



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

Updated as of March 3, 2018

FORWARD

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 in order 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)

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 current, 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 Roberts 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 preapproved 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 treasurer@nicotine-anonymous.org
2. Standard business expenses may be paid using checks, automatic debits, the Wells Fargo Credit Card or the Wells Fargo Direct Pay System.
3. A list of 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 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 Wells Fargo Bank. 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 chairperson, active treasurer, chairperson emeritus, 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

This account consists of a “parent account” funded by four underlying C/Ds includes 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 3 years. The treasurer makes this investment. The prudent reserve for the investment account is \$20,000.

“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, treasure-elect, treasurer and treasurer emeritus. All receipts should be uploaded into QuickBooks.

World Services Officer Travel Policy

Nicotine Anonymous developed a procedure for reimbursing its World Services officers and office manager which takes into account the reality of the Fellowship’s economic situation. This policy is to only reimburse officers for the transportation portion of their travel expenses and, as necessary, a portion of their lodging. This policy creates some level of expense to individuals who serve as a World Services officer because meals and ancillary costs for out of town travel are not reimbursed. This policy also applies to the officer manager. The normal course of events works as follows:

1. The officers convene a total of six meetings a year. Two of the meetings are the pre-conference on Friday afternoon and the post conference on Sunday afternoon. The pre and post conference meetings are held at the World Service Conference. Three meetings are held via internet, and one additional

meeting is a face-to-face meeting which requires travel. It is recommended that each participant have a computer with video capability in order to properly participate in the internet meetings. The face-to-face meeting is scheduled in a location near where (an) officer(s) lives to decrease travel costs.

2. When possible, local intergroups host any face-to-face WSO meetings.
3. The hosting intergroup arranges for volunteers who provide lodging in their residence for the visiting officers; transportation to and from the airport, and transportation to and from the location of the WSO quarterly meeting. *
4. The hosting local intergroup or NAWA provides breakfast and lunch during the meeting. All other food expenses are the responsibility of each individual officer.
5. At the annual World Service Conference, each World Services officer provides his or her own local transportation. Lodging may be reimbursed if requested. Officers are eligible for reimbursement up to 50% of the cost of the room at the conference. If two board members share a room, 100% of that room is reimbursed. 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 can pay for their own airfare and then be reimbursed. If special arrangements are needed, the officer may wish to contact the chairperson for assistance. The officers are asked to take into consideration what is a reasonable charge for airfare when making arrangements. If an officer 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. Note: cancellation insurance for flights is not to be purchased; any penalties for flight cancellations/changes will be paid by NAWA if meetings are cancelled.
7. If an officer finds the cost more reasonable to rent a car to drive to the meeting rather than fly, then the officer may be reimbursed for the cost of the rental, in the lowest car class available. 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 Service officers 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.

*Occasionally the hosting intergroup is unable to meet its obligations to provide housing or transportation for the incoming World Services officers. In such circumstances the local intergroup host and the chairperson of Nicotine Anonymous make arrangements for commercial lodging and/or rental cars or taxis, etc for the affected officer(s). These decisions are made by the host and the chairperson, not the individual officer(s). Lodging may be reimbursed if requested. Officers are eligible for reimbursement as described above for the World Service Conference.

Reimbursement Process

- World Services officers 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 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 transportation expenses to quarterly World Services officers meetings and the annual World Service 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 Service 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 e-mail as this allows for quick, inexpensive, easy communication among members.

NOTE about e-mail communications: Official NAWSO business is to be e-mailed to officers and other appropriate individuals (Traditions Committee, coordinators) only. E-mail 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 officer 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 accounting and finance, and a computer to access our online books.

Secretary

The candidate who accepts the position of secretary should have the ability to take notes and organize. Computer experience is required.

5. ORIENTATION OF NEW OFFICERS

At the first meeting immediately following the closing of the World Service Conference, also known as the "April Sunday Meeting", newly elected officers will receive an orientation binder by the outgoing secretary-elect. The binder will contain, at minimum, the following: The Bylaws of Nicotine Anonymous, the Policies and Procedures, the Organizational Chart, The Twelve Traditions booklet, the most recent Officers and Staff Directory, and the Nicotine Anonymous World Services IRS Tax Exemption letter (See Appendix A), Intergroup contact list, list of official email addresses.

6. OFFICERS JOB DESCRIPTIONS

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

First year

Chairperson-Elect

The chairperson-elect reports to the active chair. The chairperson-elect acts as the intergroup liaison, linking the officers to the intergroups. During the service year, the chairperson-elect sends out up to four mailings to the intergroups to keep members apprised of the officers' activities. The contents of the mailings are the responsibility of the chairperson-elect with input from the chairperson. Prior to four board meetings, an email connection is made to each intergroup representative to update names and addresses and to learn of any issues that the officers may address on behalf of the intergroups. If contacts do not respond to email notifications, a telephone call would be suggested.

The chairperson-elect reviews all the intergroups' websites once a year (suggested during September), and reports any items of interest or concern at the next board meeting.

The chairperson-elect maintains a list of all action items developed at officers' meetings by reviewing the approved minutes. The chairperson-elect receives, develops, reviews, and distributes the action list to all officers after each board meeting in a timely manner. Between board meetings the chairperson-elect can request and/or receive updates from the officers and/or committee coordinators to such items, distributes any updates regarding the action items between meetings, and distributes the current status of items two weeks prior to a board meeting.

The chairperson-elect acts as the committee coordinator liaison, linking the officers to the committee coordinators. The chairperson-elect distributes any action items relevant to these coordinators and sends out requests for coordinator reports two to four weeks prior to board meetings. If no report is sent via email, a telephone reminder may be provided. The chairperson-elect reviews the reports and forwards to the board members prior to the 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 each C/D into Quickbooks and reconciles the Savings Account between the bank and Quickbooks.

Secretary-Elect

1. The secretary-elect will maintain and update the World Services directory and will send a copy of the directory to all in the directory every time it is updated.
- 2.. The secretary-elect is responsible for updating Policies and Procedures Manual as approved by the officers and sending an updated copy to officers as changes are made. The active chair will send it to the webservant.
3. Secretary-elect shall also send a copy of the Policies and Procedures Manual to all committee coordinators, new and from the previous year, and intergroup contacts, following the annual conference.

Second Year

Chairperson (Active)

Responsible as an officer of World Services for upholding the duties and responsibilities of Nicotine Anonymous World Services, and the limitations of those duties and responsibilities, as stated in the Bylaws of Nicotine Anonymous.

Responsible for appointing service activity coordinators for the year's service,

At the officers' 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 from the secretary-emeritus all intergroup and committee coordinator contact information.

Additional tasks include official correspondence, coordination of the quarterly officers' meetings, etc.

Responsible for coordinating and overseeing the functions and activities, including reporting of the World Services officers and service appointees. By the following function or activity, the chairperson will monitor:

Oversees treasury - To ensure treasury performance in:

1. Maintenance of our financial records on World Services-approved software.
2. Reporting:
 - Quarterly reports for officers:
 - Statement of cash flows
 - Balance sheet
 - Profit and loss comparison
 - Annual report for officers and conference.
3. 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.

Oversees secretary - To ensure secretarial performance:

1. Records minutes of quarterly officers meetings.
2. Distributes approved minutes to all officers, committee chairs, and intergroup contacts.
3. Secretary-elect verifies and distributes updated World Services Staff Directory to all officers and committee chairpersons

Oversees The Book - To ensure that writing and publication are proceeding and that publication costs are estimated for treasurer and officers.

Oversees conference - To ensure that conference coordinator makes all arrangements for annual conference; coordinates costs with officers and treasurer; and coordinates business agenda of conference with the conference coordinator 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 (see conference section) are visible near or on the recording table at the conference.

Oversees literature - Ensures that the literature coordinator:

1. Distributes literature proposed for approval to the officers and the office manager
2. Approves printing of approved literature and coordinates costs with the treasurer and office manager.

Oversees SevenMinutes - 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.

Oversees office manager - Ensures that the remote office service:

1. Responds to mail and requests for literature, starter kits and other World Services items, and obtains and coordinates volunteer assistance as needed.
2. Coordinates with Literature Coordinator and Print Graphic Designer/Artist for printing masters and makes available to printer and coordinates subsequent printing orders with printer.
3. Coordinates printing and shipping needs between the office manager and suppliers.
4. Makes quarterly reports to the officers and annual report to the conference.
5. Maintains meeting additions, changes and deletions.

Oversees outreach - 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.

Oversees teleservices - To ensure that the teleservices coordinator coordinates the efforts of teleservices members, supplies them with current informational materials. Chairperson (or other officer) responds to telephone calls as referred by teleservices members, and acts as liaison with traditions committee regarding tradition issues raised in phone communications. To ensure that the outgoing message on the teleservices phone line is kept up to date with current information.

Oversees email servants – To ensure that the email coordinator coordinates the efforts of email servants, supplies them with current informational materials that includes items from board minutes relevant to email servant duties, and acts as liaison with traditions committee regarding tradition issues raised in email communications.

Treasurer (Active)

Duties and responsibilities:

Maintains the books and records of Nicotine Anonymous utilizing *World Services approved software (QuickBooks)* in accordance with general accepted accounting principles. (More information is available in the "Using Quickbooks" guide which is available in the Service Guides at [www://nicotine-anonymous.org/service-guides.html](https://nicotine-anonymous.org/service-guides.html)).

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 and Credit Card 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.)

Files all necessary federal and state tax returns and forms and pays all taxes due May 15 of every year, unless otherwise noted below.

Provides timely and accurate financial statements to the World Services officers on a quarterly basis and annually to the World Service Conference. (More information is available in the "How to create monthly financial reports" guide which is available in the Service Guides at <https://nicotine-anonymous.org/service-guides.htm>)

Provides copies of any computer/device receipts and any device serial numbers to the office manager to keep on file.

The treasurer shall:

1. Maintain books of record on a "Modified Cash-Basis" using World Services-approved software.
2. Coordinate a procedure with the office manager for access to QuickBooks to allow the treasurer to perform his/her duties without causing interference.
3. Review books on a monthly basis to establish their accuracy.
 - a. Reconcile Bank Accounts.
 - 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.
4. Pay all fellowship bills due in a timely manner.
5. Confirm that the office manager performs an annual physical inventory.
6. Perform payroll duties if the fellowship has employees.
7. Timely provide CPA 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. W2 (get from office manager)

- e. And ensure Federal Income Tax form 940 is prepared and filed by IRS due date of May 15 of each year.
8. CPA 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.
9. Coordinate with the office manager to ensure annual sales tax is filed and paid to proper state comptroller.
10. Provide to the chairperson a copy of all federal and state tax documents two (2) weeks in advance of their due dates.
11. Maintain appropriate files for fellowship records as follows:
 - a. Vendor files for paid bills (via QuickBooks)
 - b. Bank accounts
 - c. Monthly accounting files (via QuickBooks)
 - d. Federal and state tax return files
12. 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
13. Provide the World Service Conference with a calendar year-end report.
14. 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.
15. Coordinate with office manager to provide the *SevenMinutes* editor with financial summary for each issue.
16. Coordinate with office manager to ensure trademarks for "Nicotine Anonymous" and "NicA" are current with the USPTO
17. Provide the treasurer elect with all necessary files and documents on a flash drive at the post-conference meeting.

Secretary (Active)

Transcribes the minutes for all business meetings and distributes a draft of the minutes to the officers within two weeks of the meeting.

1. Attends and records the minutes for all business meetings, including the conference.
2. Incorporates officer or committee reports into the minutes, adding attachments.
3. Distributes proposed minutes to all officers allowing 2 weeks for current officers to review and edit.
4. Redistribute revised minutes to all board members so approval motion, discussion and vote can be taken.
5. Distributes all approved minutes to all officers. Active chair sends minutes on to NicA News coordinator for distribution to the fellowship.
6. Provides hardcopies of officers' manuals (Bylaws, Policy and Procedures, and the Twelve Traditions booklet) for the elect officers at the post-conference meeting as described in Section 4, Election of Officers.
7. Creates and maintains the list of current conference delegates.
8. Provides a copy of the delegate list to the chairperson for the roll call for each conference business meeting for purposes of ensuring a quorum.
9. Acts as a mentor to the secretary-elect.
10. Provides the incoming secretary with the following at the conference:
 - a. Current delegate list
 - b. NAWS owned laptop computer with necessary files
11. Makes a back-up copy of all files on the NAWS lap top before and after each officers meeting.

Third Year

Chairperson Emeritus

Serves the officers in an advisory capacity. Passes on all appropriate and archived records to the chairperson. Acts as liaison to the literature committee in the processing of new publications. Assists chairperson-elect in completing the action Items list.

Treasurer Emeritus

As needed, assists the treasurer with the preparation of the monthly financial statements. Passes all archived books and records to the treasurer.

Secretary Emeritus

1. At the post-conference board meeting, provides a thumb drive, produced from the secretary's laptop, to each officer-elect which includes an archive of all minutes.
2. Distributes approved board minutes to all intergroups in coordination with the chair-elect.
3. Distributes approved minutes to the office manager.
4. Updates the *Conference Guidelines* as directed.
5. Prepares agendas for board meetings at the direction of the active chair.
6. Acts a mentor to active secretary.

7. COMMITTEES

Orientation of Committee Chairpersons and Coordinators

In order to ensure a smooth transition of responsibility, all outgoing committee chairpersons or coordinators will transfer copies of important documents to the incoming committee chairperson or coordinator, and make themselves available in person or by phone or email, to the incoming person for a transition period of six months to one year. Items to be transferred should include copies of documents or files regarding ongoing or current projects and copies of the past four reports to the World Services chairperson. If outgoing committee chairperson or coordinator does not fulfill these responsibilities the chairperson will appoint an officer to fulfill above transfer and orientation.

Committee chairpersons and coordinators can provide the office manager with back up files of any pertinent information involved in the performance of the service provided.

Authorized committees:

Seven Minutes Committee

Responsible for dealing with issues concerning the publication of *SevenMinutes*.

Traditions Committee

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.

International Committee

Responsible for dealing with Nicotine Anonymous matters outside of the United States of America, including correspondence and literature.

Financial Committee

Responsible for advising the officers on short and long-term financial policy.

Bylaws Committee

Responsible for dealing with issues concerning revisions to the Bylaws.

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

Webservant with accurate translations of these pieces. 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.

Also see section Copyright and Reprint Policy under **Literature**.

Credentials Committee

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. The purpose of the credentials committee is to review the applications of un-registered delegates to the annual conference. 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 must be made in writing and must be submitted before the roll call of delegates at the conference. The application should be 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. The intergroup or the meetings the delegates represents will be notified of the decision by the secretary, in writing, by mail.

Website Committee

The website committee works with the website coordinator to manage the organization's website. The office manager is a member of committee, and manages the website's store (including adding new products, processing orders, and customer service functions.) The committee meets as needed.

Name/Logo Protection Committee

Manages the protection of the Nicotine Anonymous and NicA name, logo, and associated trademarks. Includes educating meeting groups and intergroups about correct use of the name/logo/trademarks and includes contacting websites and companies that are using the name/logo/trademarks incorrectly. Keeps NAWS updates as to when trademark renewals are needed. More information is available in the *Nicotine Anonymous Name Logo Protection Guidelines*, which is available to officers and committees in the Service Guides section which is password protected at <http://nicotine-anonymous.org/service-guides.html>.

8. COORDINATORS

Appointments and Approvals

- The active chairperson appoints all coordinators.
- Appointments are for one year. A new chairperson can reappoint any coordinator keeping in mind the concept of rotation of service.

Reports

- All coordinators report to chairperson-elect and submit reports in writing to the quarterly officers' meetings.
- The coordinators are welcome to attend the quarterly officers' meetings but are not required to do so.
- Quarterly reports should be submitted in writing to the chairperson-elect at least two weeks before to each quarterly officers' meeting.
- 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?
 - ✓ If there are numbers, give the number of members, number of questions, who is asking the questions, is there an increase or decrease in numbers etc.
 - ✓ 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?
 - ✓ Briefly report on who, what, where, when, and how If appropriate.

Coordinator Job Descriptions

Bylaws Coordinator

Responsible for coordinating activities of the Bylaws Committee, compiling suggested corrections to Bylaws, and presenting suggested corrections to the conference.

Traditions Coordinator

Responsible to collaborate with committee members using email, phone, and/or WebEx 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.

Conference Coordinator

Responsible, for coordinating the current World Service Conference with the liaison appointed by the active chairperson.

E-mail Coordinator:

Processes all e-mail received at Nicotine Anonymous to appropriate recipient. Forwards to E-mail Servants, Nicotine Anonymous office coordinator, chairperson, outreach

coordinator, etc. for their response. Selects, trains, and provides support services to e-mail servants.

E-mail Pal Coordinator

Responsible for receiving e-mail requests for pen pals; adding names to the e-mail pen pal list; and sending out the list.

Office Manager

The office manager is responsible for fulfilling the business activities of Nicotine Anonymous including:

- processing payments for and shipping orders, maintaining the books, ensuring inventory of items and requesting board approval for printing when necessary
- compiling financial data in support of the accountant and treasurer in the preparation of state and federal filings
- keeping updated the subscriber list for Seven Minutes, the Nicotine Anonymous periodical, in support of its publisher
- coordinating storage of the Nicotine Anonymous archives and inventory
- maintaining Nicotine Anonymous telephone presence
- providing timely and courteous response to concerns from members, the public, Nicotine Anonymous officers and coordinators
- preparing reports on these activities as required by the board
- attending board meetings when requested
- review and renew duties and compensation rate annually at each January board meeting with NAWSO
- ensures that the copyright and trademark registration remain current and valid
- responsible for ensuring that the application be submitted for the Cataloging-In-Publication (CIP) number (ISBN number) on any new/revised books
- Filing copies of any computer/device receipts, serial numbers and passwords.

Literature Coordinator

Responsible for new literature idea development. Receives, edits, and reviews all new literature submissions. May select willing members to form a committee to assist with projects.

Presents to the officers at (or prior to) quarterly meetings any recommendations on new or revised literature, and any factual or grammatical changes needed in the literature. When deems necessary, proposes workshops on literature at World Service Conferences. As is able, attends World Service 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.

Public Outreach Coordinator

Responsible for selecting and communicating ideas to promote public awareness of Nicotine Anonymous, subject to conference approval; developing and/or collecting material to be available to assist individual groups in performing outreach programs; and working with the project leaders of the individual projects adopted at the conferences.

Public Outreach Coordinator tasks:

- Prepare and provide outreach flyer to secretary-elect for bi-annual group mailing.
- Prepare and provide outreach flyer to chairperson-elect for January intergroup mailing.
- Provide *SevenMinutes* editor with quarterly article.
- Provide content for outreach area of Nicotine Anonymous web site.
- Prepare and conduct workshop at annual conference to solicit volunteers and to inform and motivate membership about outreach opportunities.
- Report to officers the status of each outreach project at each officer's meeting.
- Enroll, support and supervise each outreach project and project leader:
 - Each leader will document requests for material or information, and will prepare a report for quarterly officers' meetings.
 - Each leader will develop a procedure and furnish that to the secretary-elect to be included in the Policies & Procedures.

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 *SevenMinutes* publisher. (Publication timelines and procedures can be found on page.)

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.
- Forward literature or request that World Services send a Meeting Starter Kit.

Teleservices Coordinator

- Seek abstinent, committed members for a year's service.

- Send new teleservices members full teleservices kit, including instructions on use of code and message retrieval and quarterly meeting updates.
- 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

The Book Coordinator

Responsible for coordinating the activities for the revision of *The Book*.

Online Meetings Coordinator

Responsibilities include:

- Send invitations to Nicotine Anonymous board members, intergroup representatives, coordinators, office manager, and interested members of Nicotine Anonymous for three online board meetings a year (Jan, Feb/Mar, July)
- Train interested members such as officers, coordinators, committees, or intergroups to use the online meeting service for Nicotine Anonymous business or activities
- Post notice in each edition of Seven Minutes about his or her availability to set up or host intergroup or any committee online business meetings
- Submit quarterly reports of activities to the chair-elect
- Make sure that the subscription to the online meeting service provider (e.g., Web Ex) is paid when due (Web Ex is every October) and sends reimbursement receipt to the treasurer of Nicotine Anonymous

Web Ex users needing technical assistance can contact Web Ex support at 866-863-3905. Video Archives found under Help at: <https://help.webex.com/welcome>.

Web Coordinator

Regularly monitor and test our Nicotine Anonymous website at www.nicotine-anonymous.org for up-to-date information and ease of use, and provide improvement ideas to the website committee for discussion. Upon approval from the chairperson, the web coordinator will post updates, and/or provide approved work orders to the web hosting company.

The web coordinator will also coordinate with the office manager and website committee to add any new literature as it becomes available. Also maintains the organization's email addresses and completes the transition for new officers to email addresses.

Technical details:

- "Static" pages of website is hosted and maintained with zoho.com. See office manager for login details.
- Shopping cart portion of site is hosted with volusion.com (including our credit card processing for literature). See the office manager for log in details.
- Email is administered through Google Mail. See *Email Administration Handbook* for more information.

Nicotine Anonymous information and web site links and contacts:

Our Main Home web page: <http://www.nicotine-anonymous.org>. On our home page you will find links to our web pages for:

- What's New
- About us
- All Meeting info – Meeting Starter Kit
- Store
- Publications - Translations
- Newsletter- NicA News
- Outreach
- Contact info
- Intergroup events

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.

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 coordinator is responsible for creating/maintaining two mailing lists.
 - One for the current delegates to receive minutes from the active secretary or chairperson
 - One for all members of the fellowship who want to receive communication from the board.
- The coordinator will receive from any member content and then create a proposed email.
- Upon approval from the chairperson, the coordinator will send out approved email communications through the electronic service and "snail mail" as necessary.

Any member may propose a possible email or NicA News communication; however it must be approved by the chairperson of Nicotine Anonymous prior to its distribution. It

is recommended that the chairperson send all proposed content of email communications to the Traditions Committee prior to final distribution.

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 Service Conference.
- Officer approved literature can be printed and distributed by the World Services office but it cannot carry the Nicotine Anonymous logo nor "World Services Approved Literature" designation.
- Literature coordinator submits all officer-approved literature to the delegates at the annual conference. Copies will be provided for all delegates and coordinator will report and recommend. Delegates can discuss and then vote for final approval or disapproval.
- With conference approval, literature can bear the logo and the "World Services Approved Designation." If a piece is disapproved, the 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.
- By a vote of approval at the 2015 World Service 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.

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.

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 Nicotine Anonymous World Services' board officers.

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

- a. 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)
- b. 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.
- c. 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.
- d. The proper notation or credit identifying the origin of the quote or reprinted portion must always be included.
- e. 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."
- f. 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>).
- g. Translation disclaimer:
"Translations of Nicotine Anonymous World Services' conference approved literature are the expressed opinion of the translator. The translator is a member of Nicotine Anonymous. We support and provide translations in good faith to help nicotine addicts find freedom from this powerful drug."

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 World Services officers have approved the concept of reimbursing intergroups, groups and individuals for the cost of individual public outreach projects up to a ceiling of \$500.00 per project. 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. Required forms can 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.

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.

11. TELESERVICES PROCEDURES

Email is sent to the teleservices coordinator who in turn forwards it to the regional volunteer to take appropriate action.

Responding to Teleservices Requests

1. If the caller is looking for meeting information:

- a. The caller will be greatly encouraged to leave a number. If the caller leaves a number – please call back within 24 hours with the appropriate information. Remember to always give contact information for groups and intergroups.

If the caller leaves only an address – forward a request to the business office to send info (via e-mail, snail mail or fax), or print out info on your own and send out via U.S. mail.

2. Requests from those who have no nearby meetings can be offered these options :
 - a. Pen Pal Programs – We have both snail mail and e-mail pen pal programs. Snail mail requests can be sent to the NAWSO address, and e-mail requests can be sent to info@nicotine-anonymous.org
 - b. Internet and/or telephone meetings. Information for these meetings is on our website under the Find a Meeting tab
 - c. Those without meetings can start meetings of their own. Meeting Starter Kits can be downloaded from our website under the Find a Meeting tab or a hardcopy can be snail-mailed with a request sent to the World Services office.
3. For any other requests, please deal with as your own good sense dictates. Do not hesitate to contact the national or regional coordinator. Many callers will want to talk for a considerable time. It is your option as to how much time you will give to each call. Overall, we should be courteous and compassionate. Remember most of the time we are the first contact these people will have with our fellowship. We all know the importance of a good first impression.
4. It is of 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 NAWSO.
- All meeting changes must be submitted to NAWSO 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. E-MAIL 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 e-mail coordinator's home email address. The e-mail coordinator then forwards each e-mail to the

appropriate Nicotine Anonymous servant (i.e. chairperson e-mail is forwarded to the chairperson, inquiries about our program are forward to one of our e-mail servants), who responds directly from their home computer.

14. WORLD SERVICE CONFERENCE

Coordination

The conference liaison is appointed by the World Services chairperson to be 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 Service conference chairperson is a representative of the local intergroup.

Location

The World Services chairperson facilitates asking for intergroup or group bids to host the conference that will be 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 upcoming conference. The new World Services Board will designate the final location keeping in mind the recommendation of the delegates.

Disclaimers

- The following disclaimer to be used at NAWS Conferences (displayed at the recording table),
“Nicotine Anonymous has hired an independent contractor to record our World Service Conference sessions. 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.”
- Outside organization disclaimer 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 men and women 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. During this time they will schedule officers' and coordinators' reports, present literature for approval, elect alternate officers, and present issues for the vote of the delegates.

All other agenda items are scheduled by the local intergroup and conference coordinator, including all meetings, events, and the kick-off speaker for the gratitude meeting, the warm up speaker on Friday and the Sunday spirituality speaker.

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

The featured speaker on Saturday night will be approved or chosen by the officers.

Financial

World Services is responsible financially for the conference. The World Services treasurer will work with the conference coordinator in financial matters pertaining to the conference. The conference coordinator will submit financial reports to the quarterly World Services meetings which will include but are not limited to reports on the status of the hotel contract and any proposed merchandise. The conference coordinator 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.

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 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 World Services business meeting, for which the chairperson creates the agenda (with input from the board members) and runs, is the official business meeting of the officers, coordinators, and conference delegates.

Any Nicotine Anonymous member can attend and participate in this meeting.

Only delegates elected and sent by intergroups and meetings (Bylaws, Article VI: Section 1b) can vote at this meeting. 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 who is free from nicotine for at least one year, may seek to be nominated 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, 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 (Chair-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.
4. Contact information: post mail, email, and/or phone number.

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 on-line meeting for the Sunday post-conference board meeting.

Post-conference board meeting

The outgoing chairperson provides the incoming chairperson with any files and documents necessary, including the password for online board meetings and DropBox.

The incoming active chairperson conducts the meeting and determines the meeting agenda to include:

- welcome to the new officers and refer them to the job description in the P&P
- a brief discussion of each of the nine incoming officer's responsibilities.
- proposal of goals for the coming year
- determination of dates for the five board meetings until the next WSC.

Prior to the first online board meeting, the online meeting coordinator will contact newly elect officers to train how the online meeting system operates.

All officers will read the sections of the Policy & Procedures manual (P&P) that pertain to their new position and discuss 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 outgoing active secretary (now emeritus) provides to the incoming active secretary:

- Minutes archives

- Current delegate List
- NAWS owned laptop computer with necessary files and password(s)

The outgoing secretary provides a digital copy of all board minutes to the office manager, who will provide a copy to the archive coordinator

The outgoing secretary provides to the new officer's elected:

- Hardcopies of the officer's manuals (Bylaws, Policy and Procedures, Twelve Traditions Booklet)
- Intergroup contact list
- The list of official email addresses.

The outgoing secretary-elect provides to the incoming secretary-elect:

- A copy of the World Services officers and staff list for 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 World Services staff list.

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* 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 two parts: writing/producing and publishing. The service positions are *SevenMinutes* Editor and *SevenMinutes* Publisher.

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.).
- Keep in contact 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 publisher in a timely manner in final, edited PDF format.
- Write a quarterly report for the officers' meeting.
- Maintain a publication schedule based on the dates of the quarterly officers' meetings.
- Stay on schedule.

Publish (*SevenMinutes* Publisher)

Responsibilities:

- Act as liaison between production and the printer.
- Locate a competitively priced printer.
- Determine the quantities to be printed by maintaining contact with World Services.
- Choose the paper color for the newsletter.
- Responsible for getting the mailing list from central office and having the newsletter mailed (either personally or by contracting with a mailing facility).
- Submit invoices for payment to World Services.
- Write a quarterly report for the officers' meeting.
- Stay on schedule.

***SevenMinutes* Publication Timeline**

FOR MARCH 20TH PUBLICATION

- 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 printer/publisher
- 3/20 Target Publication date

FOR JUNE 20TH PUBLICATION

- 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 publisher
- 6/20 Publication date

FOR SEPTEMBER 20 PUBLICATION

- 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 printer/publisher
- 9/20 Publication date

FOR DECEMBER 20TH PUBLICATION

- 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 publisher
- 12/20 Publication date

16. ORGANIZATIONAL CHART



17. 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

P. O. Box 2508
Cincinnati, OH 45201

February 22, 2000

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

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

18. 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

19. 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 Fung
MARCH FONG EU, 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 95812-0851

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

