for forwarding to the printer (outside vendor). (Publication timelines and procedures can be found on pages 35-36.)

- *SevenMinutes* is the official newsletter of Nicotine Anonymous.
- Traditions Committee will review prior to publication.
- World Services is financially responsible for the publication of the *SevenMinutes*. The newsletter does not have to be self-supporting through its own subscriptions.
- In case of flagrant violation of the traditions, the Officers can remove the editor.

SevenMinutes

SevenMinutes is comprised of one service position, which is the *SevenMinutes* Editor who writes, edits and produces the newsletter.

Write/Produce (SevenMinutes Editor)

Qualifications:

- Reasonable command of English language.
- Willingness to spend 1 to 8 hours per week on projects.
- Computer knowledge necessary.

Responsibilities:

- Solicit articles and news from Officers, and other Nicotine Anonymous members.
- Contact regular contributors (e.g., Chair, outreach, etc.) ahead of time and remind them of the deadline for submissions.

- Revise/edit submitted articles to make them as coherent as possible without changing the author's voice. Can edit for grammar, spelling and length, and to align with the Traditions.
- Write articles as necessary to fill space (e.g., Letter from the Editor, etc.).
- Stay connected with World Services and publish World Services information.
- Produce the newsletter using whatever means available (e.g., Microsoft Word, Publisher, or a page layout program like PageMaker or QuarkXPress). Gather appropriate clip art and graphics for visual interest.
- Submit the first draft to the Traditions Committee for review.
- Make any and all changes and send the newsletter to the Nicotine Anonymous Office Manager in a timely manner in final, edited PDF format for forwarding to the printer.
- Write a quarterly report for the Officers' meeting.
- Maintain a publication schedule based on the dates of the quarterly Officers' meetings.
- Stay on schedule.

SevenMinutes Publication Timeline

FOR MARCH 20TH ISSUE

- 1/15 Deadline for submissions reminder email
- 2/1 Deadline for submissions / begin assembling issue
- 2/15 Send draft of issue to Traditions Committee for official approval
Also send to Board members or others for editorial feedback (optional)
- 3/1 Deadline for official approval and feedback/ finalize issue
Send to Nicotine Anonymous Office Manager for forwarding to printer.
- 3/20 Target Publication date

FOR JUNE 20TH ISSUE

- 4/15 Deadline for submissions reminder email
- 5/1 Deadline for submissions / begin assembling issue
- 5/15 Send draft of issue to Traditions Committee for official approval
Also send to Board members or others for editorial feedback (optional)
- 6/1 Deadline for official approval and feedback/ finalize issue
Send to Nicotine Anonymous Office Manager for forwarding to printer.
- 6/20 Publication date

FOR SEPTEMBER 20 ISSUE

- 7/15 Deadline for submissions reminder email
- 8/1 Deadline for submissions / begin assembling issue
- 8/15 Send draft of issue to Traditions Committee for official approval
Also send to Board members or others for editorial feedback (optional)
- 9/1 Deadline for official approval and feedback/ finalize issue
Send to Nicotine Anonymous Office Manager for forwarding to printer.

9/20 Publication date

FOR DECEMBER 20TH ISSUE

10/15 Deadline for submissions reminder email

11/1 Deadline for submissions / begin assembling issue

11/15 Send draft of issue to Traditions Committee for official approval
Also send to Board members or others for editorial feedback (optional)

12/1 Deadline for official approval and feedback/ finalize issue.
Send to Nicotine Anonymous Office Manager for forwarding to
printer.

12/20 Publication date

16. ORGANIZATIONAL CHART



APPENDIX A – IRS TAX EXEMPTION LETTER

Nicotine Anonymous World Services was recognized in 1991 by the United States Internal Revenue Service as a 501(c)(3) tax-exempt organization (Federal ID number 94-3112410).

This means:

Nicotine Anonymous World Services may not be liable for the filing of certain federal tax returns or the payment of certain federal taxes.

Donors to Nicotine Anonymous World Services may deduct those contributions for income tax purposes.

Subordinate organizations (U.S. Intergroups registered with World Services by providing an organizing document, e.g., bylaws, incorporation documents), are included under the same tax-exemption letter and contributions received by these Intergroups are also tax-deductible to the donor (individual members, meeting halls, etc.)

This also means:

Unregistered Intergroups and individual groups/meetings are not included under the Nicotine Anonymous World Services tax- exemption letter.

The exemption does not excuse the payment of any state or local taxes, including any sales taxes.

-Adopted by Nicotine Anonymous World Services, July 2002

Please see a copy of the determination letter on the following two (2) pages.

Internal Revenue Service

Department of the Treasury

February 22, 2000

Nicotine Anonymous World Services
P.O. Box 126338
Harrisburg, PA
17112-6338

P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:

Kathy Masters #31-04015
Customer Service Representative

Toll Free Telephone Number:

877-8295500

Fax Number:

513-263-3758

Federal Identification Number:

94-3112410

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in August 1991 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(2).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000 when a return is filed late unless there is a reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

2

Nicotine Anonymous World Services
94-3112410

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your organization's exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.


If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,

Robert C. Padilla
Manager, Customer Service

APPENDIX B – TRADEMARK

Mark: NICOTINE ANONYMOUS		Nicotine Anonymous	
US Serial Number: 86764570		Application Filing Date: Sep. 22, 2015	
US Registration Number: 4976843		Registration Date: Jun. 14, 2016	
Filed as TEAS RF: Yes		Currently TEAS RF: Yes	
Register: Principal			
Mark Type: Service Mark			
TM5 Common Status Descriptor:		LIVE/REGISTRATION/Issued and Active	The trademark application has been registered with the Office.
Status: Registered. The registration date is used to determine when post-registration maintenance documents are due.			
Status Date: Jun. 14, 2016			
Publication Date: Mar. 29, 2016			

The renewal process for our Fellowship's name trademark begins in the year 2025

APPENDIX C – ARTICLES OF INCORPORATION



Secretary of State
Business Programs Division

1500 11th Street, 3rd Floor
P.O. Box 944260
Sacramento, CA 94244-2600

Certification and Records
(916) 657-5448

Fax Cover Letter

To: TERESA INGRAM

ATTN:

Fax Number: 888-390-5873

Number of Pages (including cover): 5

Entity Name(s) and/or Number(s): NICOTINE ANONYMOUS

Message:

Note: This office cannot guarantee legible copies via fax. Copies to follow in mail.

From: Certification and Records
Business Entities Section

Date: 08-29-2013

Operator: PRMM



**Secretary of State
Business Programs Division**

Business Entities -Records, P.O. Box 944260, Sacramento, CA 94244-2600

September 9,2013

RE: NICOTINE ANONYMOUS WORLD SERVICES

This letter is in response to your request for information.

The 'not to exceed' or blank check submitted with your request has been completed in the amount of \$7.00 CHECK #1071.

Certification and Records
Business Entities Section

ARTICLES OF INCORPORATION

1681797

I

The name of this corporation is NICOTINE ANONYMOUS WORLD SERVICES.

FILED
In the office of the Secretary of State
of the State of California

FEB 19 1991

II

- A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.
- B. The specific purpose of this corporation is to help people gain and maintain freedom from nicotine.

Wrench Fong
MARCH FONG ED, Secretary of State

III

The name and address in the State of California of this corporation's initial agent for service of process is:

DOUGLAS P. HAIG
6543 DANNYBOYAR AVE
West Hills, CA 91307

IV

- A. This corporation is organized and operated exclusively for charitable purposes within the meaning of Section ~~501~~(c)(3) of the Internal Revenue Code.
- B. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

V

The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section ~~501~~(c)(3) of the Internal Revenue Code.

DATED:

June 23, 1990

Mary D. Cowan
Mary D. Cowan



STATE OF CALIFORNIA
FRANCHISE TAX BOARD
P. O. BOX 851
SACRAMENTO, CA 95812-0651

January 22, 1991

In reply refer to
3441G 1BC

NICOTINE ANONYMOUS WORLD SERVICES
2118 GREENWICH ST.
SAN FRANCISCO CA 94123

Purpose : CHARITABLE, EDUCATIONAL
Code Section : 23701d
Form of Organization : Corporation
Accounting Period Ending: December 31
Organization Number :

You are exempt from state franchise or income tax under the section of the Revenue and Taxation Code indicated above.

This decision is based on information you submitted and assumes that your present operations continue unchanged or conform to those proposed in your application. Any change in operation, character, or purpose of the organization must be reported immediately to this office so that we may determine the effect on your exempt status. Any change of name or address also must be reported.

In the event of a change in relevant statutory, administrative, judicial case law, a change in federal interpretation of federal law in cases where our opinion is based upon such an interpretation, or a change in the material facts or circumstances relating to your application upon which this opinion is based, this opinion may no longer be applicable. It is your responsibility to be aware of these changes should they occur. This paragraph constitutes written advice, other than a chief counsel ruling, within the meaning of Revenue and Taxation Code Section 21012 (a)(2).

You may be required to file Form 199 (Exempt Organization Annual Information Return) on or before the 15th day of the 5th month (4 1/2 months) after the close of your accounting period. See annual instructions with forms for requirements.

You are not required to file state franchise or income tax returns unless you have income subject to the unrelated business income tax under Section 23731 of the Code. In this event, you are required to file Form 109 (Exempt Organization Business Income Tax Return) by the 15th day of the 5th month (4 1/2 months) after the close of your annual accounting period.

January 22, 1991
NICOTINE ANONYMOUS WORLD SERVICES
Page 2

If the organization is incorporating, this approval will expire unless incorporation is completed with the Secretary of State within 60 days.

Exemption from federal income or other taxes and other state taxes requires separate applications.

A copy of this letter has been sent to the Office of the Secretary of State and to the Registry of Charitable Trusts.

B CLARK
EXEMPT ORGANIZATION
GENERAL AUDIT
Telephone (916) 369-4171

EO :
cc: DOUGLAS P. HAIG

APPENDIX D – SECRETARY GUIDELINES FOR WRITING BOARD MEETING MINUTES

Elements of Minutes of Board Meetings

- It is best to follow the agenda that was sent out by the Chair prior to the meeting (see below for a typical agenda)
- Record the main points that were discussed
- Document the **decisions** made
- Include important **calendar dates**
- Include also dates and times of committee meetings if relevant
- Record new actions or new tasks with due dates if they were not put on action items list

Example of a typical agenda/template for minutes

Date, Time, and location of meeting

1. Meeting opening (be sure to include the time as EST)
2. Roll Call of Officers
3. Reading of 12 Steps
4. Reading of 12 Traditions
5. Reading of 3rd Step Prayer
6. Secretaries Report
7. Treasurers Report
8. Office manager
9. Chair report
10. Other reports
11. Old Business
12. New Business
13. Committee reports
14. Coordinator reports
15. Intergroup reports
16. Action items
17. Adjournment of meeting (be sure to include the time as EST)

(Be sure to include several actual examples of minutes, when training the new secretary)

APPENDIX E – PROCEDURE FOR ATTRIBUTION OF ALCOHOLICS ANONYMOUS STEPS AND TRADITIONS

Based on an agreement with Alcoholics Anonymous, whenever the list of the Twelve Steps of Nicotine Anonymous and/or the Twelve Traditions of Nicotine Anonymous are published in our literature, the statement below, along with the corresponding Twelve Steps and/or Twelve Traditions of Alcoholics Anonymous, are required text to be included (in smaller font) and to follow after. *[or words to this effect]*

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 Twelve Steps of Alcoholics Anonymous and activities which are patterned after AA, but which address other problems does not imply otherwise.

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 it out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to other alcoholics and to practice these principles in all our affairs.

APPENDIX F – PUBLIC OUTREACH REQUEST FORM

PUBLIC OUTREACH PROJECT APPROVAL FORM

Project Coordinator: _____

Coordinator Mailing Address: _____

Phone: _____ Email Address: _____

Group Name/Location: _____

Project Name and Description (add page if needed) _____

ESTIMATED PROJECT COST SUMMARY SHEET

Below is a suggested list of possible items a project may plan to buy. For any items not listed here, please attach a page with the same type of information.

ITEM	QTY	UNIT COST	TOTAL COST
Paper			
Business Cards			
Envelopes			
Labels			
Business Card Holders			
Pamphlet Rack			
Display Rack			
Table Cloth			
Literature			
Total			

NAWS Approvals: (Project Coordinator to include date the form submitted)

	Project Coordinator	Outreach Coordinator	Chairperson
Approval			
Date			