

# **Heroin Anonymous World Service** **Manual**



***2022 Edition***

*Approved by 2022 Heroin Anonymous World Service Conference*

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## **A DEFINITION OF “HEROIN ANONYMOUS”**

Heroin Anonymous (H.A.) is a fellowship of recovering addicts throughout the world. The following definition of “Heroin Anonymous” is found in our Fellowship’s literature and is often read at meetings of H.A.:

“Heroin Anonymous is a non-profit fellowship of men and women who have found a solution to heroin addiction. H.A. is a fellowship of complete abstinence from all drugs and alcohol. We are recovered heroin addicts who meet regularly to help each other stay sober. The only requirement for membership is a desire to stop suffering from heroin addiction. There are no dues or fees for H.A. membership. H.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy and neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other heroin addicts to achieve sobriety.”\*

“We use the Twelve Steps of Recovery, because it has already been proven that the Twelve Step recovery program works.”

*\*Reprinted and adapted with permission of A.A. Grapevine, Inc.*

# THE TWELVE STEPS OF HEROIN ANONYMOUS<sup>1</sup>

1. We admitted we were powerless over heroin – 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 inventory of ourselves.
5. Admitted to God, to ourselves and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory, and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God, as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to heroin addicts, and to practice these principles in all our affairs.

*The Twelve Steps are reprinted and adapted with permission of Alcoholics Anonymous (A.A.) World Services, Inc. Permission to reprint adapt the Twelves Steps does not mean A.A. is affiliated with this program. A.A. is a program of recovery from alcoholism. Use of the Steps in connection with programs and activities which are patterned after A.A., but which address other problems, does not imply otherwise.*

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

## THE TWELVE TRADITIONS OF HEROIN ANONYMOUS<sup>2</sup>

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

*The Twelve Traditions are reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Traditions does not mean AA is affiliated with this program. AA is a program of recovery from alcoholism. Use of the Traditions in connection with programs and activities which are patterned after AA, but which address other problems, does not imply otherwise*

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

## THE TWELVE CONCEPTS<sup>3</sup>

1. The final responsibility and the ultimate authority for H.A. World Services should always reside in the collective conscience of our whole Fellowship.
2. The H.A. Groups delegate to the World Service Conference the complete authority for the active maintenance of our world services and thereby make the Conference — excepting for any change in the Twelve Traditions — the actual voice and the effective conscience for our whole Fellowship.
3. As a traditional means of creating and maintaining a clearly defined working relation between the Groups, the Conference, the World Service Office Board and its service corporation, staffs, and committees, and of thus insuring their effective leadership, it is here suggested that we endow each of these elements of World Service with a traditional “Right of Decision.”
4. Throughout our Conference structure, we ought to maintain at all responsible levels a traditional “Right of Participation,” taking care that each classification or group of our world servants shall be allowed a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our World Service structure, a traditional “Right of Appeal” ought to prevail, thus assuring us that minority opinion will be heard and that petitions for the redress of personal grievances will be carefully considered.
6. On behalf of H.A. as a whole, our World Service Conference has the principal responsibility for the maintenance of our world services, and it traditionally has the final decision respecting large matters of general policy and finance. But the Conference also recognizes that the chief initiative and the active responsibility in most of these matters should be exercised primarily by the World Service Board of Heroin Anonymous.
7. The Conference recognizes that the Charter and the Bylaws of the World Service Board are legal instruments; It is further understood that the Conference Charter itself is not a legal document; that it relies instead upon the force of tradition and the power of the H.A. purse for its final effectiveness.

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<sup>3</sup> THE TWELVE CONCEPTS OF ALCOHOLICS ANONYMOUS: 1. Final responsibility and ultimate authority for A.A. world services shall always reside in the collective conscience of our whole Fellowship. 2. The General Service Conference of A.A. has become, for nearly every practical purpose, the actual voice and the effective conscience for our whole Society in its world affairs. 3. To insure effective leadership, we should endow each element of A.A. - the Conference, the General Service Board and its service corporation, staffs, committees, and executives with traditional “Right of Decision.” 4. At all responsible levels, we ought to maintain a traditional “Right of Participation,” allowing voting representation in reasonable proportion to the responsibility that each must discharge. 5. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration. 6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised primarily by the trustee members of the Conference acting as the General Service Board. 7. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct all of the world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness. 8. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities. 9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustee. 10. Every service responsibility should be matched by an equal service authority, with the scope of such authority always well defined. 11. The Trustees should always have the best possible committees, corporate service directors, executives, staffs and consultants. Composition, qualifications induction procedures, and rights and duties will always be matters of serious concern. 12. The Conference shall observe the spirit of the A.A. tradition, taking care that it never becomes the seat of perilous wealth and power; that the sufficient operating funds and reserves be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it will always remain democratic in thought and action.

8. H.A.W.S., Inc. acts in two primary capacities: (a) With respect to the larger matters of overall policy and finance, they are the principal planners and administrators. They and their primary committees directly manage these affairs. (b) But with respect to our separately incorporated and constantly active services, the relation of H.A.W.S., Inc. is mainly that of custodial oversight which they exercise through their ability to elect all Directors of these entities.
9. Good service leaders, together with sound and appropriate methods of choosing them are at all levels indispensable for our future functioning and safety.
10. Every service responsibility should be matched by an equal service authority — the scope of such authority to be always well defined whether by tradition, by resolution, by specific job description or by appropriate charters and bylaws.
11. While H.A.W.S., Inc. holds final responsibility for H.A.'s world service administration, they should always have the assistance of the best possible standing committees and service boards, staffs and consultants. Therefore the composition of these underlying committees and service boards, the personal qualifications of their members, the manner of their induction into service, the system of their rotation, the way in which they are related to each other, the special rights and duties of our staffs and consultants, together with a proper basis for the financial compensation of these special workers will always be matters for serious care and concern.
12. General Warranties of the Conference: In all its proceedings, the World Service Conference shall observe the spirit of the H.A. Tradition, taking great care that the Conference never becomes the seat of perilous wealth or power; that the sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity; that no Conference action ever be personally punitive or an incitement to public controversy; that though the Conference may act for the service of Heroin Anonymous, it shall never perform any acts of government; and that, like the Fellowship of Heroin Anonymous which it serves, the Conference itself will always remain democratic in thought and action.

*\*The Twelve Concepts are reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Concepts does not mean that A.A. is affiliated with this program. A.A. is a program of recovery from alcoholism. Use of the Concepts in connection with program and activities, which are patterned after A.A. but which address other problems, does not imply otherwise.*

<sup>1</sup>

## THE IMPORTANCE OF “ANONYMITY”

Traditionally, H.A. members have always taken care to preserve their anonymity at the public level: press, radio, television, and films. We know from experience that many people with drug problems might hesitate to turn to H.A. for help if they thought their problems might be discussed publicly, even inadvertently, by others. Newcomers should be able to seek help with complete assurance that their identities will not be disclosed to anyone outside the Fellowship.

We believe that the concept of personal anonymity has a spiritual significance for us: it discourages the drives for personal recognition, power, prestige, or profit that have caused difficulties in some societies. Much of our relative effectiveness in working with addicts might be impaired if we sought or accepted public recognition.

While each member of H.A. is free to make his or her own interpretation of H.A. Tradition, no individual is ever recognized as a spokesperson for the Fellowship locally, nationally or internationally. Each member speaks only for themselves.

Heroin Anonymous is grateful to all media for their assistance in strengthening and observing the Tradition of anonymity. When appropriate, the H.A. World Service Office sends to all major media a letter describing the Traditions and asking their support in observing it.

An H.A. member may, for various reasons, “break anonymity” deliberately at the public level. Since that is a matter of individual choice and conscience, the Fellowship as a whole has no control over such deviations from Tradition. It is clear, however, that they do not have the approval of the group conscience of H.A. members.

# THE STRUCTURE OF HEROIN ANONYMOUS

Heroin Anonymous is not organized in the formal or political sense. There are no governing officers, no rules or regulations, no dues or fees.

However, the need for services to addicts throughout the world is very important to the Fellowship. Inquiries from both within and outside the Fellowship have to be answered. Literature has to be written, printed and distributed, and requests for help should prompt a follow up.

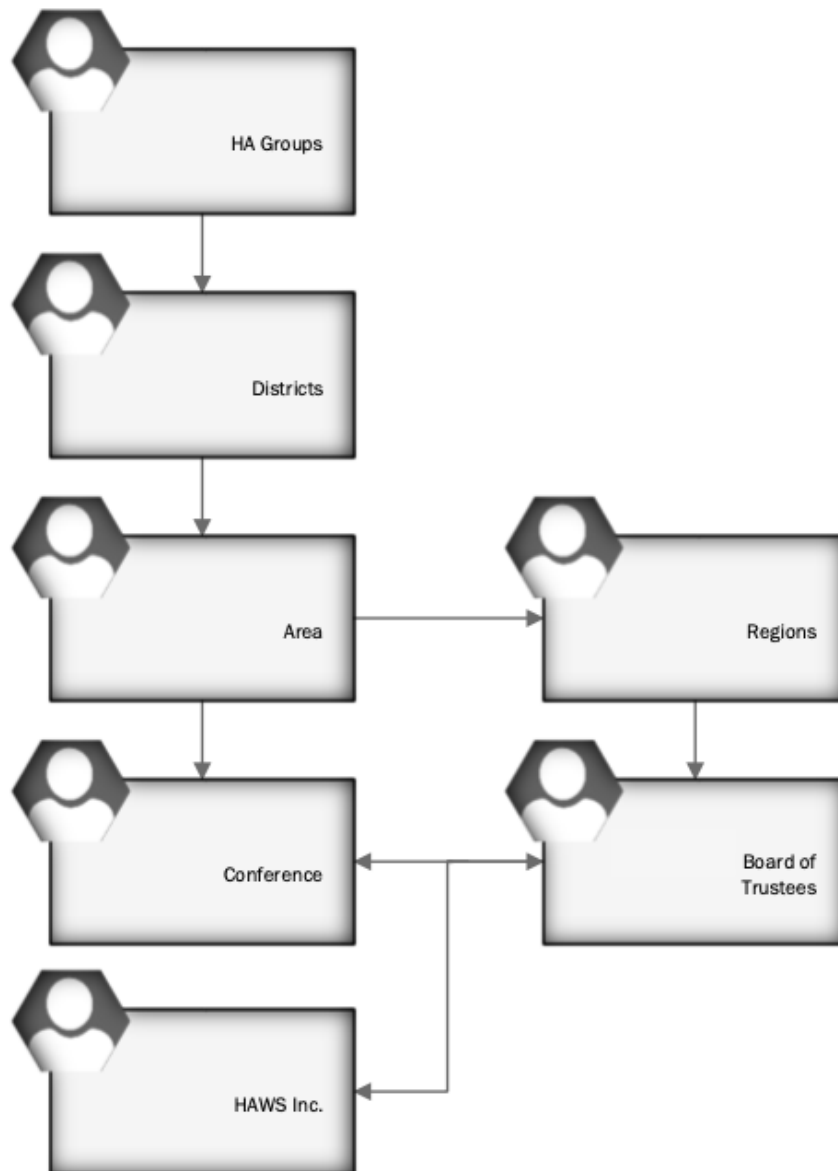
The main service body of the Fellowship is H.A. World Service Board, which is based out of Phoenix, Arizona, but has volunteers nationwide who maintain communications with local Groups and with persons outside the Fellowship who turn to H.A. for information on the program of recovery. H.A. Conference-approved literature and chips are prepared, published, and distributed through this office.

The principle of consistent rotation of responsibility is followed by all H.A. service positions. The spirit of rotation is a vital principle within our service structure which allows for non-successive terms on all service positions. This enables more members to experience the true nature of service. Positions in the Service Structure are rotated according to a vote of the Service Structure. Representatives to the local service organization are voted on at the Service Structure level according to a schedule defined by each Service Structure. Officers of the service organization are elected based on the group conscience of that organization.

Formal organization is kept to a minimum at the local Group level. The Group may have a limited number of "officers" whose responsibilities include, but are not limited to, arranging meetings, providing refreshments, handling the Group's budget, and maintaining contact with the local service organization.

## SERVICE STRUCTURE OF HEROIN ANONYMOUS (CHART)

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## STATEMENT OF POLICY

Who may use the name “HEROIN ANONYMOUS,” the block letters “HA,” the official HEROIN ANONYMOUS LOGO (the “logo”), future variations of the logo, and the motto “NO MORE SUFFERING”:

1. A Heroin Anonymous “Group” as defined herein, for its function of organizing and operating a regularly scheduled H.A. meeting. An H.A. Group may not use the name, letters or logo for any other purpose (including without limitation, dances, conventions, memorabilia, or fundraising events) without the prior written consent of its Area/District Chairperson after a vote taken by the Area/District Service Committee.
2. An H.A. District/Area has the ability to delegate the use of the H.A. name and/or logo on memorabilia. Proper discussion at the Area/District service committee meeting shall be part of the process.
3. Heroin Anonymous World Service Office, Inc. (a public nonprofit) and Heroin Anonymous World Services, Inc. (a public nonprofit).
4. To avoid implied affiliation, when referencing the name Heroin Anonymous, the block letter “HA”., the official Heroin Anonymous logo, future variations of the logo, and the motto No More Suffering®, on publications such as flyers, newsletters, directories, the following disclaimer should be used: “In the spirit of Tradition Six, H.A. is not allied with any sect, denomination, politics, organization or institution.”
5. Any media (printed, electronic, or otherwise) to be made available by the group, district, or area, to the fellowship, shall have prior approval from the respective service body.
6. The service body granting the use of the H.A. logo shall be responsible for ensuring that the proper H.A. logo, with applicable trademarks as shown below, is used on printed materials and memorabilia.
7. When incorporating, no individual or entity may use the name “Heroin Anonymous” alone or within the corporation name for incorporation purposes.

## **HEROIN ANONYMOUS AND H-ANON**

The relationship between the fellowships of Heroin Anonymous and H-Anon is a special one. As the disease of addiction affects many, our recovery process inherently affects many as well. Yet the Twelve Traditions, the General Service Boards, and Service Conferences of both fellowships suggest that remaining “separate” makes each more effective. The policy of “cooperation but not affiliation” is recognized as important in maintaining separate fellowships. Consistent with that premise, Heroin Anonymous provides the following position regarding the relationship with H-Anon:

“While being mindful of the impact of our disease on those who care about us and the support we receive from them, we in Heroin Anonymous are guided by our Sixth Tradition. As such, we must ensure that our desire to cooperate with H-Anon in thought, action, and spirit does not result in affiliation, either outright or implied.”

## DEFINITION OF A HEROIN ANONYMOUS GROUP

A meeting is when two or more people gather together to share their experience, strength, and hope with each other.

A meeting may call itself an H.A. Group when:

1. The only requirement for membership is a desire to stop using heroin.
2. It is fully self-supporting.
3. Its primary purpose is to help addicts recover through the Twelve Steps of H.A.
4. It has no outside affiliations.
5. It has no opinion on outside issues.
6. Its public relations policy is based on attraction rather than promotion.

### THE H.A. GROUP

The basic unit in H.A. is the local Group, which is autonomous except in matters affecting other Groups or H.A., as a whole. The Group has but one primary purpose, which is to help others to recover through the suggested Twelve Steps. Each Group is self-supporting through its own contributions. As the Twelve Steps are our guide to recovery, the Twelve Traditions are our guide to Group unity, growth, and discipline. Its members maintain their personal anonymity at the level of press, radio, television, and films.

The importance of the Group, what it constitutes and its functions, cannot be stressed enough. Maintenance of our recovery depends on the sharing of our experience, strength, and hope with each other, thus helping us to identify and understand the nature of our disease.

Most addicts in H.A. achieve and sustain their recovery as a result of their participation in the activities of the Group. The Group is the heart of Heroin Anonymous and it is vital to the new member. It is equally important to those who have achieved recovery as a result of the program. They may continue to participate and receive assistance from the Group. The Group's total responsibility is perhaps best expressed by the First Tradition:

“Our common welfare should come first; personal recovery depends upon H.A. unity.”

Most meetings follow a more or less set format, although distinctive variations have developed. It is our experience that many meetings begin or end with some form of prayer. While each H.A. group is autonomous, and adopts its own format, H.A. as such never endorses, opposes, or affiliates, expressed or implied, with any sect, denomination, politics, organization or institution. A leader describes the H.A. program briefly for the benefit of the newcomers, and then turns the meeting over to a speaker or participation.

Sometime during the meeting, there is usually a period for H.A. related announcements of interest to the meeting. A collection is taken to cover rent, literature and chips, refreshments and contributions to the District, Area, and World Service Office as per the 7th Tradition. Many groups hold a business meeting monthly, or at other intervals, to discuss such items as: group

finances, distribution of 7th Tradition, meeting format, election of trusted servants, etc. It is suggested that records be kept of group business meeting decisions. Each group is autonomous and the group conscience decides how business meetings may be conducted.

Those attending meetings are reminded that any opinions or interpretations they may hear are solely those of the speaker or participant involved. All members are free to interpret the recovery program in their own terms, but none can speak for the local Group or H.A. as a whole.

## **THE H.A. HOME GROUP**

A Home Group may be defined as a meeting a member regularly attends. The Home Group provides an opportunity to be of service. Experience shows a Home Group is one of the vital components to continuous sobriety. In a Home Group members can participate in the business meeting and are able to cast their vote as a part of the group conscience.

## **MEETING/GROUP TYPES:**

OPEN: Attended by H.A. members, their families, friends and other interested people.  
CLOSED: Attendance is limited to H.A. members only.

## **MEETING/GROUP STYLES:**

STEP STUDY: Participants study and discuss the Twelve Steps with the Group.

BOOK STUDY: Participants study and discuss, with the Group, any of these books:

- Alcoholics Anonymous (the "Big Book")
- Twelve Steps and Twelve Traditions (the "12 and 12")
- The H.A. Service Manual, combined with the "12 Concepts For World Service".

PARTICIPATION: Participants discuss their experience, strength, and hope with the meeting/group one member at a time.

SPEAKER: One or more H.A. members share their personal experience, strength, and hope with the meeting/group at length.

HOSPITALS & INSTITUTIONS (H&I): H&I Meetings are often restricted to patients or residents only, and are not open to the community as a whole. These meetings are brought into facilities by local H.A. members through the H&I committee. H&I meetings are basically beginners meetings; the chairperson of each meeting provides the speakers. They are not usually listed in the area or world directory, and they do not observe the 7th tradition. Certain facilities may require H&I meeting providers to be subject to sobriety or other requirements.

## **ONLINE MEETINGS:**

- Email meetings: These are email based and run 24 hours a day, 7 days a week.

- Voice meetings – These are voice only, voice over internet protocol meetings and are similar in format to face to face meetings.
- Video Meetings – These meetings allow for video conferencing, at the discretion of the participant to use video and/or audio, and operate almost identically to face-to-face meetings.

## **GROUP SERVANTS**

“For our group purpose there is but one ultimate authority — a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.”

H.A. groups may create such service positions, as they deem necessary, to carry on the group functions with such job duties and sobriety requirements, as they feel appropriate. Such positions, by way of illustration, might include: Chairperson, Vice Chairperson, Literature, Coffee Maker/Hospitality, Greeter, etc. The suggested business positions of groups are:

### **GENERAL SERVICE REPRESENTATIVE (GSR)**

Suggested sobriety time: One year Term: One year

The GSR position is a very important service position for which a member can be elected. Great care should be taken with this choice. The quality of the District/Area Services and ultimately World Services can only be as good as those choices the individual Groups make. As with the Secretaries, GSR candidates should only accept positions for those Groups that they regularly attend. Regular attendance is to be defined by the groups. They are the ones who will carry the information back to the Group as to what is going on in our Fellowship on a District/ Area level as well as the World level.

It should be understood that a GSR does not require Group approval to vote on matters affecting the Group or H.A. as a whole, although it is the GSR's responsibility to vote mindful of the group conscience. (see: Concept 3). A good GSR is familiar with the H.A. World Service Manual and the Twelve Concepts of World Services. If the GSR cannot attend, an Alternate should attend. The person elected GSR should be trusted with the Group vote. Before accepting a nomination for GSR, the nominee must consider the level of commitment as well as the sacrifice of time involved.

#### **Duties and Responsibilities:**

1. Sees that the Traditions are followed within the Group.
2. Attends all appropriate business meetings.
3. Conducts communication between the Group, District, and Area.
4. Reads/reviews communications from the District, Area, and World Service.

### **ALTERNATE GSR**

The purpose and responsibility of the Alternate GSR is to assist the GSR and to assume the responsibilities of the GSR when necessary. Suggested requirements and qualifications are the same as those for GSR.

## SECRETARY

Suggested sobriety time: Six Months Term: One year

The Secretary is a trusted servant whose responsibility is to provide the Group with the leadership best suited to assist the recovery of the members through utilization of the H.A. Program.

### Duties and Responsibilities:

1. See that the Traditions are being followed within the Group.
2. Follow the format in accordance with the group conscience.
3. See that the responsibilities of the other Group servants are met.
4. See that Seventh Tradition contributions of the members are collected and that a record is kept of the Group's income and expenses.
5. See that the Group is represented at the District or Area Service Meeting.
6. See that rent for the meeting space is paid and that the Group's monthly contribution is forwarded to the District, Area, and/or World Service Office.
7. Keep an accurate, up-to-date record of changes of the group conscience.
8. Keep a record of each officer's election date.
9. Display H.A. literature and schedules.

## GROUP TREASURER

Suggested sobriety time: One Year

Suggested prior service time: Six Months

Term: One Year

Gainfully employed and/or financially solvent.

### Duties and Responsibilities:

1. Keeps an accurate bookkeeping system. (See the "Group Treasurer's Record" form located in the Financial Guidelines for Groups, Districts & Areas of Heroin Anonymous. Pages 6-8)
2. When applicable, maintains Group bank account(s) with checks requiring two signatures.
3. Gives financial reports to the Group regularly.
4. Pays all Group expenses.
5. Passes on contributions to the District/Area and/or the World Service Office.
6. Collects and documents 7<sup>th</sup> Tradition money.
7. Collects and documents the H&I money (if H&I cans are passed at that meeting), and passes the H&I money onto the District or Area Treasurer, distinguished as H&I money.

## **DESCRIPTION OF A DISTRICT AND DISTRICT SERVICE COMMITTEE**

The primary level of organization of Heroin Anonymous consists of the individual meetings/groups.

## DISTRICT

A District is a geographical unit within an Area containing a number of groups within a close proximity, which find it necessary to unify. A District has the primary function of the unification of its groups by keeping in frequent contact with them, learning their problems, and sharing ways to contribute to their growth and well-being. It is suggested that two (2) or more groups comprise a District and that each two (2) groups elect a District Service Representative to sit on the Area Service Committee. When districting or redistricting, approval of the groups within each current or proposed District is essential. The proposed districting or redistricting should be approved by the Area Service Committee. As the number of groups within a District increases, the District should either split into two Districts or elect more District Service Representatives from such groups to the Area Service Committee.

### A DISTRICT SERVICE COMMITTEE (DSC)

A district service committee (DSC) is a group made up of the Group Service Representatives from the individual groups in the District, the District Service Representatives and the DSC officers. The DSC meets on a monthly basis to handle the business needs of the District. The DSC may create committees to service such needs as Telephone (Helpline), Public Information, CPC (Cooperation with the Professional Community), Hospitals and Institutions, Literature and Chips, and Special Events. The most important function is to serve the needs of the local meetings. If a meeting has a situation it cannot handle, it can come to the District Service Committee. The active participation of each GSR is essential for a successful DSC.

Whatever endeavor or extracurricular activity is taken on by the District, they should at all times try to use or take advantage of Area resources, in order not to duplicate efforts or expenses already incurred by the Area.

**Possible Voting Members:** Officers of the DSC, General Service Representatives, Alternate General Service Representatives (optional), and other trusted servants.

**Voting Procedures** (Determined by District):

Voting examples can be found in the World Service Manual (WSM) World Service Conference (WSC) Parliamentary Procedure Guidelines.

## OFFICERS OF THE DSC

The District should elect officers yearly, which include:

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Treasurer

5. District Service Representatives — one for every ten (10) groups in the District, elected by the groups' GSR
6. Alternate DSR (optional)
7. Chairpersons of District Service Standing Committees (optional) — elected by the respective standing committees and approved by the DSC

It is suggested that the district avail itself to an advisor position. This position may be filled by an H.A. Area Delegate or any trusted party possessing substantial experience with the Twelve Steps, Twelve Traditions, and Twelve Concepts of World Service, who may or may not be a member of Heroin Anonymous.

There should be one General Service Representative (GSR) elected from each group. The DSC officers should be elected from among the active GSR. Upon election, the DSC officers shall no longer serve as GSR. Those groups, which they represented, must elect a new GSR.

The District Service Representative (DSR) is the essential link between the groups' GSR and the Area's Delegates to the World Service Conference. As a member of the District Service Committee, the DSR is exposed to the group conscience of that District. As a member of the Area Service Committee, the DSR passes on the Group's tenets to the Area's Delegates and the Area Service Committee.

## **DISTRICT SERVICE OFFICERS DUTIES AND QUALIFICATIONS**

### **CHAIRPERSON**

- a. Two years of continuous sobriety.
- b. One year commitment.
- c. Six months of active service in H.A.
- d. Arranges agenda.
- e. Presides over monthly meetings.
- f. Only votes in case of a tie.
- g. Assumes the responsibilities of coordinating all activities within the District.
- h. Encourages trusted servants to chair various committees.

### **VICE CHAIRPERSON**

- a. One year of continuous sobriety.
- b. One year commitment.
- c. Six months of active service in H.A.
- d. Coordinates all committee functions.
- e. In absence of Chairperson, performs the duties of Chairperson.
- f. Chairperson of one standing committee.

### **SECRETARY**

- a. One year of continuous sobriety.

- b. One year commitment.
- c. Six months of active service in H.A.
- d. Keeps accurate minutes of each meeting.
- e. Handles correspondence and maintains business records of the District.

## TREASURER

- a. Two years of continuous sobriety.
- b. One year commitment.
- c. One year of active service in H.A.
- d. Gainfully employed and/or financially stable.
- e. Receives and deposits contributions from meetings and special events.
- f. Keeps an accurate bookkeeping system.
- g. Maintains bank account(s) with checks requiring two (2) signatures.
- h. Gives regular financial report with a copy of the District Bank Statement (account numbers blacked out)
- i. Timely filings with regulatory agencies (e.g. state and local taxes, nonprofit corporation forms).
- j. Pays all expenses.
- k. Passes on contributions to the Area and World Service.
- l. Forwards yearly district reconciliation to the Area Treasurer for the purpose of Area Reports to regulatory agencies.

## DISTRICT SERVICE REPRESENTATIVE

- a. Two years of continuous sobriety.
- b. One year commitment.
- c. Six months of active service in H.A. including prior service as a General Service Representative (GSR).
- d. Represents a District in the Area Service Committee.
- e. Provides communication between the District and the Area.
- f. Communicates with other District Service Committee members.
- g. Keeps GSR informed about WSC activities.
- h. Acquaints GSR with the H.A. World Service Manual, the Twelve Concepts for World Service, and all other WSC-approved service materials.
- i. Attends all Area and District Service Committee meetings.
- j. Communicates to groups the responsibilities and importance of general service work.

## ALTERNATE DISTRICT SERVICE REPRESENTATIVE

Some Districts find it appropriate to elect an Alternate DSR. The Alternate should possess the same qualifications as the DSR.

# **DESCRIPTION OF AN AREA AND AREA SERVICE COMMITTEE**

## **THE AREA**

An Area is usually a geographic unit with defined boundaries. The Conference may also recognize Areas whose boundaries do not fit a geographic description. The primary function of an Area is to serve the common needs of its District(s) and Group(s) and to facilitate unification of the Fellowship. A World Service Delegate comes from an Area.

As new Areas are created or if an established area changes its boundary definition, a “Petition to Become an Area” form must be submitted, and the creation or change must be recognized by the WSC. An area that desires to change its name only (without altering its existing boundaries), must first submit a “Petition to Change Area Name” form. The change must be recognized by the WSC. Any group or District seeking to change Areas must complete a “Petition for a District or Group to Change Areas” form and the change must be recognized by the WSC. It is suggested that a copy of the Area/District minutes, showing separation has been addressed, be attached to any petition, when possible. For information on petition forms please contact a trustee or the H.A.W.S., Inc.. These petitions may also be obtained online at <https://heroinanonymous.org>.

The Area serves the Fellowship by distributing chips and literature, handling financial contributions of the Fellowship for that Area, and communicating with the H.A. World Service Office. The primary function of the Area is to serve the common needs of its District Members and to facilitate unification. The Area Service Committee should establish a permanent mailing address and bank account. If need arises, the Area should establish an Area Central Office. The Area should also stay in contact with the H.A. World Service Office for purposes of registering/updating its meeting information in the World Directory and communicating information regarding Area functions such as Service Conferences, Conventions, and other special events to promote and ensure unity within the H.A. Fellowship as a whole.

## **SUGGESTED AREA FUNCTIONS**

1. The Area Service Committee is entrusted with local service board incorporation, if required.
2. Coordinates Area telephone services.
3. Distributes and/or sells literature and chips.
4. Standing Committees include:
  - a. Telephone (Helpline)
  - b. Hospitals and Institutions
  - c. Public Information
  - d. Archives
  - e. Convention
  - f. Chips and Literature
  - g. Finance
  - h. CPC (Cooperation with Professional Community)

- i. Special Events
  - j. Unity
  - k. Internet
- 5. Maintains and updates a list of all Area meetings.
- 6. Maintains ongoing communications with the Districts.
- 7. Maintains ongoing communication with the World Service Office and WSC.
- 8. Publishes newsletter (subject to review by H.A.W.S.).
- 9. Publishes and distributes Area Meeting Schedules.
- 10. Elects Delegates to the World Service Conference.
- 11. Holds Assemblies and/or monthly Service Meetings.
- 12. Sponsors service days and workshops.
- 13. Sponsors Area Conventions.
- 14. Establishes and administers a Central Office, if appropriate.
- 15. Maintains a bank account.

## **AREA MEETINGS**

Areas may hold two different types of Area Service Meetings:

- 1. Monthly Area Service Committee Meetings: These are administrative in nature where reports on day-to-day activities and issues are received, reviewed, and if appropriate, acted upon.
- 2. Annual, Bi-Annual, or Quarterly Assembly Meetings: Because of time and distance, these types of meetings may be held for these activities:
  - a. Election of WSC Delegates and Area Officers.
  - b. Treasurer's report.
  - c. Local Convention report.
  - d. WSC Delegate report.
  - e. Central Office report, if applicable.
  - f. Old business/new business.
  - g. Decision of major importance.

### **Possible Voting Members:**

Area Officers, Committee Chairpersons, District Service Representatives, General Service Representatives and Alternate GSR, WSC Delegates, Advisory Board/Steering Committee members, and other trusted servants.

### **Voting Procedures (Determined by Area):**

Voting examples can be found in the WSM WSC Parliamentary Procedure Guidelines.

### **Area Expenses (may include, but are not limited to):**

- 1. Costs for rent and coffee for service meetings
- 2. Chips and literature inventory
- 3. Telephone

4. Standing committees (e.g., costs of mailing, copying, etc.)
5. Central office workers
6. Insurance
7. Legal fees, accountant fees, and employee's salary, or sales tax
8. Postage and supplies
9. Delegate expenses to the WSC
10. Bank charges

## **AREA SERVICE COMMITTEE OFFICERS DUTIES & QUALIFICATIONS:**

### **CHAIRPERSON:**

- a. Two years of continuous sobriety.
- b. Two year commitment.
- c. One year of active service in H.A.
- d. Presides over monthly/quarterly meetings and arranges agenda.
- e. Assumes responsibilities of coordinating all activities within the Area.
- f. Encourages trusted servants to Chair various Standing Committees.
- g. Only votes in case of a tie.

### **VICE CHAIRPERSON**

- a. One year of continuous sobriety.
- b. Two year commitment.
- c. Six months of active service in H.A.
- d. In absence of Chairperson performs those duties of Chairperson.
- e. Chairperson of one Standing Committee.
- f. Coordinates general Committee activities.

### **SECRETARY**

- a. One year of continuous sobriety.
- b. Two year commitment.
- c. Six months of active service in H.A.
- d. Keeps accurate minutes of each meeting.
- e. General communications throughout the Area.
- f. Records the number and location of each meeting in the Area.

### **AREA TREASURER**

- a. Three years continuous sobriety
- b. Two year commitment
- c. One year of active service in H.A.
- d. Gainfully employed and/or financially stable.
- e. Bookkeeping or Accounting experience preferred
- f. Receives and deposits contributions from meetings and special events.
- g. Keeps an accurate bookkeeping system.

- h. Maintains bank account(s) with checks requiring two (2) signatures.
- i. Gives a regular financial report with a copy of the Area Bank Statement (with account numbers blacked out).
- j. Timely filings with regulatory agencies (e.g. state and local taxes, nonprofit corporation forms). To protect the Area's non-profit status yearly filings are required. It is recommended that these filings be done by an independent accountant.
- k. Pays all expenses.
- l. Passes on contributions to the Area and World Service.

## AREA AND DISTRICT COMMITTEES

It is suggested that the following Committees exist at both the District and Area levels. When appropriate, Committees may be combined or added.

- a. **TELEPHONE (HELPLINE):** Responsible for the provision of information and assistance to individuals seeking aid by phone, and with the communication of messages received for other committees.
- b. **HOSPITALS AND INSTITUTIONS:** Responsible for the coordination of and active participation in Twelve Step work within hospitals and institutions.
- c. **PUBLIC INFORMATION:** Responsible for the distribution of literature and information to the public.
- d. **ARCHIVES:** Responsible for the collection, organization, categorization, copying, preserving, and electronically storing of all of Heroin Anonymous' historically valued documentation and memorabilia.
- e. **CHIPS AND LITERATURE:** Responsible for the distribution of literature and chips to H.A. Districts, Groups, members, and interested institutions.
- f. **FINANCE:** Responsible for all matters relating to records, finances, and expenditures. The committee makes recommendations on all matters pertaining to the administration and operation of finances and expenditures. The Finance Committee shall implement and oversee controls necessary to safeguard the assets of the Fellowship, including employment of a CPA (Certified Public Accountant) to make periodic audits.
- g. **CONVENTION:** Responsible for the coordination of conventions to carry the message of recovery, unity, and service to members of Heroin Anonymous.
- h. **COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC):** Responsible for a unique brand of 12-Step work by carrying the message of recovery to professionals, who in their line of work, may have some sort of supervisory capacity over or direct contact with individuals who may have a problem with heroin. The committee informs the professional community about H.A.: what we are, where we are, and what we can and cannot do to help the addict who still suffers. The committee attempts to establish communication between H.A. members and the professional community to find productive methods of cooperation, not affiliation, within the H.A. traditions.
- i. **FUNDRAISER/ENTERTAINMENT COMMITTEE:** Responsible for the communication and outreach among the diverse elements within the Fellowship at all levels, in the interest of carrying the H.A. message. It is also suggested that these committees sponsor annual workshops and other forums to promote H.A. unity.

- j. **INFORMATION TECHNOLOGY COMMITTEE:** “The purpose of the committee is to serve as a resource for the H.A. service structure in areas of emerging technologies. In addition, we facilitate and assist Areas and Districts in approving their local websites, so that they may have a link directly from the H.A. web properties. The IT Committee, on an ongoing basis, works on adapting available technologies to better carry the message of H.A., while always keeping in mind the Twelve Traditions and Twelve Concepts of H.A., H.A. policies, privacy, and security.” H.A.’s First Tradition: “Our common welfare should come first; personal recovery depends upon H.A. unity.”

# **WORLD SERVICE CONFERENCE DELEGATE**

The Delegate's Job is a Spiritual One!

1. Conference Delegates are required to have a working knowledge of the Twelve Steps, the Twelve Traditions, the Twelve Concepts of Service, and the World Services Conference Charter.
2. Attend the World Service Conference (WSC) prepared, in order to be able to vote knowledgeably. Conference Delegates should be present during all voting times until the end of Conference. Every Conference Delegate, after their election, will notify the World Service Office (WSO) in order to be placed on the mailing list and to receive all Conference materials, which require several hours of study.
3. After the Conference, the Delegate transmits the information back to their Area through Area and District Meetings as well as to individual Groups. It is important that the information about the WSO and WSC be passed on with enthusiasm, encouraging the continued health and growth of H.A.
4. Delegates shall encourage their Areas to generate funds to help support World Services.
5. Delegates must be prepared to attend District, and Area service meetings. They must understand the issues in their Areas to be better able to present them to the Conference.
6. Delegates cooperate with WSO by providing local meeting schedules and local H.A. information numbers.
7. Delegates provide H.A. leadership by helping to solve local problems involving the H.A. Traditions. In the spirit of this leadership need, it is suggested that, if possible, Delegates and Alternate Delegates not hold any other service commitments at the District or Area level. A H.A.W.S., Inc. member may not also hold a delegate position concurrently. Further, in the spirit of rotation, wherever possible, Delegates should only serve one term and not consecutive terms.
8. Delegates visit Groups in their Districts/Areas and are sensitive to their needs and reactions. They should learn how the Groups have reacted to Conference reports. Delegates know communication is a two-way street, with information moving in both directions.
9. Delegates serve on a World Service Conference Committee and work closely with Committee members throughout the year. It is the Delegate's responsibility to work closely with other members of their WSC committee to ensure that it is in action throughout the year.
10. Delegates keep Alternate Delegates fully informed so that the Alternate can replace the Delegate in an emergency.
11. Delegates shall help all newly elected WSC Delegates from their Areas by passing on knowledge of WSC procedures.
12. They are also responsible for contacting the WSC secretary at least once per quarter to provide them with Area reports and updates.

## **PROCEDURES FOR DELEGATE/ALTERNATE ELECTION TO THE HEROIN ANONYMOUS WORLD SERVICE CONFERENCE**

1. Delegates and Alternate Delegates are to be elected to the WSC by each Area. Each Area shall have two (2) votes which may be carried by up to two (2) Area Delegates or Alternate Delegate(s), in person or by proxy, as set forth in the Standing Rules for the Heroin Anonymous World Service Conference. The number of delegates that an Area has is dependent on the amount of meetings that the Area has per week (excluding H&I). See the list below to determine the number of votes your Area carries.

1-10 meetings – 2 delegates

11-20 meetings – 3 delegates

21-35 meetings – 4 delegates

36-50 meetings – 5 delegates

51-76 meetings – 6 delegates

76-125 meetings – 7 delegates

2. The purpose of the Alternate Delegate is to assist the Delegate and to assume the responsibilities of the Delegate when necessary. Suggested requirements and qualifications are the same as those for Delegates. Any Alternate who replaces the Delegate at the WSC will remain on the WSC mailing list as that Area's delegate for the balance of the unexpired portion of the original Delegate's term until the WSO is informed otherwise by the Area Chairperson. Such an Alternate Delegate succeeding to a Delegate position is eligible to run for election to a full Delegate term.
3. The Area must decide at the Delegate election who is eligible to be a Delegate and who is eligible to vote for the Delegate. It is suggested that the GSR, District Officers, Service Committee Chairpersons, Area Officers, and other members who are involved in H.A. service will qualify for election. It is further suggested that Delegates have two years of continuous sobriety.
4. The Delegates and Alternate Delegates are to be elected for a term of four (4) Conferences, within a period of four (4) consecutive years. It is suggested that the spirit of rotation be followed.
5. When necessary, Delegate elections are to be held 120 days prior to the World Service Conference.

# THE STRUCTURE OF WORLD SERVICES

The following three branches of service within H.A. constitute World Services:

WORLD SERVICE CONFERENCE  
WORLD SERVICE OFFICE BOARD (H.A.W.S., INC.)  
BOARD OF TRUSTEES

The basic purposes of World Services are:

1. Communication
2. Coordination
3. Information
4. Consensus

The three branches are interrelated and work together to benefit all of H.A. Each branch functions within its own framework and guidelines.

Only at this level of World Services do we find service bodies designed to deal with situations that involve our entire Fellowship. Even though all parts of the service structure affect and are affected by the H.A. Fellowship, it is only at this level that decisions are made that affect H.A. as a whole. A new concept in service is found at this level; the concept of the non-addict servant. The non-addict servant has important professional and/or other valuable skills to benefit the Fellowship as a whole.

## **WORLD SERVICE CONFERENCE**

The WSC is the nerve center and voice of our Fellowship. The WSC is the one time each year when all our service branches come together. Unlike all other branches of H.A. service, the WSC is not an entity, it is an event.

At the WSC, the Delegates, and the managers and Directors of H.A.W.S., Inc. meet to discuss ideas and direction for the Fellowship of H.A. as a whole. The WSC can last up to a week; however, the planning and implementation associated with the WSC is a year-round proposition.

The Conference Committee is to provide the planning, organization, logistics, and implementation of the Business Conference to include preparation of the agenda. The Conference Committee will determine the location of the Conference unless otherwise agreed upon by voting Conference members. All World Service Conference contracts must be ratified by H.A.W.S., Inc. and executed by two or more board members.

Each Delegate must be knowledgeable about the needs and feelings of their Area.

From general meetings at the WSC, the Conference divides into various committees where all suggestions, questions, and problems are discussed. These topics include all matters of importance to H.A. as a whole.

Each Delegate serves on a designated Conference Committee of his or her own selection. Any member of Heroin Anonymous may serve and vote on any World Service Conference Committee, however, each Participant is limited to voting in one committee.

Non-delegates may serve as Committee officers. Non-Delegate chair expenses must be incorporated into the committee budget and approved by the committee. Then the approved budget is brought to the Conference floor by the Finance Committee as part of the complete World Service budget for approval.

All committee budgets need to be submitted to the Finance Committee by 9 am of the last breakout committee work day. Budgets for each committee, as well as H.A.W.S., Inc., should be sent to the finance committee 90 days prior to the upcoming conference, if possible. The finalized budgets are brought to the conference floor by the finance committee. Each year, H.A.W.S., Inc. shall provide a financial report of the previous year compared to the budget of that year and update on the finances in the current year, year to date, in comparison to the adopted budget of the current year as well as a current balance sheet. The finance committee shall then be responsible for the presentation of a budget for the upcoming year for approval by the conference as part of their closing report.

Conference committee guidelines, policies and procedures are submitted to the Conference for approval, included in the Delegates notebooks, and are available to other interested members of the fellowship.

Conference Approved Literature – a full list of Conference approved literature appears in the appendix to this Manual.

The Conference Committees are:

1. Conference
2. Public Information
3. Literature, Chips and Formats
4. Hospitals and Institutions
5. Structure and Bylaws
6. Finance
7. Information Technology
8. Convention

## **WSC COMMITTEES STATEMENTS OF PURPOSE**

### **CONFERENCE COMMITTEE:**

[hawsconferencechair@gmail.com](mailto:hawsconferencechair@gmail.com)

The purpose of the WSC Conference Committee is to organize the World Service Conference, which includes:

1. Hotel site selection and negotiation;
2. Preparation of the agenda;
3. Preparation and review of the minutes from each Conference for distribution;
4. Compile the Delegates packets; and
5. Develop policies and procedures for the conference.

H.A.W.S., Inc. is responsible for negotiations of contracts related to the Statement of Purpose of the Conference Committee. This includes WSC hotel contracts and recording contracts, which will be coordinated with the Conference Committee.

A subcommittee of the Conference Committee also serves as a Credentials Committee. This committee reviews all petitions to the WSC for Area recognition, as well as the Delegate Credential forms.

A subcommittee of the Conference Committee also serves as a Conference Coordination subcommittee. This subcommittee assists in all aspects of Conference planning. The Conference Coordinator shall chair this subcommittee. The Administrative Coordinator shall serve on this sub-committee. The Conference Coordinator is responsible to the Conference Committee and the

Conference as a whole for meeting the requirements of the statement of purpose of the Conference Committee. The Conference Coordinator shall not be a voting member of the Conference. The term of service begins with the end of the Conference during which he/she is selected and ending at the end of the second successive Conference.

#### PUBLIC INFORMATION COMMITTEE:

[hawspichair@gmail.com](mailto:hawspichair@gmail.com)

The Public Information Conference Committee develops, initiates, and plans the means of communication to the public, which is presented to the Conference for Fellowship approval.

#### LITERATURE, CHIPS, AND FORMATS COMMITTEE:

[hawswritingchair@gmail.com](mailto:hawswritingchair@gmail.com)

The WSC Literature, Chips, and Formats Committee reviews, edits, submits to the WSC for approval, and assists in the publication of WSC approved literature as detailed in the H.A. pamphlet approval process, H.A. pamphlet publication process and H.A. book approval process. All of these processes may be found in the WSC Literature, Chips, and Formats Committee Guidelines. It is our function to facilitate the expression of our Fellowship through the writing of material for distribution.

The literature we deal with is of the following types:

1. The proposed item will expand the inventory of materials adopted by the Fellowship and aid membership in an understanding and application of the Twelve Steps of Heroin Anonymous and the Twelve Traditions of Heroin Anonymous.
2. The proposed item carries the message of H.A. to the addict who still suffers.
3. The proposed item supplies valuable information to the professional fields with whom addicts would most likely come in contact.
4. The proposed item clarifies the nature of heroin addiction to the general public and fellowship.

#### HOSPITALS AND INSTITUTIONS COMMITTEE:

[hawshandichair@gmail.com](mailto:hawshandichair@gmail.com)

To provide assistance and guidance to individual Fellowships as well as service Areas that initiate hospital and institutional activity.

#### STRUCTURE AND BYLAWS COMMITTEE:

[hawsstructureandbylaws@gmail.com](mailto:hawsstructureandbylaws@gmail.com)

The Structure and Bylaws Committee (S&B) exists to formulate bylaws, guidelines and a structure by which Heroin Anonymous can operate day-to-day, at Conferences, Areas, and elsewhere around the World. The Chairperson and committee members execute with great diligence, the task of being of maximum service to our fellowship, by introducing new verbiage into a comprehensive, easy to read, World Service Manual (WSM). This manual will be distributed after each conference, to allow our fellowship to grow and flourish.

#### INFORMATION TECHNOLOGY COMMITTEE:

[hawsitchair@gmail.com](mailto:hawsitchair@gmail.com)

The purpose of the committee is to serve as a resource for the H.A. service structure in areas of emerging technologies. In addition, they facilitate and assist Areas and Districts in approving their local websites, so that they may have a link directly from the H.A. web properties. The IT Committee, on an ongoing basis, works on adapting available technologies to better carry the message of H.A., while always keeping in mind the Twelve Traditions and Twelve Concepts of H.A., H.A. policies, privacy, and security.

#### FINANCE COMMITTEE:

[hawsfinancechair@gmail.com](mailto:hawsfinancechair@gmail.com)

To establish basic financial guidelines from Areas to Meetings, including, for example proper procedure for prudent reserve to establishing a bank account for the non-profit organization. To facilitate the budgeting process for the world services conference, the finance committee will compile the proposed budget for the upcoming year and present it for approval by the conference as part of its closing report. Committee will also work with the treasurer of the WSOB to ensure the conference is properly updated on the financial status of HAWS Inc.

#### CONVENTION COMMITTEE:

[hawsgccc@gmail.com](mailto:hawsgccc@gmail.com)

The purpose of the WSC Conference Convention Committee (HAWSGCCC) is to develop policies & procedures for the HA World Convention. Our hope is to help in organizing guidelines & maintaining a suggested structure for upcoming H.A. World Convention Committees, which include:

- a. Bidding Guidelines
- b. General Guidelines
- c. Organization Structure
- d. Finance Coordination/Budget
- e. Hotel Site Selection & Registration
- f. Transportation
- g. Event Preparation & Agenda
- h. Committee, Subcommittee, & Individual Commitment Responsibilities
- i. Misc. Procedure
- j. Public Exposure & Outreach

The HAWSGCCC guidelines are approved by HAWS & set for future World Conventions so that we can maintain continuity throughout each upcoming Convention. Although the individual Convention Committee will each have their own ideas, ambitions and application within their event, we believe providing conference approved procedures, will directly benefit each committee & ensure a smooth World Convention each year.

Our primary purpose is to carry the message to the Heroin Addict who still suffers; the Heroin Anonymous World Convention is one of the most important events when it comes to the culmination of our fellowship. By maintaining the structure provided, we can stay within the integrity of our Traditions and World Concepts.

## **WSC COMMITTEE AND CONFERENCE OFFICERS DUTIES, QUALIFICATIONS & SELECTION**

Every Committee should nominate and select its own officers each year prior to presenting its motion(s) on the Conference floor.

### **COMMITTEE OFFICERS**

#### **WSC COMMITTEE CHAIRPERSON**

- a. Preside over all Committee meetings.
- b. Appoint subcommittees and designate subcommittee chairs as needed.
- c. Prepare Committee Agenda.
- d. Oversee all Committee budgeting matters.
- e. Interact with other WSC Committees and H.A.W.S., Inc.
- f. Prior service of at least one year on a WSC Committee.
- g. Terms are a maximum of two years at the committee discretion, limited to one-year terms thereafter.
- h. A chairperson shall serve no more than three terms.
- i. The Chairperson is responsible to submit a quarterly report for their committees, to H.A.W.S., Inc. member assigned to that committee.

#### **COMMITTEE VICE-CHAIRPERSON**

- a. Becomes Chairperson and assumes all Chairperson responsibilities for balance of Chair term in event of Chairperson vacancy.
- b. Prior service of at least one year on a WSC Committee.
- c. In absence of Chairperson, performs chairperson duties.
- d. Serves a one-year term.
- e. A vice-chairperson shall serve no more than three terms.

#### **COMMITTEE CO-SECRETARIES**

- a. Keeps accurate minutes of each meeting of the WSC Committee.
- b. General communications throughout the year with the WSC Committee.
- c. Serves a two-year term.

### **CONFERENCE OFFICERS**

1. There shall be four Conference Officers: Chairperson, Vice Chairperson-Parliamentarian and two Co-Secretaries.
2. The term of a Conference Officer shall be for a period of two Conferences. Conference Officers may be elected to serve a total of three terms for that particular office. Effective at the WSC 2019, the election of Conference Co-Secretary shall be staggered, with the intent that only one co-secretary rotates out at each Conference.
3. In the event that a Conference Officer is unable or unwilling to perform his/her duties, the Conference Committee shall take a vote of confidence. If the outcome of the vote

determines that the committee no longer has confidence, the Conference shall then move to elect a replacement from the Conference as the first substantive order of business after the vacancy occurs, such replacement to be elected to a full term. If the replacement Conference Officer is a current Delegate, their vote shall be given to an Alternate Delegate from that Area, or if there is no Alternate Delegate in attendance, the vote will be transferred to the Delegate selected by that Area Delegation. Delegates who are the sole representative from an Area are not eligible for emergency Conference Officer elections.

4. In the event that a Conference Chairperson is unable or unwilling to perform his/her duties, the Conference Committee shall take a vote of confidence. If the outcome of the vote determines that the committee no longer has confidence, then the Vice Chairperson Parliamentarian will serve as Conference Chairperson until a permanent Conference Chairperson can be elected by the Conference. In the event that a Conference Vice Chairperson is unable or unwilling to serve as temporary Chairperson, then the most senior Conference Secretary will serve as Conference Chairperson until a permanent Conference Chairperson can be elected to a full term.
5. Conference Officers and Delegates who are elected Conference Officers shall be reimbursed for their expenses in the same manner as the Board of Trustees.
6. Qualifications and duties of Conference Officers shall include:

## **CONFERENCE CHAIRPERSON**

### **Minimum Qualifications:**

- a. Voting experience at a World Service Conference.
- b. 4 years of continuous sobriety.
- c. Service oriented background.
- d. Willingness to serve.
- e. A thorough working knowledge of the Twelve Concepts of Service, Twelve Traditions, Conference Charter and Bylaws, Conference Standing Rules, Robert's Rules of Order, and Parliamentary Procedure.
- f. Previous leadership/chairperson experience.

### **Recommended Qualifications:**

- a. Wisdom and patience.
- b. Even-tempered and calm.
- c. Willingness to let people be wrong.

### **Description of Duties:**

- a. Chair the general sessions of the World Service Conference to include:
  - i. Determine the delegate order for discussion.
  - ii. Preside over all voting.
  - iii. Announce the outcome of votes.
  - iv. Read all motions before presentation on the Floor.
  - v. Announce the sequence of business to be presented.

- vi. Recognize members who are entitled to address the Floor.
- vii. Limit or control debate as necessary.
- viii. Rule motions out of order when necessary.
- ix. Protect the assembly from frivolous motions.
- x. Enforce rules relating to debate, order and decorum.
- xi. Expedite business while protecting member's rights.
- xii. Decide all questions of order.
- xiii. Respond to questions of factual information regarding business.
- xiv. Call recesses when necessary.
- xv. Adjourn the meeting.
- b. Serve as a member of the Conference Committee.
- c. Accept and review Delegate Credentials, Proxies, and New Area Petitions.
- d. Organize and conduct the New Delegate Orientation.
- e. Visit other committees to support committee presentation of motions.
- f. Prepare and review the Conference agenda.
- g. Review and edit the minutes of previous Conferences.

## **CONFERENCE VICE CHAIR/PARLIAMENTARIAN**

### Minimum Qualifications:

- a. Voting experience at a World Service Conference.
- b. Four-years continuous sobriety.
- c. Service oriented background and willingness to serve.
- d. A thorough working knowledge of the Twelve Concepts of Service, Twelve Traditions, Conference Charter and Bylaws, Conference Standing Rules, Robert's Rules of Order, and Parliamentary Procedure.
- e. Have read the minutes of the two previous Conferences.
- f. Have read and understand the World Service Manual.
- g. Knowledgeable in parliamentary strategies.

### Recommended Qualifications:

- a. Wisdom and patience.
- b. Even-tempered and calm.
- c. Willingness to let people be wrong.
- d. Previous experience as a parliamentarian is highly desirable.
- e. Ability to gently instruct delegates as to proper procedure.
- f. Ability to work closely with the Chairperson.

### Description of Duties:

- a. Chair the general sessions of the World Service Conference in the Chairperson's absence.
- b. Participate in the New Delegate Orientation.
- c. Serve as a member of the Conference Committee.

- d. Advise the Chairperson in all matters relating to the Twelve Concepts of Service, Twelve Traditions, Conference Charter and Bylaws, Conference Standing Rules, Robert's Rules of Order, Parliamentary Procedure, and relevant previous Conference actions.
- e. Assist the Chairperson in all matters relating to:
  - i. Conducting and counting votes.
  - ii. Points of Order and Points of Information.
  - iii. Procedure on the Conference Floor.
- f. In the event that a Conference Chairperson is unable to perform his/her duties, serve as Conference Chairperson until a permanent Conference Chairperson can be elected by the Conference.
- g. Vice-Chair/Parliamentarian is to review all sub-committee reports prior to printing and presenting them on the Conference floor.

## **CONFERENCE CO-SECRETARIES**

### **Minimum Qualifications:**

- a. Two-years continuous sobriety.
- b. Service oriented background and willingness to serve.
- c. Ability to touch-type.
- d. Computer literacy including business standard PC, spreadsheets, word processing and presentation software.

### **Description of Duties:**

- a. Serve as a member of the Conference Committee.
- b. Jointly produce a record of Conference activities as they occur.
- c. Jointly present proposed minutes of the previous day's sessions.
- d. Jointly draft a Conference Report.
- e. Jointly provide secretarial services including, but not limited to, developing a daily seating chart and producing a Delegate Address List.

## **STANDING RULES FOR THE H.A. WORLD SERVICE CONFERENCE**

- 1. Only elected Conference Delegates, H.A.W.S., Inc. Members, NonDelegate Conference Committee Chairpersons, and Alternate Delegates carrying a vote may make motions on the Conference floor and may vote on all motions and resolutions brought to the Conference floor.
- 2. Other non-voting individuals may discuss motions on the Conference floor at the discretion of the Conference Chairperson.
- 3. Each voting member is responsible for attending all Conference sessions and must be physically present on the Conference floor to vote. There will be no absentee voting.
- 4. Conference Delegates who leave, for any reason, after Roll Call for a particular session lose their vote during their absence. There will be no assumption of votes by their Delegates from the same Area.
- 5. Complete names, email addresses, and phone numbers of Conference Delegates and Alternate Delegates, with the number of votes being carried by each, must be registered prior to the WSC start.

6. If, prior to the WSC, an elected Delegate or elected Alternate Delegate replaces a duly designated Delegate, pursuant to subparagraph 5(a), a written transfer form shall be submitted to the Conference Chair by the beginning of the WSC. This form must be filled out by the Chairperson of the Delegate's Area.
7. A Delegate or Alternate Delegate may proxy one vote to another Conference Delegate or Alternate Delegate from within the same Area or from a neighboring Area. An Area that is otherwise not represented at the Conference may proxy a maximum of one vote to a Conference Delegate or Alternate Delegate from another neighboring Area. No Delegate or Alternate Delegate can carry more than a total of two votes at the Conference.
8. Only elected Delegates or Alternate Delegates registered with the WSO prior to the WSC will be certified as a Conference Delegate or Alternate Delegate. Reasonable exceptions to the above may be made, for good cause, by the Conference Chairperson.
9. There may be up to three Conference Sessions (Morning, Afternoon, and Evening) in the Conference Day. Conference Sessions begin with Roll Call and end with an adjournment.
10. The quorum shall be defined to be two-thirds of the Conference votes present at Roll Call that particular Conference Session.
11. A quorum must be present for any voting. In the absence of a quorum, the Conference may continue with Committee Reports, H.A.W.S., Inc. Director Reports and discussion of issues. There will be no motions (except a Motion to Adjourn) or any item requiring a vote brought to the Conference Floor.
12. All Main Motions will be submitted in electronic format to the Conference Chairperson, using bold type for added language and strikethrough for removed language, and will become effective at the end of the WSC, unless otherwise specified.
13. All Main Motions must be presented in the format requested by the Conference Chairperson. The Conference Floor must be presented with a copy of all main motions.
14. Main Motions shall be read to the Conference before voting. The tally shall be announced for all counted votes upon request from the Conference floor. Referrals or Items that did not result in Motions, that are tabled until next year, items that committees will continue working on through the year, that are referred to other committees or the WSO need not be read into the report, however questions may be asked about any part of a committee's report.
15. Any motion made at the Conference which changes the WSC structure or a WSC committee structure or which has a significant effect upon the WSC, a World Service Committee, the World Service Manual or H.A. as a whole must be referred to the appropriate committee prior to consideration.
16. Any material that has a significant effect on the WSC including but not limited to World Service Convention bids, literature changes, new Area petitions, etc. that is to be reviewed by the Delegates for possible consideration by the Conference, must be received by the WSO at least 90 days before the WSC so that all Delegates can receive and review the material prior to the WSC.
17. All voting members arriving after the roll totals and quorum are announced at the end of a Roll Call, for a particular session, may not vote that session, but may speak and make motions.

## REGIONAL TRUSTEES

A trustee is a trusted servant nominated by the areas and elected by the regions, representing the regional perspective of the fellowship's group conscience to the world service office board.

*"H.A. World Services, Inc. is the chief service arm of the Conference, and is essentially custodial in its character...Excepting for decisions upon matters of policy, finance, or H.A. Tradition liable to seriously affect H.A. as a whole, the World Service Office Board has entire freedom of action in the routine conduct of the policy and business affairs of the H.A. service corporations." - excerpt from Conference Charter items 12-13*

The trustees of Heroin Anonymous are concerned with everything happening inside and outside H.A. that may affect the health and growth of the movement. However, as the Charter points out, their duties are essentially custodial. Whenever a decision on movement-wide policy is needed, they turn to the Conference. And because trustees are members of the Conference body, they participate in these decisions — but as individual Conference members, not as a group.

Trustees attend the monthly H.A.W.S., Inc. meeting and carry a vote. While trustees are not members of H.A.W.S., Inc., they participate in the monthly H.A.W.S., Inc. meetings and provide a regional perspective. Trustees have one vote at the annual conference.

## REGIONS

A region is a group of areas that are geographically collocated. Areas inside those geographical boundaries are encouraged to participate in their region. Names of regions to be ratified by the board of trustees. Each region will be represented by 1 trustee. **\*\*See regions map below**

## TERM & REQUIREMENTS

- 4 year term length
- Suggested sobriety time: 5 years
- Knowledge of traditions/concepts
- Service Experience within the H.A. service structure
- Time commitment to Trustee duties (able to attend in person or virtually H.A.W.S., Inc. meetings)
- Should not be a current Delegate.
- Should not be a current H.A.W.S., Inc. member.

## ELECTION PROCEDURE

Areas nominate their pick for Trustee. Regions elect the regional trustee(s) for their region. Conference ratifies the trustees elected.

### Future Considerations

- Future consideration needed for staggered elections so that they do not all happen at once.
- Future consideration needed for how many terms a trustee can serve

# REGIONS MAP



## **HEROIN ANONYMOUS WORLD SERVICE OFFICE BOARD (H.A.W.S, Inc.)**

H.A.W.S., Inc. is the main contact and distribution point of H.A. Its main purpose is to maintain contact with members, Groups, Districts and Areas. Contact is sustained through correspondence, newsletters, e-mail, the website [www.heroinanonymous.org](http://www.heroinanonymous.org) and representatives within our service structure.

H.A.W.S., Inc. offers services to:

1. New Groups
2. Existing Groups, with special problems
3. International Groups
4. National Meeting Services
5. Isolated Persons
6. Conventions
7. Conference Committees

H.A.W.S., Inc. acts upon directives from the WSC. Each of the board positions approved by the WSC has a voice and a vote at the Conference. H.A.W.S., Inc. is subject to and must abide by the Twelve Traditions.

H.A.W.S., Inc. has volunteer committees that correspond to the WSC committee that service the diverse needs of H.A.W.S., Inc. and the fellowship as a whole.

H.A.W.S., Inc. shall consist of the following positions:

- a. Chairperson
- b. Vice Chairperson
- c. Secretary
- d. Treasurer
- e. Heroin Addict and Non-Heroin Addict Advisors
- f. Webmaster Chairperson
- g. Chips and Literature Chairperson
- h. Hospitals and Institutions Chairperson
- i. Public Information Chairperson
- j. Outreach Chairperson
- k. Mainline Chairperson

Until a Board of Trustees or similar overseeing board structure is created or deemed necessary by the WSC, the elections for H.A.W.S., Inc. will be executed at H.A.W.S., Inc. monthly meetings when appropriate. H.A.W.S., Inc. members currently on the board before the first WSC will be

grandfathered in, and any newly elected members will be ratified at the next WSC following their election. In the time between election and ratification they will act “as if” in their elected position

## **H.A.W.S., INC. QUALIFICATIONS AND RESPONSIBILITIES**

### **CHAIRPERSON**

1. Overall administration and coordination of all H.A.W.S., Inc. activities.
2. Develops candidates for future openings of H.A.W.S., Inc. and forwards all elected person's resumes to the WSC for ratification.
3. Directly responsible for supervising H.A.W.S., Inc. positions; all tasks performed by H.A.W.S., Inc. should be coordinated through the Chairperson.
4. Chairs H.A.W.S., Inc. meetings.
5. Sets the agenda for H.A.W.S., Inc. meetings.
6. Sits on a WSC committee.

### **VICE CHAIRPERSON**

1. Assists the Chairperson.
2. Chairs H.A.W.S., Inc. meeting when the chair is not present.
3. Sits on a WSC committee.
4. Administrates the coordination of the Conference with the WSC Conference Committee.

### **SECRETARY**

1. Maintain records of all proceedings of the H.A.W.S., Inc. meetings (minutes).
2. Maintain files of all committee reports.
3. Make minutes and records available to H.A.W.S., Inc. and Delegates.
4. Maintain record books in which the bylaws, special rules of order, standing rules, and minutes are entered with any amendments to these documents properly recorded and have the record books on hand at every meeting.
5. Provide the Chairperson minutes of the previous H.A.W.S., Inc. meeting at least 2 days prior to the next scheduled meeting, in order that the Chairperson can prepare an agenda.
6. In the absence of the chairperson and the vice-chairperson, call the meeting to order and preside until the immediate election of a Chairperson.
7. Sits on a WSC committee.

### **TREASURER**

1. Should have prior Area or District service committee Treasurer experience or professional experience in the fields of finance or accounting.
2. Responsible for supervising all financial matters at H.A.W.S., Inc. including:
  - a. Accounts Payable
  - b. Accounts Receivable
  - c. All bank accounts
  - d. Coordinates negotiations with vendors

- e. Contacts outside accounting firms
  - f. Supervises all tax filings
- 3. Chairperson of the H.A.W.S., Inc. Finance/Spending Committee.
- 4. Supervises policies regarding financial matters.
- 5. Will prepare annual financial statements for H.A.W.S., Inc. in time to be distributed at the WSC. In addition, prepare any additional reports or explanations to describe noteworthy changes or trends in the financial condition of H.A.W.S.
- 6. Sits on the WSC Finance Committee.

#### WEBMASTER

- 1. Schedules monthly committee meetings.
- 2. Gives a report to the monthly H.A.W.S., Inc. meeting.
- 3. Ensures all committee members are adequately performing their commitment in a timely fashion.
- 4. Makes site design and content updates.
- 5. Monitors the H.A.W.S. Webmaster email (hawswebmaster@gmail.com), replying to all emails in a timely manner.
- 6. Periodically (approximately twice a month) explores all functionality of the H.A.W.S. website and repair problems as needed.
- 7. Sits on the WSC IT Committee.

#### CHIPS AND LITERATURE

- 1. Facilitate the shipping of all online chip/pamphlet orders.
- 2. Create and ship all meeting startup kits to new meetings requesting them.
- 3. Follow up with startup kit recipients.
- 4. Order chips and pamphlets as necessary, as to stay in stock of every item.
- 5. Sits on the WSC Literature, Chips, and Formats Committee.

#### AT LARGE VOTING MEMBER

- 1. Attend all H.A.W.S., Inc. meetings and be informed of all matters regarding the H.A.W.S., Inc..
- 2. Fill in for ad-hoc committees when needed.
- 3. Sits on a WSC Committee.

# **HEROIN ANONYMOUS WORLD SERVICE CONFERENCE**

## **CHARTER**

1. Purpose: The World Service Conference of Heroin Anonymous is the guardian of the world services and of the Twelve Steps and Twelve Traditions of Heroin Anonymous. The Conference shall be a service body only, never a government for Heroin Anonymous.
2. Composition of World Service Conference: The World Service Conference shall be composed of Area Delegates, WSC Officers, Members of H.A.W.S., Inc., Staff Members of H.A.W.S., Inc., and any other members of the Fellowship of H.A. who wish to attend.
3. Conference Relation to H.A.: The WSC will act for H.A. in the perpetuation and guidance of its world services, and it will also be the vehicle by which the H.A. movement can express its view upon all matters of vital H.A. policy and all hazardous deviations from H.A. Tradition. Delegates should be free to vote as their conscience dictates; they should also be free to decide what questions should be taken to the Group level, whether for information, discussion, or their own direct instruction.
4. No change in Article 10 of the Charter or, in the Twelve Traditions of H.A., or in the Twelve Steps of H.A. may be made with less than the written consent of three-quarters of the H.A. Groups. In these instances, the following process is to be followed to receive written consent. Within 90 days following conference, the outreach committee, at H.A.W.S., Inc., is to reach out to all groups listed on the H.A. website via email, or other preferred method, with the proposed motion for their vote of yay, nay, or abstention. Written responses are due at least 90 days before the next conference. The outreach committee then tallies the votes of all responding groups and will submit the results in their report at the following H.A. World Service Conference.
5. Conference relation to H.A.W.S., Inc. and Fellowship: It will be understood, as a matter of tradition, that a two-thirds vote of a Conference quorum shall be considered binding upon H.A.W.S., Inc. and its related corporate services. A quorum shall consist of two-thirds of all the voting Conference members registered and present.
6. No such vote ought to impair the legal rights of H.A.W.S., Inc. and the service corporation to conduct routine business and make ordinary contracts relating thereto.
7. It will be further understood, regardless of the legal prerogatives of H.A.W.S., Inc., as a matter of the 12 traditions, a three-quarters vote of all the voting Conference members registered and present may bring about a reorganization of H.A.W.S., Inc., its Directors and staff members of its corporate services, if or when such reorganization is deemed essential. The term "reorganization" shall mean the removal of one or more H.A.W.S., Inc. directors or corporate members.
8. Under such a proceeding, the WSC may:

- a. Request resignations of H.A.W.S., Inc. members
  - b. Remove members of H.A.W.S., Inc.
  - c. Nominate new H.A.W.S., Inc. members
  - d. Make all other necessary arrangements, regardless of the legal prerogatives of H.A.W.S., Inc.
9. Area Delegate Elections: Area Delegate Elections are held by Area service committee meetings or assemblies composed of elected General Service Representatives of all H.A. Groups desiring to participate, District Officers, Area Officers, Service Committee Chairpersons, and other members who are involved in H.A. service. Area Delegate elections may be held as needed, up to 120 days prior to the next World Service Conference.
  10. Term of Office of Delegates: The Area Delegates are to be elected for a term of four (4) Conferences. It is suggested that the spirit of rotation be followed.
  11. Annual Meeting: The Conference will meet at least once a year unless otherwise agreed upon by voting Conference members. Special meetings may be called as necessary by voting Conference members. The Conference may also render advisory opinions at any time by e-mail or telephone poll in aid of H.A.W.S., Inc. or its related services.
  12. Heroin Anonymous World Services, Inc. Composition, Jurisdiction and Responsibilities: H.A.W.S., Inc. shall be an incorporated nonprofit entity, composed of heroin addicts, Other 12 step addicts/alcoholics and non-addict/alcoholics, whose successors are elected by Heroin Anonymous World Services, Inc. and ratified by the World Service Conference. Heroin Anonymous World Services, Inc. is the chief service arm of the Conference and is essentially custodial in its character.
  13. Except for decisions upon matters of policy, finance, or H.A. Tradition, liable seriously to affect H.A. as a whole, H.A.W.S., Inc. has entire freedom of action in the routine conduct of the policy and business affairs of the H.A. service corporations and may name suitable committees and elect Directors to its subsidiary corporate service entities in pursuance of this purpose
  14. Except in great emergency, neither the World Service Office Board nor any of its related services ought ever to take any action liable greatly to affect H.A. as a whole without first in pursuance of this purpose.
  15. The World Service Conference: Its General Procedures: The Conference will hear the financial and policy reports of the World Service Office Board and its related corporate services. The Conference will advise H.A.W.S., Inc. and staff members upon all matters presented as affecting H.A. as a whole, engage in debate, appoint necessary committees, and pass suitable resolutions by a two-thirds majority of voting members present for the advice or direction of the World Service Office Board and its related services.
  16. The World Service Conference Charter, the Bylaws of Heroin Anonymous World Services Inc., and the World Service Conference Standing Rules, or any amendments thereto, should always be subject to the approval of the World

Service Conference by a two-thirds vote of all its voting Conference members present.

17. The Conference may also discuss and recommend appropriate action respecting serious deviations from H.A. Tradition or harmful misuse of the name "Heroin Anonymous"
18. The Conference may draft any needed Bylaws and will name its own officers and committees by any method of its own choosing.
19. The Conference, at the close of each yearly session, will draft a report of its proceedings, to be supplied to all Delegates and committee members; and also a condensation thereof, which will be sent to H.A. Areas throughout the world.
20. General Warranties of the Conference: In all its proceedings, the World Service Conference shall observe the spirit of the H.A. Tradition, taking great care that the Conference never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity; that no Conference action ever be personally punitive or an incitement to public controversy; that though the Conference may act for the service of Heroin Anonymous which perform any acts of government; and that, like the Fellowship of Heroin Anonymous which it serves, the Conference itself will always remain democratic in thought and action.

# **BYLAWS OF HEROIN ANONYMOUS WORLD SERVICES, INC.**

(as of Summer 2022)

## **Article I- Name**

The officers of the Board of Directors shall serve under the name Heroin Anonymous World Services, Inc. or H.A.W.S., Inc.

## **Article II- Purpose**

The primary purpose of H.A.W.S., Inc. is to carry the message of Heroin Anonymous to the suffering heroin addict in order to support a drug-free lifestyle. Its activities may include, among others:

- A. The maintenance of a central body to act as a clearinghouse for H.A.
- B. To assist in providing H.A. contacts.
- C. To be of general help in the development of the H.A. program.
- D. To provide literature and offer guidance to all member groups.
- E. To allow all member groups to be autonomous in their matters.
- F. To practice the 12 Traditions and the 12 Concepts in all of its affairs.

## **Article III- Location**

H.A.W.S., Inc. will reside in Maricopa County, Phoenix, Arizona. All correspondence will be directed to 5025 N. Central Ave. #587, Phoenix, Arizona, 85012 or hawssecretary@gmail.com.

## **Article IV- Board of Directors Membership**

Members of the board of directors may consist of:

- A. Abstinent heroin addicts of the Heroin Anonymous Program.
- B. Abstinent members of another 12 Step Program.
- C. Non-addicts/alcoholics who are committed to helping heroin addicts to achieve abstinence and possesses adequate knowledge about addiction to mood altering substances.

## **Article V- Board of Directors Operations**

A. Board role, size, and compensation:

The Board's main function is to serve the Fellowship of Heroin Anonymous. It is a body created to maintain services to those that seek help from Heroin Anonymous. The Board shall have up to Sixteen (16) and no fewer than five (5) members. Board members shall be reimbursed for reasonable travel expenses, long distance telephone, and postage and copying expenses incurred in the performance of their position. The Board may or may not review and reimburse a Board member who, without prior authorization of the Board, incurs other expenses in the performance of their position.

B. Meetings:

The Board shall meet as needed, at an agreed upon time and place. The meetings will follow *Robert's Rules of Order*.

C. Attendance at Board meetings:

- The H.A.W.S., Inc. board meeting is a closed business meeting, attendance is
- limited to board officers and liaisons, or their proxies referenced under article VI.
- Non-board members may attend for a relevant and specific purpose when invited by a current board member, non-board attendees should be allowed to address their purpose as soon as possible in the course of the agenda preferably before the reading of the minutes or at the Chairperson's discretion and will be excused from the meeting after their item is addressed.
- Non-board members and proxies are expected to abide by all applicable attendance guidelines outlined in items D and E of article VI.

D. Board Elections:

Officers will be elected by a majority vote of the current officers. Elections of new officers to a second term will occur as the first item of business at the appointed Board of Directors meeting. Any newly elected board members will begin their term at the time of election but will be up for ratification at the following World Service Conference.

E. Board Committee Creation:

The Board may create committees as needed. With the exception of the Finance Committee, all committee Chairs will be elected by a majority vote of said committees. Once elected, the chairperson of any new committee must draft a list of responsibilities, expectations and duties defining their position, to be added to this document.

F. Executive Committee:

The five board members (Chair, Vice Chair, Secretary, Treasurer and Advisor) serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Committee shall have all of the powers and authority of the Board of Directors in the intervals between meetings of the Board of Directors if deemed necessary.

D. Finance Committee:

The Treasurer is the chair of the Finance Committee, which should include three (3) other Board members. The Finance Committee is responsible for developing and reviewing fiscal procedures, a fundraising plan, and annual budget with staff and other Board members. The Board must approve the budget, and all expenditures must be within the budget. The Board or the Executive Committee must approve any major change in the budget. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the Board showing income, expenditures and pending income. The financial records of the organization are public information and shall be made available to the public by posting them on the H.A. Web Site. The finance committee will review all contracts for events before submission.

**Article VI- Officers and Terms**

A. Officers and terms:

The officers of the Board consist of the Chairperson, Vice Chair, Secretary, Treasurer, Chips and Literature Committee Chairperson and Advisor. Other voting positions consist

of various other chairpersons and the at large voting board members; and shall not take any action individually that is not in accordance with our 12 Traditions and 12 Concepts. The suggested sobriety for a 12-step member to be eligible for any of the Board positions, with the exception of the Treasurer, is at least two (2) years of continuous abstinence. The suggested sobriety for Treasurer is at least five (5) years of continuous abstinence.

1. Chairperson (Voting)
2. Vice-Chairperson (Voting)
3. Treasurer (Voting)
4. Vice Treasurer (Voting)
5. Secretary (Voting)
6. Heroin Addict and Non-Heroin Addict Advisors (Voting)
7. Chips and Literature Committee Chairperson (Voting)
8. At Large Voting Board Member (Voting)
9. Structure and Bylaws Chairperson (Non-voting)
10. Webmaster Chairperson (Voting)
11. Public Information Chairperson (Voting)
12. Outreach Chairperson (Voting)
13. World Convention Liaison (Non-Voting)
14. Conference Committee Liaison (Non-Voting)
15. Mainline Chairperson (Voting)

#### B. H.A.W.S., Inc. Officer Handbook:

This is a guidebook containing duties and further information about tasks performed and expected from Board members, it requires a 2/3 vote of present Board members to be altered.

#### C. Vacancies:

In the event of a vacancy, the Board may receive nominations for new members from the present Board and Heroin Anonymous members at least two (2) weeks in advance of a Board meeting. These nominations will be sent out to Board members and will be voted upon at the next Board meeting. These vacancies will be filled only to the end of the particular Board member's term. All Board vacancies will be communicated to the fellowship of H.A. as a whole. {If a member is elected to fill a partial term, the time served would not preclude them from serving two (2) consecutive full terms.

#### D. Resignation, Termination and Absences:

Voluntary resignations from the Board must be in writing and received by the Secretary. A Board member can be considered for dismissal after for missing two (2) consecutive board meetings or three (3) total in any rolling 12-month period. Attendance will be recorded at the beginning and end of meeting by the Secretary. Partial attendance will result in a notation on the record, and 3 partial notations will result in one full absence. The Personnel committee will contact any board member who is (1) absence away from possible dismissal, to secure re-commitment and offer assistance. A Board member may be removed for any issues which may be deemed detrimental to the common

welfare of Heroin Anonymous. Removal of an existing board member requires a 2/3 vote of the full board.

#### E. Proxy Voting, Reporting, and Presence:

In the event that a member of the World Service Board committee is unable to attend the monthly meeting, they are expected to notify the rest of the committee in advance as outlined in Section 7. A report should still be given in their absence. There is an option to send an individual as a proxy in place of being marked absent. The proxy should be a member of said committee and be able to give a thorough report and answer questions relating to the committee as requested by the board. The proxied representative will carry the vote (if necessary) of the absent chair. At a minimum, the absent member should provide a written (e-mailed) report from their committee. Although written report and proxy alternatives may be used, excess absence will be addressed by the committee as outlined in Section 7 of this document. As our fellowship has grown, many of the World Service Board committee members reside in states and cities other than where the World Service Board committee's monthly meeting is held. When an out-of-town member is participating in the World Service Board, they are expected to Video Chat into the meeting, giving their entire attention to the meeting. It is important for the member to be visually seen so they can participate in the discussion and their presence can be felt. Although there is also an option to call in, this is strongly discouraged, and lack of participation may be discussed as a matter of concern.

#### F. Information Sharing:

All attendees of the H.A.W.S., Inc. (except for official committee liaisons in the context of their duties) board meeting are barred from discussing any contents of the meeting until official minutes are published unless otherwise approved by specific request to the Chairperson **\*Chairperson should give verbal reminder of this guideline during meetings in which non-board attendees or proxies are present**

#### G. Terms:

Each Board member shall serve a four (4) year term. Existing board members can be elected for a consecutive four (4) year term if elected to a different position. Past board members will be eligible for re-election after being absent from the Board for four (4) years.

#### E. Personnel Committee:

**Purpose:** The H.A.W.S., Inc. Board is undergoing an unprecedented period of growth. As we grow, our responsibility to provide and ensure the best possible people are serving our fellowship increases as well. In the spirit of concept Nine *"Good service leaders, together with sound and appropriate methods of choosing them, are at all levels indispensable for our future functioning and safety"*

**Description and Duties:** Personnel Committee exists to evaluate, vet, and interview new applicants to the board before making a recommendation and report to the body for formal approval. The committee meets as needed to review applicants, discuss resumes, contact references, and make a recommendation to the board to accept or

decline the applicant. The Personnel Committee will periodically review attendance and conduct as laid out in the bylaws. The Personnel Committee is also responsible to draft a policy solidifying the application and approval process for the H.A.W.S., Inc. Board. This committee will provide any applicable onboarding, orientation, or training to the new Board members.

**Composition and Roles of Personnel Committee:**

- HAWS Chair or Vice-Chair: facilitates meeting and discusses candidates, sharing insight and experience, presents recommendation to board and informs applicant of outcome. Aids in reviewing conduct and attendance.
- HAWS Secretary: gathers resumes and references, works with the Chair to coordinate committee meetings when applicants arise. Prepares report for HAWS Board, discusses candidate sharing insight and experience. Aids in reviewing attendance and conduct.
- HAWS Non-Heroin Addict Advisor: discusses candidate sharing insight and experience, contacts references. Aids in reviewing attendance and conduct.
- HAWS Advisor: discusses candidate sharing insight and experience, vets applicant (business affiliations, social media etc.). Aids in reviewing attendance and conduct.
- HAWS At-Large Voting Member: discusses candidate sharing insight and experience. Aids in reviewing conduct and attendance.

**Guidelines for H.A.W.S., Inc. Board Member Conduct:**

- Maintaining attendance and contact with assigned HAWSC committee
- Has public image which avoids placing H.A. at risk of public controversy, or outside affiliation
- Meets requirements of position as laid out in H.A.W.S., Inc. Officer Handbook
- Participates in H.A.W.S., Inc. Board meetings by sharing, giving reports, voting, etc.
- Communicates in a respectful manner while conducting H.A.W.S., Inc. business
- If a Board member's conduct has come under review by the Personnel committee, they can bring a motion for dismissal to the H.A.W.S., Inc. Board after an internal vote securing a simple majority.

**Article VII – Amendments**

- These Bylaws may be amended, when necessary, by a 2/3-majority vote of the Board of Directors. Proposed amendments must be submitted to the Secretary and are to be sent out with regular Board announcements.
- These Bylaws were originally approved at a meeting of the Board of Directors of Heroin Anonymous on March 19, 2005.

**Article VIII – Relationship with Conference and Convention Planning Committees**

**A. Authority:**

While the fellowship of Heroin Anonymous as a whole, represented by the HAWS Conference has final authority in world service matters, the Board is expected to make decisions of over-all policy and finance in these entities between conferences. This

measure in accordance with Concept Eight is to ensure our primary purpose is upheld and carried out when the conference is not in session. Furthermore, the Board assumes legal and financial responsibility for the HAWS Conference and Convention and must be willing to make sound decisions on these matters while always keeping the wishes of their planning committees in mind. Therefore, the Heroin Anonymous World Services Office Board maintains the decision-making power on matters of budget, cancellation, postponement, legal and contractual obligations in these events.

#### **B. Communication:**

The Board will maintain communication with these committees via liaisons outlined in article VI. The Board will take extra care to provide timely guidance on decisions related to budget, cancellation, postponement, legal and contractual obligations in these events.

#### **C. Support:**

The Board will do everything possible to provide the committees and their liaisons with all necessary resources to carry out these events and upholding our primary purpose. This may include but is not limited to:

- Financial support
- Board members attending event planning committee meetings to offer guidance and expertise when invited
- Holding extra Board meetings to provide time sensitive decisions
- Communication with the fellowship as a whole to gather information and provide updates on behalf of these committees

### **Article IX- Financial and Other Legal Documents**

#### **Heroin Anonymous World Services, Inc.**

##### **-Document Retention and Destruction Policy-**

*H.A.W.S., Inc. is committed to maintaining a high standard of ethical business practice, therefore board members are required to adhere to the following policy regarding the handling of certain documents.*

#### **Document Destruction**

The Document Retention and Destruction Policy outlines the record retention responsibilities of H.A.W.S., Inc., board members are required to honor the following rules:

1. Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by H.A.W.S., Inc. Secretary.
2. All other paper documents will be destroyed after three years.
3. All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year.
4. Paper or electronic documents will not be destroyed or deleted if pertinent to any ongoing or anticipated legal issues.

## Record Retention

The following table indicates the retention periods for various types of documents H.A.W.S., Inc. may handle:

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense analyses/expense distribution schedules	7 years
Year-end financial statements	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
Internal audit reports	3 years
Inventory records for products, materials, and supplies	3 years
Invoices (to customers, from vendors)	7 years
Minutes, bylaws, and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

### **Heroin Anonymous World Services, Inc.**

#### **-Conflict of Interest Policy-**

*H.A.W.S., Inc. is committed to maintaining a high standard of ethical business practice, therefore board members are required to disclose all possible conflicts of interest that may interfere with our activities or hinder impartial decision making.*

#### **Conflict of Interest**

A conflict of interest can be any scenario wherein a board member's personal, business or social life could intersect with or be affected by H.A.W.S., Inc. activities. These conflicts can seriously hinder a board member's ability to make balanced decisions and must be accounted for and disclosed.

#### **Disclosure**

All H.A.W.S., Inc. board members are responsible to disclose existing and new conflicts of interest. All conflicts of interest must be submitted to the Chairperson in writing and announced to the board if issue of conflict becomes relevant. In addition to giving written notice to the Chairperson, board members experiencing a conflict of interest should avoid the following actions:

1. Participating in discussion or debates related to the issue of conflict, except
2. when providing information or answering questions.
3. Making motions related to issue of conflict.
4. Voting on business related to issue of conflict.

#### **Business**

the H.A.W.S., Inc. board may vote to exclude a member with a conflict of interest from any portion of business proceedings where said issue is being discussed. Board members with conflicts shall be counted in determining the existence of a quorum at any meeting in which the subject of the conflict is discussed. The minutes of the meeting shall reflect the individual's disclosure, the vote, and the individual's abstention from participation and voting.

### **Heroin Anonymous World Services, Inc.**

#### **-Whistleblower Protection Policy-**

*H.A.W.S., Inc. is committed to maintaining a high standard of ethical business practice, therefore board members are required to report misconduct and inappropriate actions while defending those who bring these issues to light.*

#### **Reporting Responsibility**

The goal of this policy is to encourage board members to internally report misconduct and actions so as to contribute to a healthy and ethical organization. Board members are required to report any misconduct or action that is outside of current operational policy or law to the board whenever they occur.

#### **No Retaliation**

H.A.W.S., Inc. is committed to protecting whistleblowers, it is against our values to

retaliate or otherwise take hostile action towards any board member who reports misconduct or inappropriate actions. Retaliatory actions may be grounds for dismissal from the board.

### **Reporting Procedure**

If a board member notices or suspects misconduct or inappropriate action, they should report this concern to the chairperson immediately. The chairperson is responsible to submit all concerns to the structures and bylaws chair (functioning as compliance officer) for investigation and further action.

### **Structures and Bylaws Chairperson (Compliance officer)**

The H.A.W.S., Inc. Structures and Bylaws Chairperson will function as the Compliance Officer for our organization. The S&B Chair is responsible for receiving written concerns from the chairperson, notifying and interviewing the complainant, investigating alleged misconduct and reporting such instances to the board.

### **Financial Concerns**

When an issue regarding finance is reported, the S&B Chair will notify the Treasurer immediately and involve them in the investigation and report to the board.

### **Acting in Good Faith**

Any board member reporting an incident of misconduct or inappropriate action must have grounds and provide valid evidence or reasoning for their concern. Any reports made falsely or with malicious intent will be taken as a serious offense and may be grounds for dismissal from the board.

### **Confidentiality**

All reported concerns will be kept confidential until investigation is complete and a report is made to the board, this is to ensure an effective investigation. The anonymity of any board member reporting misconduct or inappropriate action will be held indefinitely.

# WSC PARLIAMENTARY PROCEDURE GUIDELINES

(Adapted From Robert's Rules of Order)

The purpose of parliamentary procedure is ...“to permit a majority to accomplish its ultimate purpose within a reasonable period of time but only after allowing the minority reasonable opportunity to express its views on the question at issue.” - Lehr Fess, Former Parliamentarian, U.S. House of Representatives

This brief summary of parliamentary procedure, drawn largely from Robert's Rules of Order, was prepared for use at the World Service Conference. The Conference believes that it may also be of use to Areas and Districts. Please use it in the spirit that it is intended; to aid in the orderly conduct of business meetings. It does not replace or take precedence over a charter, bylaws, standing rules, or the principles upon which the traditions, the steps and the Twelve Concepts for Service are based.

A potential exists for one or more people to use parliamentary procedure to control and/or otherwise manipulate a group away from its intention. Scrupulous and incessant attention to principle is the only way to prevent these guidelines for business meetings from being used to circumvent or unjustly influence the Group Conscience.

## RECOGNITION

A member desiring to speak or make a motion shall raise their hand until recognized by the Chairperson. For motions not requiring recognition, the member must stand and speak, interrupting the current speaker. The ONLY motions where this is in order are:

1. The Motion to Reconsider;
2. Objection to Consideration;
3. Appeal from Decision,
4. To Rise to a Point of Order; and
5. Parliamentary Inquiry.

## MAIN MOTIONS

A Main Motion is any motion that brings business before the Conference. Main Motions must be seconded, are debatable, and require a majority vote for adoption. Main Motions should be simply worded and not include arguments for their adoption. Complicated or long motions may be divided by a Motion to Divide so that portions of the Main Motion may be debated and voted upon separately.

## FRIENDLY AMENDMENT

The offering and acceptance of “friendly” amendments is a regular practice on the Conference floor. Speakers are permitted to suggest changes to the wording, grammar, punctuation or minor changes in the content of Main Motions. As practiced by the Conference, if accepted by the maker of the Main Motion, and there are no objections from the floor, the changes are added to the Main Motion without a separate vote. If there is an objection, a Motion to Amend may be made.

## AMEND

Main Motions and the Motions to Limit Debate and Refer to Committee may be amended. Motions to Amend must be seconded, are debatable, and require a majority vote for their adoption. Amendments to amendments are permitted but an amendment to an amendment may not be amended.

## LAY ON THE TABLE

A motion that is tabled may not be taken from the table the same day. “Tabling” therefore has the effect of postponing action on the motion in question. The Motion to Table requires a second, but is not debatable. It requires a majority vote to Table.

## REFER TO COMMITTEE

Motions may require the attention of a standing committee (which always exists) or an ad hoc committee (created for a special purpose). The Motion to Refer must be seconded, is debatable and requires a majority to adopt. A motion “referred to committee” may be renewed on the floor after review by the committee.

## CLOSE (OR LIMIT) DEBATE

Otherwise known as “Calling the Question,” the motion to Close Debate and vote immediately on the Main Question requires a second, is not debatable and requires a 2/3rds majority to pass. The Motion to Limit Debate to, for example, 20 minutes, applies only to the Main Motion being considered and requires a 2/3rds majority.

## WITHDRAW THE CURRENT MOTION

A member making a motion may decide, after it has been seconded that they wish to withdraw the motion. The Chairperson will ask for objections. If there are any, the Chair will call for a vote on whether to allow the motion to be withdrawn. The Withdraw Motion is not debatable and requires a majority of those voting for adoption.

## RECONSIDER

A Motion to Reconsider a previous vote, if successful, returns the previous motion to the floor as if no vote had ever been taken, and debate begins anew. The motion to Reconsider may only be made and seconded by members who voted with the prevailing side. The Motion to Reconsider must be made on the same day as the motion being reconsidered. It is debatable, if the motion to which it applies was debatable. Adoption of a motion to Reconsider requires a simple majority vote. No motion may be twice reconsidered.

## RESCIND (PASSED MOTION)

The Motion to Rescind, unlike the Motion to Reconsider, overturns the passage of the previous motion. If the Motion to Rescind succeeds, the affected motion (which previously passed) now fails. Any member may make or second a Motion to Rescind, and it may apply to any motion passed at any time during the Conference. It requires a second and is debatable. It requires a 2/3 vote, to pass unless at least one day's notice is given of the attempt to rescind. If previous notice is given, only a simple majority is required to adopt.

## SUSPEND THE RULES

This Motion must be qualified by stating why the rules should be suspended, i.e. to consider a motion out of order of the agenda or accepted procedure. Suspending the rules may not be used to bypass the charter or bylaws, but may be used to suspend the effect of standing rules or previous motions only when passed by a 2/3rds majority. "Simple" suspensions, which are used to consider a motion out of its order in the agenda, require a simple majority. Neither motion is debatable; both require a second and are in effect only until the reason for suspension is resolved.

EXAMPLE: I move to suspend the rules to elect a new Conference Committee Chairperson before taking action on the Conference Committee's recommendations. (Requires simple majority)

EXAMPLE: I move we suspend Standing Rule #11 to allow a motion to be displayed using an overhead projector. (Requires 2/3 majority)

## OBJECTION TO CONSIDERATION

Occasionally, a ridiculous, offensive, or repugnant motion is made by an obstreperous member to insult or otherwise waste the Conference's time. A member may rise without being recognized, saying, and "Madame /Mr. Chairperson, I object to the consideration of this motion." This motion requires no second and is not debatable. The Chairperson must immediately call for a vote. If more than one third vote for the consideration of the motion, the objection is overruled.

## APPEAL FROM DECISION

Any decision by the Chairperson (or Parliamentarian) may be appealed. The appeal is debatable only if the challenged decision refers to a debatable motion. The appeal requires a

second and a majority vote reverses the decision of the Chair. All appeals must be made immediately after the decision in question.

## REQUESTS AND INQUIRIES

1. Parliamentary Inquiry- A member who has a question regarding parliamentary procedures, rules of order, and items in the World Service Manual or parliamentary strategies may make a parliamentary inquiry of the chair. Without being recognized by the chair, a member may rise saying "Madame/Mr. Chairperson, I have a parliamentary inquiry". The question must be related to the business at hand and asks for the opinion of the chair. It is not a ruling of the chair and cannot be appealed. If a motion is made despite the chair's opinion, and the chair then rules the motion out of order, that ruling may be appealed.
2. Point of Order- A member who feels that the parliamentary procedure is out of order may rise saying "Madame/Mr. Chairperson, I rise to a point of order!". When the chairperson asks for his/her point, (s)he states where a motion is out of order, where a parliamentary procedure is incorrect, where a proposed motion violates the charter, a previously enacted bylaw, a standing rule or a motion. The Chairperson immediately rules on the validity of the point, subject only to appeals.
3. Point of Information- A "Point of Information" is a request for information about a motion or the suspected impact of a motion being considered.

## MOTION TO ADJOURN (RECESS)

The Motion to Adjourn is debatable only when there are no other motions before the Conference. It is in order only when the time for the next meeting has been determined. To adjourn for a short period (Recess), the motion to Recess may be made. The duration of the Recess is required in the motion. It is advisable that the reason for the Recess be stated.

EXAMPLE: I move that we recess until 1 PM for lunch.

EXAMPLE: I move that we recess for 15 minutes to get coffee.

## QUORUM

A quorum shall be defined to be 2/3 of the Conference votes present at Roll Call for that particular Conference Session. The membership of the Conference shall be determined by a call of the roll at the first regularly scheduled session of each Conference day. It is the Chairperson's responsibility to verify that a quorum is present whenever there is a vote on any motion. A member doubtful of the quorum may rise to a Point of Order by saying, "I question the quorum" or "I challenge the quorum." Rules and precedence are the same as for Rise to a Point of Order. NOTE: A quorum is not necessary for discussion, debate, or committee reports.

## PASS/FAIL

A simple majority is defined to be 50 % plus 1 of votes cast excluding abstentions. Most motions require only a simple majority. The following motions require a 2/3rds margin:

- Motion to Close (or Limit) Debate

- Motion to Suspend the Rules (Charter or Bylaws)
- Motion to Object to the Consideration

Determination of whether a motion passes or fails shall be as follows:

If AYES > NAYS then Motion passes.

If AYES < NAYS then Motion fails.

If AYES = NAYS then the Chairperson casts a deciding vote.

## METHODS

Voting shall be by one of five methods.

1. Voice: If the Chairperson or a member is in doubt of the outcome, either may call "Division" of the House. The Chairperson will then call for a show of Hands.
2. Hands: The Chairperson makes a visual inspection of hands raised for and against and declares the result. Questionable results will be counted.
3. Count: The Chairperson shall appoint two assistants to help count the votes. When all three counters agree, the outcome will be announced.
4. Secret: Rarely used, but the Chairperson may call for a ballot where the anonymity of votes is considered important.
5. Electronic: To be used at the discretion of the Chairperson

The Chairperson decides which method of voting will best serve the interests of the Conference, except when a Division of the House is called.

## ELECTIONS

The Chairperson shall call for elections where necessary or as the agenda specifies. The procedure shall be to ask for nominations from the floor. Nominations must be seconded. After a cogent pause in nominations, the Chairperson shall ask someone to move that nominations be closed. This requires a second before voting. The Chairperson shall determine if those nominated shall speak. The election shall proceed after the candidates have left the room. If one candidate does not receive a majority of the votes, the two receiving the most votes shall remain outside the room while a runoff election is held. If a secret ballot is held, it is not necessary for the candidates to leave the room.

## ROBERT'S RULE OF ORDER MOTION CHART

*Based on Robert's Rules of Order Newly Revised (10th Edition)*

### Main Motions:

These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

**Incidental Motions:**

No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	No	No	No	No	None

**Motions that bring a question again before the assembly**

No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

§ indicates the section from Robert's Rules.

# APPENDIX

## Conference Approved Literature

- 12 steps Reading (2018)
- 12 traditions Reading (2018)
- "A Way Out" Reading (2018)
- HA Preamble (2019)
- "Singleness of Purpose (without the definition of heroin addict) Reading (2019)
- "What is a Sponsor?" Pamphlet (2019)
- "Higher Power" Pamphlet (2019)
- "What is a homegroup?" Pamphlet (2019)
- "Who is a heroin addict?" Pamphlet (2019)
- Meeting Starter (2021)
- "Step One" Pamphlet (2021)
- "No More Suffering" Reading (2021)
- "Who is a heroin addict?" Reading (2021)
- Revised Welcome Letter, for meeting start up kits (2022)
- "Program + Fellowship" Pamphlet (2022)