

FreeState Regional Meeting

May 2017

217 N. Warwick Ave., Baltimore Area Service Center

**\*\*NOTE: minutes in *italics*, may be redundant, alternate secretary minutes for thorough reporting\*\***

The meeting commenced promptly at 10 a.m. with the reading of the 12 traditions and 12 concepts.

**Roll Call:** Executive Body: Present...Dave (Chair) {see later in minutes regarding H.J.}, Christian B. (Vice Chair), Tamara M. (Secretary), April H. (Alt. Secretary), Mike B. (Treasurer), Jennifer C. (Policy Facilitator), Dee (RD), Trish (RDA) and Barkley (FSRCNA). FSR Service Center Board and Web Administrator are absent.

RCM: Present, Baltimore, Bay (RCM2), Delmarva, EOTB, NEFA, Northwest, Westside. Absent: Bay, Ocean Gateway, Small Wonder and Susquehanna.

**Treasurer:** "The bank states we are not a non-profit, if we were we would have to file taxes." Our best decision was to go not a non-profit. We have been flying under the radar with the IRS. We don't have to file with the IRS, so we need to do is continue to move forward. The bank and IRS look at us as a book club as long as we stay under 10K in donations. The bank wants articles of unincorporation, they want to know what happens to our money. Mike is going to get with Shelly to be able to assist with an AdHoc committee for articles of unincorporation made for the bank. Question? Did they shut the accounts out? No. NEFA account has been shut out. They were not able to open a new account after closing the old account. If we file a sole proprietorship we may be able to fly under the radar. The Freestate region has their own EIN, just for us. NEFA has closed Bank of America account, they now have an EIN. A single transaction of \$10K will be flagged and cause a problem. Question: Barkley, What is the best account to open? What is most feasible area and regional friendly solution because we have constant roll over in positions which will allow us to not raise red flags with the bank? There is a website with articles of unincorporation. Solution suggestion: Can see if we can use the service center for a permanent address. An AdHoc Committee is being formed. Shelly and April will work to get information for articles of unincorporated association needed by August, 2017 regional meeting. *We are not a 501C3 but have an EIN. Will look for archived documents. Bank does not list us as non-profit so we don't have to file income taxes. We pay \$0.54 per mile reimbursement. We are allocated a bit of space regarding the IRS. We need to continue to operate as is. But the Bank is becoming concerned because we are not technically listed as a non-profit. They want us to provide paperwork regarding our tax filing status. They want articles of un-incorporation. They want direction regarding what happens if we lose our treasurer and who becomes responsible for the bank accounts. Looking for volunteers to create an ad-hoc articles of un-incorporation for the bank. See bulletin #302 from World that addresses how we should set up our checking accounts at the region and area levels. May inform the area's to send donations directly to World since area donations are normally under \$10,000. (single donation, cash). As long as donations are made by check there should be no issue. \$1,932.08 net balance. See report.* Treasurer (Mike): \$565.91 in donations, \$773.63 in expenses. We have \$2193.80 slightly under prudent

reserves (\$3500). We are now at \$1932.08. Where does NEFA's donations go now? It should get mailed to the service center still. The bank is still sending debit cards, he is going to the bank and make corrections to the account.

*HJ: He regrettably stepped down from the Chair position. Dave will serve Chair until August and Christian B. will serve as Vice Chair.*

**Vice Chair Report:** Christian B. will fill this position until elections. He has directed the board to review the sub-committee's policies especially the web administrator policy for the next full regional meeting. Outstanding: H&I, Phoneline, Web administrator.

**FSRCNA:** Barkley, Vice Chair, gave out registration forms for convention. June 10 will be a fund raiser, \$10 for tickets, Dundalk location. \$5 for raffle tickets. Prizes: 1st, Full package with hotel, 2nd complete package without hotel, 3rd \$25 merchandise voucher. Preregistration: \$25 now, onsite is \$35. Sunday morning spiritual breakfast as well, \$20, and you don't need to be at the convention to come to breakfast. \$79 is for full registration now, \$95 if you wait until weekend of convention. \$1000 check voided because account has been closed. Closed account money is now in a cashiers check. *Looking for guidance on what the best course of action is to open checking accounts without having to create a non-profit tax number. Need information for Area's as well as for the Region. Will need to see if the Service Center can be used as the permanent address for all the Areas under our umbrella. Bank is looking for our by-laws. May need to do a 1-time creation of the by-laws to submit to the bank. But anytime there is a change in who can be a signator the by-laws will need to be up-dated.* NEFA picnic 6/10 is holding a fund-raiser for convention; Barclay will be in the dunking booth. Fund-raiser: prize is a full package with hotel, 2<sup>nd</sup> is complete package, 3<sup>rd</sup> is merchandise voucher. If we register now, total package is \$79;. On-site complete package is \$95. Registration is \$25; on-site is \$30. Sunday breakfast is \$20, don't need to be registered for the convention. Tix are \$5 each. Board member of the Area will have these tickets. See flyer. All monies have been paid back to the committee. Currently operating without a prudent reserve. **FSRCNA Board Chair Report:** *Having issues regarding our non-profit tax status. Took money out of old bank (Bank of America) but having trouble opening an account at M&T. Now has their own EIN but still want further information regarding our tax status. Don't like the idea of a sole-proprietor filing because someone's Soc Sec number has to be attached. All funds from BofA is in a Cashier check.*

**Website issues:** Invoicing for the website and paying both Linda and Louie. Louie is transferring the search engines to the WIX platform. Louie is making updates. Need to get a timeline from Louie as to how long it will take for the transition. Need timeline from Linda as well to ask her how long before she is competent in the website management. To do: Is Linda comfortable? How long will Louie need to complete his tasks? Policies need to be voted in and finances discussed. Linda's new policy is watermarked DRAFT and it is online. See report. Right now paying both are being paid. Funds approved for the transfer period. May have issue regarding the open-ended time frame. Need to review previous motion and current policy. May need a new motion to set a limit on the timeframe for 2 webmasters to be paid. Have the new policy but we do not have the new policy approved. Need a motion to finalize this version. Also need to address why we are paying 2 administrators. Need Louie to address how long his services are required to get all functionality into the new platform. We need

to review the web policy in its totality be to sure all fees, expenses, and procedures are correct and in place. Final policy needs to be approved by the full body.

**Policy facilitator:** Phone line policy has not been approved, it needs to be reviewed. *Need to review and approve the Phone line and Web Administrator policies. H&I needs to submit a policy to be reviewed and approved. All sub-committees need to include a date for any and all revisions and updates. Updates do not have to be submitted every year. Special Events need to review their approved policy regarding the flyers requirement. Will review next month.*

Outstanding policies: H&I, phone line (not approved due to content) and Web Administrator (not approved yet either). All others have an approved, updated subcommittee policy. There is a need for updates only to be approved annually. Special Events needs to address 2000 flyer request. PR has no budget, when he needs funds, he asks and the body approves on an as needed basis.

**Westside:** We can't use the church for our next meeting (on month). Also certain she can get the money back but don't have it yet. It can be facilitated at Warwick Ave. According to Roberts Rules of order the Chair suspended the rules that the on month meeting can be held at the Baltimore Service Center, 217 Warwick Ave. (All in favor). They have the funding for the food. Joe will help Shelly with providing food. April will contact Linda to note on the website that the meeting will be held here. Shelly from Westside offered to spear-head the ad-hoc committee using a generic Robert's-rule template (by-laws). Alt-secretary offered to assist. Need roughly 2 months, will attempt to have something ready at the next off-month meeting. Banks need our "Articles of Un-incorporation" to keep the checking accounts active. Steve Rush (World Service contact). Should have everything resolved by August. *Made donation to the Regional. Issue with the on-month regional meeting next month. Church canceled on us. May have to hold the meeting at the Service Center. The church needs to refund the money paid to them. A decision needs to be made immediately. Can use the Service Center. Chair has directed that the location as the Service Center (Suspend the Rules motion) will be used as the location. As long as West Side is reimbursed from the Church, food will be provided. Region will help facilitate the meeting along with West Side. Needs to provide a new flyer to go up on the web site. Alt Sec will assist with Web site.*

**AdHoc budget committee:** Taking a look at our budget and recommendations on how to cut expenses. The committee is made up of Marie, Trish, Shelly and Michael R.

April: Please make sure April gets all updated committee information.

**RDA report:** *Trish: hosted workshop and attended webinar "future of NA" bulletin. Report submitted. 3 more webinars are scheduled. Way to discuss issues with members across the world. Go to NA.org is anyone has any information regarding the new publications. Mental illness pamphlet and Daily spiritual meditations booklet. (see report attached)*

**New Business:** Ad-hoc committee to meet to review the budget and streamline what is there. Michael R is here to assist.

For next month:

Motion for WebMaster policy to be distributed to everyone. Needs to be approved.

Subcommittee(s) need to give policies. Special events flyers. PR budget

Meeting adjourned by Christian B at 12 noon, exactly.



May 13<sup>th</sup> 2017

#### RDA Report

Good morning, Dee and I attended the webinar during the last Regional Meeting. It was about the second half of the Future of na bulletin. Some good suggestions were giving about how to make the time spent between Conferences as well as utilizing the time we will spend there.

Our Regions deadline for submitting a motion is August 1<sup>st</sup> and it will be in CAR ready form by August 30<sup>th</sup>. We are encouraged to send any motions we may have as early as possible.

There are a couple Conference Participants Webinars coming up.

- HRP June 3<sup>rd</sup> at 1pm
- WB June 24<sup>th</sup> at 1pm
- WB September 9<sup>th</sup> at 1 pm

Some upcoming deadlines for Literature are as follows.

- Local Service Toolbox July 7<sup>th</sup>
- Conventions and events June 15<sup>th</sup>
- Daily Meditation Book June 1<sup>st</sup>
- Mental Health/Mental Illness June 1<sup>st</sup>

**Thank You for letting me serve**

Trisha C.

Free State Region Public Relations Progress Chair Report 5-13-17

1. PR Webinar April 11<sup>th</sup>, 2017 minutes (5 pages + email 1 page = 6 pages)  
Next PR Webinar tentative August-September 2017 email [PR@na.org](mailto:PR@na.org) for an invitation link.
2. Requisitioned literature for Tuerk Conference delivered 4/10/17.
3. Picked up PR Banner for the literature table from Time Printers invoiced.
4. Picked up 200 Free State Region Schedules for Tuerk Conference. (brought those left)
5. Spoke to C&P region FSRSC board member about attending conference got C&P schedules for table at conference. (13 were delivered at conference 11 left)
6. Created IP brochures for Tuerk Conference & PR hotline fliers. (brought 1 sample for example)
7. Attended Tuerk Conference 4-12-17 manned PR table with PR banner, literature display, literature distributions & created contact list for those interested in further information with emails for correspondence.
8. (Reimbursement request for tolls  $4 \times 2 = \$8$  + parking \$20 + printing expense \$18 = \$46)
9. Creating an email correspondence letter to be distributed in accordance with PR guidelines from the FSRNA.org website.
10. NAWS product update from April NA Way Magazine...+ meeting search article (2+1=3 pages)  
(meeting search article mentions meeting updates...a service our region does more than most)
11. Full reports forthcoming...

In dedicated caring service,  
Free State Region PR Chair,  
Irv E.

## PR Web Meeting Notes for April 2017 meeting

NAWS PR

1:30 PM 

To irvinangel@comcast.net

1 attachment   View   Open in browser   Download

Hello PR Enthusiasts,

Attached please find notes from the PR Web Meeting which took place on 11 April 2017. This was the second time we used a new virtual meeting platform that provides video and audio support for the PR Web Meeting. It was a great success. Attendees are enjoying the new platform and the level of interactivity that it provides. We had over 30 attendees and we hope to have more for our next meeting.

On that note, the next PR Web Meeting will be held sometime in August or September of 2017. If you are receiving this email directly from NAWS you can expect to receive a "Save the Date" email approximately four weeks before the next event confirming the date.

Again, we thank you for your participation and everything that you are doing to help spread NARS's message of recovery. Best wishes.

Warm Regards,

Public Relations Team  
NA World Services  
+1 818 773 9999  
[pr@na.org](mailto:pr@na.org)

Ad Info

(//my.xfinity.com/adinformation)ite.ip

55

c73

2e52b4

124

201707

# Notes from the NAWS PR Web Meeting 11 April 2017, 4:00-5:30 PM Pacific Time

---



## NAWS Staff Facilitating

Jane Nickels ([jane@na.org](mailto:jane@na.org)) - Public Relations Manager  
Doug Jarrett ([doug.j@na.org](mailto:doug.j@na.org)) - PR Team Assistant  
Kelley Taylor ([kelley@na.org](mailto:kelley@na.org)) - PR/ H&I Team Assistant

## Small Groups Discussion - Ice Breaker

*How do you talk to professionals without using NA language? How can you be personal without being too private?*

## Icebreaker Discussion

- PR Handbook has suggestions for use of language.
- Research the organization and try to speak in their language.
- I introduce myself as a "volunteer" versus a "service worker"
- If I introduce myself I state that I am a member. I do this to develop a personal connection. I want professionals to know that I am involved.
- The personal connection establishes credibility. It lets professionals know that we are personally involved and knowledgeable.
- In Iran, religion plays a big role in our society. Therefore we try to identify a common point that we can connect. The spiritual nature of our fellowship is a great asset in our society.
- Our presence is our greatest asset.
- Establishing a personal connection and passion for NA helps our credibility.
- Keep it simple. Prepare folders for booth. We're normal! Friendly! Passionate! – Non-verbal as well as verbal. Attention to appearance/how we present ourselves.
- Use universal language – abstinent instead of clean. "Member" – leave "recovering addict" until established a repertoire.

- Define some of our terms – explain what we mean. Be steadfast, keep on track, and don't let conversation digress.
- Know who you're talking to, practice empathy, aim pitch appropriate to the audience. Share how we save lives!
- Practice. Learn from others. Prepare – know what I want to say, audience, time limits
- Mentored by previous chair. Share general info about what NA is, current efforts in the regions and in like facilities. Epidemic of ODs led to work with the police, ER staff – provided info, building relationships.
- Professional event, Harvard Med School, do not use NA language acronyms or slang yet try to relate to them on personal level 1:1. Questions asked: What type of facility do you work at; what age group do you work with, and offer literature that may be geared to that audience. Gain a sense of the professional.
- Makes sure he has What is NA to show; remind himself of why he is there, what NA is versus H&I; represent what NA is
- Australia PR chair – PR presentation to local university, final year med students, 22yo. Speaks differently to med school audience than AOD workers. Know audience. Adjust language to suit audience/age group. Med students 'green with active addiction' versus AOD.
- MH Australia – exhibit stalls. Say they are addicts in recovery and it seems to be an ice breaker then ask what information would you like. Attendees start to engage. Discuss with PR members about breaking anonymity, and anyone who has a problem mans the stall and hands out literature.
- Tries not to use NA language; speak to them on a professional level.
- FSAM and FATA events – introduce our selves, attendees do not consider NA folks addicts. What NA is. Attendees initially think they are paid employees with in depth conversation they realize they are volunteers and in recovery. Stand in front of table. FATA, professional event, counselors 500+ attendees, because of the setting in an exhibit hall that one is considered employee. Sometimes share in recovery, there to give information about NA.
- Professional Summit – things on table that creates conversation and can discuss global fellowship. Does create conversation
- Remind us – work with folks outside and educate younger members; regional assembly seasoned members talk in abbreviations so we need to be mindful of acronyms.

## Small Groups Discussion - Topic 1

*How do we build relationships with other organizations in our communities? What does that look like, and how does that work?*

*(Participants broke into small groups to discuss this topic.)*

## Topic 1 – Discussion

- Other members provide a lot of suggestions for organizations that we can reach out to. I call them and tell them I am an NA volunteer, and wondering if their organization would benefit

- from having meeting lists at their organization. 99% of the time they are willing to print and distribute the lists as a resource for their clients.
- Personal interactions with people that know we are members if the start in many cases for us. These lead to further opportunities to connect with organizations. Attending community events also provides opportunities to meet professionals. We let them know that we are free and would be happy to have a conversation and a presentation on how we can be a resource in the community.
  - Once we get meeting lists to a facility the follow thru can really open the opportunity for further conversations and opportunities to present NA as a resource.
  - Working to identify decision makers.
  - In Iran, the government supports NA in as much as they require certain organizations to distribute meeting lists. It's a mandate. The size of NA in Iran caused the government to realize what an asset NA is.
  - Email addresses for Area/Regional positions – consistency. (example: PR@domain.org)
  - Don't OVER commit – don't agree to do something until you're sure you have the resources to do so.
  - NA as part of larger efforts, knowing other agencies, being a resource. Example: "Homeless Collaborative" in Bakersville brought together agencies, non-profits – a smorgasbord for people in need.
  - Focus of work and learning: Method of contact: schools=guidance counselors, jails=find contact that works w/drug court. Stuff envelopes with pamphlets, meeting list, helpline poster – preview & follow up with phone call.
  - Be on time, promptly answer emails, and build relationships by being reliable.
  - Keep an open line of communication. Building relationships with treatment center staff, for example – make follow up call when newcomers don't show up as usual.
  - Professional/community days years ago invited courts, corrections, treatment. Expensive. 1999 stopped that practice. Built relationships with courts and started with corrections. Literature racks – 4 packets and place in community. Have 30 out now. Because of publicity with addiction in state, community groups formed. Stopping by community events with booth; have relationships with 'learning to cope', politically powerful. Building those relationships. His town has Mayor's task force and attend those meetings monthly; no affiliation. Maintain presence. Consistency i.e. Cape Cod Symposium.
  - Developed goals – i.e. university, emergency rooms. Identified who they knew. Follow-up is important, consistency. Drug court strong and some members remain. Incident which prompted a meeting with drug court professionals to maintain. Need to update and redirect course. Don't take established relationships for granted; assess and maintain, reach out.
  - PSA – company changed and needed to reach back out. Various members have different tasks. His task is to maintain relationships. Sends holiday cards, send events of NA to treatment to let clients know they are welcome. Follow up with thank you notes i.e. Narcotics Overdose/Prevention. Maintain lines of communication especially with 'passing of the torch, introduce them.

## Small Groups Discussion - Topic 2

*What Public Relations efforts in your Area or Region has proven to be the most beneficial to the still suffering addict? Please describe the activities involved and practices that yielded the best results.*

(Participants broke into small groups to discuss this topic.)

### Topic 2 – Discussion

- Networking with family services organizations has the greatest reach in our community.
- Our website has really helped to allow other organizations to reach us.
- Presentation training workshops have helped to allow us to improve. And now that our members don't fear doing presentations we are much more effective and we are doing a lot of presentations...which has led to meeting growth.
- A key facility in our community allows use of the facility for presentations. Literature racks have led to more presentations, and ultimately the start of an NA meeting at the facility.
- Registering with the government in Iran was a great benefit for NA. It allowed us greater freedom to contact and work with other organizations. In Iran everything is run by the government. So now we have access to the television network.
- Meeting list up-to-date; smooth running phone line; presentations to institutions – creating relationships for H&I
- Being involved in community activities – Have PR booth available w/ meeting list, we talk to them about “what is NA?” (lots of opportunities in recovery month)
- Tough to measure “most beneficial.” Seems like doing presentations w/ H&I may be most effective. Often don't see those we present to again. Does something for ourselves, makes for a positive outlook for our future.
- Persistence in building relationships, being patient and available.
- PR Umbrella – coordinate services, share contacts
- A combined action by ARSCNA Public Relations and Indigenous Work group Chairs, travelling to and meeting with several agencies and Rehab facilities in Darwin, a city with both big drug usage, and Indigenous populations, but a small and relatively newcomer membership. Our aim was to introduce NA to these agencies and offer some support in the community, in addition to supporting the local fellowship in their H&I endeavors. What has come from that is a decision to conduct H&I meetings via a Skype platform. These Skype meetings currently run every 2 weeks, with participation into indigenous rehabs, and approval being given for access into Jails. This is having a flow on effect in other communities in isolated areas of Australia where there is a large number of still suffering addicts, who are now aware of recovery through the NA program.



- Cape Cod Symposium – had been banned with corrections due to bad behavior. Had meeting with 19 facilities and have been back in correctional institutions number of years now. Had 7 different phonelines and now have regional phoneline single point of accountability.
- Last 10 years attended conference, Summer Institute of Addiction Studies. Many professionals didn't know about NA; talk with them because they became aware of NA as community resource. Help growth of fellowship. Poster drive effective – has personal effect of being able to help store owners family. *Becoming aggressive with want NA meetings and provide info on how to start*
- Wanted help starting NA meeting – Mayor issue with an addict and unrelated to NA. Asked to meet with mayor and spoke with mayor of what NA is which allowed meeting start.
- Had worked with school system, needed 7 months to gain approval to put BTs in HS and middle schools along with age appropriate literature. Police officers wanted meeting schedules to hand out to folks who may benefit from NA.

## Web Meeting Summary

- Thank you to everyone who participated in this Web Meeting. We value your contributions and appreciate the time that you invest in spreading NA's message of recovery.
- If you have topics that you would like to see discussed in a future PR Web Meeting please send them to us at [pr@na.org](mailto:pr@na.org)
- Our next PR Web Meeting will be sometime in August or September of 2017 with the date to be announced.
- If someone you know would like to participate in the next PR Web Meeting, please instruct them to contact us at [pr@na.org](mailto:pr@na.org) and ask them to provide the following information in their email and we will then gladly add them to the invitation list:

Name: \_\_\_\_\_

Service position (if any): \_\_\_\_\_

Area: \_\_\_\_\_

Region: \_\_\_\_\_

\*\*\*\* Thanks again everyone. We look forward to seeing you at our next PR Web Meeting. \*\*\*\*

## **#32 (Revised November 2005)**

### **USA banking, EIN, and tax liability information**

*This paper, written in 2005, is meant to provide interested groups with information regarding three related topics: 1) group bank checking (demand deposit) accounts, 2) Employer Identification Numbers, and 3) potential tax liability. Please keep in mind that the information is directed toward the NA groups that are in the USA and may at any time become outdated by some action beyond our purview. Further, this information may not be applicable for NA service committees. We suggest that NA service committees in the USA contact a licensed local tax professional for advice on these matters.*

#### **GROUP CHECKING (DEMAND DEPOSIT) ACCOUNTS**

Many NA groups make the decision to utilize a bank checking account to help manage and protect the NA funds they collect. While this commitment to accountability is commendable, caution should be exercised when a group decides to open a bank checking account. Such accounts typically require an Internal Revenue Service (IRS) identification number to be obtained. Two different numbers are used for this purpose: a Social Security Number (SSN) for individuals and an Employer Identification Number (EIN) for groups and entities other than individuals. These identification numbers can be used by the IRS for financial tracking purposes, and banks are required to report certain account activity information to the IRS, large cash deposits and interest income, for example.

It is important that NA groups refrain from using an individual's SSN to open a checking account. If an individual's SSN is used to open an account, he or she will be held responsible for the financial activity of that account regardless of whether he or she has knowledge of or has participated in the checking account activity. Also, the funds in the account may be considered the personal funds of the individual whose SSN is on the account, and in some cases may be accessed by that individual as long as that SSN is on the account. For these reasons, we recommend that any group that decides to open a checking account use only an EIN.

Please keep in mind that using a SSN to open an account is different from supplying identification, like a driver's license number, for authorized signatures on an account. Banks typically require those who have the authority to withdraw funds to supply specific information to be kept on record at the bank. This information is not used to initiate the bank account, does not assign IRS responsibility for account activity, and is changed as signatures on the account change.

#### **EMPLOYER IDENTIFICATION NUMBER**

The Employer Identification Number, also known as a federal tax identification number, is used by the IRS for identification purposes. If your group is interested in acquiring an EIN, you will need to complete IRS Form SS-4. A copy of the form can be obtained by contacting the IRS, logging on to their website at <http://www.irs.gov/index.html>, or stopping by a US Post Office. The application form is straightforward, and there is no registration fee.

Here is some information that may help when filling out an EIN application form. The form asks about the type of organization, and usually NA groups will choose "An unincorporated group of individuals." The form also asks the reason for applying for the number, and most groups will select "for banking purposes only." In addition, we recommend that when asked, the activities of the group be stated simply so as to be understandable to those outside of NA, for example, "provide a non-medical, self-help atmosphere for those with drug problems to stop using drugs" would probably work well.

The EIN may take a few weeks to be issued, or you can contact the IRS via phone to obtain the EIN on the same day, before sending the application. Once your group is assigned an EIN, you may receive a notice from the IRS to file a Form 940 or 941 (for employers); simply return the notice marked "no employees and no payroll" as long as that is the case. Care should be taken not to use the number for any purpose other than the group's business. It is important to keep in mind that the original applicant is responsible for all financial activity linked to the EIN. If anyone uses the number inappropriately, it may cause a report to be made to the IRS and result in considerable difficulty to the EIN holder.

Any NA group that acquires an EIN should consider that the IRS could at some point in time contact them and request valid financial activity information. This is one reason that NA groups will want to maintain detailed records, including treasurer's records, bank statements, receipts and any other documentation of their financial activities. We suggest that NA groups maintain accurate financial records by using the group record worksheets in the *Group Treasurer's Workbook*. The worksheets and other above mentioned records should be kept for at least five years. Care should be taken when assigning responsibility for storage of the records, so that they remain available to the group if needed.

The EIN is sometimes mislabeled a "nonprofit" number. It is not, nor is it a "tax-exempt" number. For more information on issues of nonprofit and tax-exempt status, see the following sections of this bulletin.

#### **TAX LIABILITY**

Whether an NA group must file a tax return depends on how much money they receive each year. Though we cannot say definitively who needs to file a return, we can say that an NA group that takes in less than \$5,000 total income (regardless of the source) in a year is typically not required to file a tax return. If your group takes in more than \$5,000 or there are any special circumstances, we suggest checking with a licensed local tax professional for advice on how to best meet your IRS reporting obligations, if any.

#### ***Nonprofit Organizations***

A nonprofit organization is one that, when it generates income in excess of expenses, does not use that excess in ways that personally "profit" its members or directors. For example, if a group collected \$1,000 during the year and actually spent only \$900, the group would not divide the leftover \$100 among its members. The money can, however, be used to reimburse individuals for personal expenses incurred from activities related to the purpose of the organization. In other words, reimbursing gas or meal expenses for a trusted servant who is required to travel as part of his or her service commitment would not be in conflict with the nonprofit concept. Nor is it a conflict for an NA group to send money to service boards or committees to fund their work in service to the fellowship.

While NA groups practice the principle of being nonprofit, the legal status of an NA group is a different matter. Such status is discussed further in the next section.

#### ***Tax-Exempt Status***

As we said earlier, acquiring an EIN and securing tax-exempt status are two different things. An EIN can be obtained relatively easily; tax-exempt status is a much more complex endeavor. Typically, tax-exempt status is achieved as part of the process of becoming a corporation. The IRS number associated with this type of corporation is 501C-3, also known as a not-for-profit corporation. This sometimes-costly process of incorporating requires formal, detailed reporting and financial accountability to the IRS and state agencies on an ongoing basis. For these reasons, we recommend against incorporating and seeking tax-exempt status for most NA groups whose annual gross income is below \$5,000. If your group takes in more than \$5,000 annually, while NA World Services is available as a resource, we strongly recommend also discussing the topic with a licensed tax professional familiar with not-for-profit and tax-exempt entities.

It is also important to remember that a tax-exempt or not-for-profit status cannot be "loaned" to any other element of the fellowship. If an NA group does not have tax-exempt status and that status is required in order to secure a facility, they may want to find an alternative location for activities or meetings.

#### ***State Sales Tax or End-User Tax***

The last tax liability topic we will address is sales tax or end-user tax liability. Many states require consumers to pay a tax on goods and services purchased or used in their states. Typically, NA groups must pay these taxes. We recommend to those groups who have secured 501C-3 status to check with their state tax agency for the application of this tax in their state.

#### **CONCLUSION**

We hope this information is helpful to your group in your efforts to meet your financial responsibility to the fellowship and any government agencies. As always, thorough discussion among interested members will serve best in your decision-making efforts. We also suggest seeking guidance from an informed licensed tax professional whenever there is a question. Finally, we remain available as a resource for you.

[Back to Main Table of Contents](#) [Return to Bulletins Home Page](#) [Return to Home Page](#)

# Complete Sample Bylaws

*While there are certainly smart (and not-so-smart!) ways to write bylaws, the exact wording of your bylaws is up to your group. One hundred groups could each have bylaws worded differently and yet operate very well and quite similarly.*

*Here is a sample set of PTO bylaws covering a broad range of rules that PTOs typically include—and that we recommend. Feel free to adopt or adapt them for your own group. You'll find links to a number of other samples in the File Exchange on [ptotoday.com](http://ptotoday.com).*

## **Article I – Name**

The name of the organization shall be the ABC Elementary PTO, Inc.

## **Article II – Purpose**

The corporation is organized for the purpose of supporting the education of children at ABC Elementary by fostering relationships among the school, parents, and teachers.

## **Article III – Members**

**Section 1.** Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

**Section 2.** Dues, if any, will be established by the executive board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

## **Article IV – Officers and Elections**

**Section 1. Officers.** The officers shall be a president, vice president, secretary, and treasurer.

**Reminder:** While most states only require a president, secretary, and treasurer, we recommend you also have a vice president, to assist the president and provide for succession. Many state laws do not allow the same person to serve as president and secretary.

**a. President.** The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

**b. Vice President.** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.

**c. Secretary.** The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

**d. Treasurer.** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.

**Section 2. Nominations and Elections.** Elections will be held at the second to last meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

**Section 3. Eligibility.** Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

**Section 4. Terms of Office.** Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

**Section 5. Vacancies.** If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there

is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

**Section 6. Removal From Office.** Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

## **Article V – Meetings**

**Section 1. Regular Meetings.** The regular meeting of the organization shall be on the first Tuesday of each month during the school year at 7 p.m., or at a time and place determined by the executive board at least one month before the meeting. The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise. The secretary will notify the members of the meetings in a flyer sent home with the students at least one week prior to the meeting.

**Section 2. Special Meetings.** Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer and phone calls.

**Section 3. Quorum.** The quorum shall be 10 members of the organization.

**Reminder:** It's a good practice to give notice of all meetings. Some states require a minimum notice prior to a meeting, but not usually for meetings held on the same day and at the same time each month (i.e., your regular monthly meetings).

## **Article VI – Executive Board**

**Section 1. Membership.** The Executive Board shall consist of the officers, principal, and standing committee chairs.

**Section 2. Duties.** The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

**Section 3. Meetings.** Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two board members, with 24 hours notice.

**Section 4. Quorum.** Half the number of board members plus one constitutes a quorum.

**Reminder:** Most states prohibit boards of directors from voting by proxy, mail, or email ballot unless the decision is made in writing and is unanimous. The thinking is that boards should meet and confer before making decisions, unless all board members agree.

## **Article VII – Committees**

**Section 1. Membership.** Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

**Section 2. Standing Committees.** The following committees shall be held by the organization: Fundraising, Hospitality, Membership, Communications, Arts and Enrichment, Family Events, Nominating, and Auditing.

**Section 3. Additional Committees.** The board may appoint additional committees as needed.

## **Article VIII – Finances**

**Section 1.** A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

**Section 2.** The treasurer shall keep accurate records of any disbursements, income, and bank account information.

**Section 3.** The board shall approve all expenses of the organization.

**Section 4.** Two authorized signatures shall be required on each check over the amount of \$200. Authorized signers shall be the president, treasurer, and principal.

**Section 5.** The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee.

**Section 6.** Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

**Section 7.** The fiscal year shall coordinate with the school year.  
**Reminder:** State laws often dictate what records must be made available to an organization's members and to the general public. Also, federal law requires that a nonprofit tax-exempt organization's IRS Form 1023 and copies of the organization's annual information returns (IRS Form 990 or 990EZ) for the most recent three years be available for public review when requested.



## **Article IX – Parliamentary Authority**

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

## **Article X – Standing Rules**

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

## **Article XI – Dissolution**

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

## **Article XII – Amendments**

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

## **Article XIII – Conflict of Interest Policy**

**Section 1. Purpose.** The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### **Section 2. Definitions.**

**a. Interested Person.** Any director, principal officer, or member of a committee with governing board-delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.

**b. Financial Interest.** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

i. An ownership or investment interest in any entity with which the organization has a transaction or arrangement;

ii. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or

iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement. "Compensation"

includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 3b, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### **Section 3. Procedures.**

**a. Duty To Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board-delegated powers who are considering the proposed transaction or arrangement.

**b. Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide whether a conflict of interest exists.

#### **c. Procedures for Addressing the Conflict of Interest.**

i. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

ii. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

iii. After exercising due diligence, the governing board or committee shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

#### **d. Violations of the Conflict of Interest Policy.**

i. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

ii. If, after hearing the member's response and after making further



investigation as warranted by the circumstances, the governing board or committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

**Section 4. Records of Proceedings.** The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion; including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection with the proceedings.

**Section 5. Compensation.**

a. A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

**Section 6. Annual Statements.** Each director, principal officer, and member of a committee with governing board-delegated powers shall annually sign a statement which affirms that such person:

- Has received a copy of the conflict of interest policy;
- Has read and understood the policy;
- Has agreed to comply with the policy; and
- Understands that the organization is charitable and that in order to maintain its federal tax exempt status it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

**Section 7. Periodic Reviews.** To ensure that the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

a. Whether compensation arrangements and benefits are reasonable, are based on competent survey information, and are the result of arm's length bargaining.

b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or an excess benefit transaction.

**Section 8. Use of Outside Experts.** When conducting the periodic reviews as provided for in Section 7, the organization may, but need not, use outside advisers. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring that periodic reviews are conducted.

# Bylaws of [Our School PTO]

## ARTICLE I: NAME, DESCRIPTION, & PURPOSE

Section 1: NAME—The name of the organization shall be [PTO's official name]. The PTO is located at [school name and address].

Section 2: DESCRIPTION—The PTO is a nonprofit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE—The purpose of the PTO is to enhance and support the educational experience at [our school], to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at [our school] through volunteer and financial support.

## ARTICLE II: MEMBERSHIP

Membership shall be automatically granted to all parents and guardians of [our school] students, plus all staff at [our school]. There are no membership dues. Members have voting privileges, one vote per household.

## ARTICLE III: OFFICERS

Section 1: EXECUTIVE BOARD—The Executive Board shall consist of the following officers: President, Vice President, Recording Secretary, Communications Secretary, and Treasurer. Officer positions can be shared. The school Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: TERM OF OFFICE—The term of office for all officers is one year, beginning August 1 and ending July 31 of the following year.

I.1. Most PTOs use the school's name in their name, but check with your principal to be sure that's OK. Your group can use the label "PTO" or any other term to indicate your purpose, except "PTA," which is reserved for dues-paying chapters of the National PTA.

I.2. This section makes it clear that you will function as a nonprofit group and positions you for future recognition by the IRS as a 501(c)(3) tax-exempt charity. It also says you can donate to other nonprofits. The language is awkward but correct.

I.3. Your PTO is required to have a purpose statement. This one covers all the bases of a typical independent parent group.

II. You must define who is eligible for membership and how dues, if any, are set. In this example, everyone is included in the group, no dues required.

III.1. There are many valid variations on this executive board makeup. Carefully consider what makes the most sense for your PTO. Choosing an odd number helps avoid tie votes.

III.2. Be clear about when the term of office begins and ends so everyone knows what is expected. It's usually best to have the new officers in place so they can work together over the summer. It's also a good idea to have the term match the fiscal year.

**Section 3: QUALIFICATIONS**—Any PTO member in good standing may become an officer of the PTO.

#### **Section 4: DUTIES**

**Executive Board:** Develop the PTO's annual budget, establish and oversee committees to conduct the work of the PTO, establish fundraising programs, and approve by majority vote of the Board unbudgeted expenditures of no more than \$100.

**President:** Preside at general PTO meetings and Executive Board meetings, serve as the official representative of the PTO, and retain all official records of the PTO.

**Vice President:** Oversee the committee system of the PTO, assist the President, and chair meetings in the absence of the President.

**Recording Secretary:** Record and distribute minutes of all Executive Board meetings and all general PTO meetings, prepare agendas for official PTO meetings, and hold historical records for the PTO.

**Communications Secretary:** Manage communications and marketing for the PTO, including but not limited to PTO newsletters, email broadcasts, website, bulletin boards, etc.

**Treasurer:** Serve as custodian of the PTO's finances, collect revenue, pay authorized expenses, follow all financial policies of the PTO, and hold all financial records.

**Section 5: BOARD MEETINGS**—The Executive Board shall meet monthly during the school year, or at the discretion of the President.

**Section 6: REMOVAL**—An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

**Section 7: VACANCY**—If a vacancy occurs on the Executive Board, the President shall appoint a PTO member to fill the vacancy for the remainder of the officer's term.

**III.3.** You might also want to consider defining term limits or formal succession lines as additional qualifications for your PTO officers.

**III.4. Executive Board:** Setting a limit on the Board's authority to spend unbudgeted money is a good way to balance the powers between the membership and the Board. Early in the life of your PTO, because your budget will be less precise, you might want to set the limit higher so business is not stalled between general membership meetings.

**III.4. Vice President:** It's good to give your VP a specific duty, such as overseeing committees, managing volunteers, or fundraising, so she has meaningful responsibilities.

**III.4. Recording Secretary and Communications Secretary:** Some PTOs combine the two common roles into one secretary position. As your PTO matures, you might want to consider splitting the job into two positions as described here—there's plenty of work for two.

**III.4. Treasurer:** List the basic overall responsibilities here. More detailed policies are spelled out in Article V.

**III.5.** By putting the meeting schedule in your bylaws, all future officers know what's expected of them.

**III.6 and III.7.** It might sound unlikely today, but someday your PTO might need to remove an underperforming officer. Section 7 ensures the vacancy will be filled according to consistent rules.

#### ARTICLE IV: MEETINGS

Section 1: GENERAL PTO MEETINGS—General PTO meetings shall be held to conduct the business of the PTO. Meetings shall be held monthly during the school year or at the discretion of the Executive Board.

Section 2: VOTING—Each member in attendance at a PTO meeting is eligible to vote, one vote per household. Absentee and proxy votes are not allowed.

Section 3: QUORUM—Seven (7) members of the PTO present and voting constitute quorum for the purpose of voting.

#### ARTICLE V: FINANCIAL POLICIES

Section 1: FISCAL YEAR—The fiscal year of the PTO begins August 1 and ends July 31 of the following year.

Section 2: BANKING—All funds shall be kept in a checking account in the name of [our PTO], requiring two signatures of the Executive Board and held at a local financial institution.

Section 3: REPORTING—All financial activity shall be recorded in a computer-based or manual accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. The PTO shall arrange an independent review of its financial records each year.

Section 4: ENDING BALANCE—The organization shall leave a minimum of \$2,000 in the treasury at the end of each fiscal year.

Section 5: CONTRACTS—Authority to sign contracts is limited to the President or the President's designee.

IV.1. It's common for PTOs to meet monthly. This bylaw ensures that it happens as planned.

IV.2. Be sure to specify whether you allow one vote per member, or one vote per household, or some other specific voting policy. Generally, absentee and proxy votes overcomplicate PTO business. It's a good idea to make it clear they are not allowed.

IV.3. "Quorum" is the official minimum number of members needed to be present and voting in order for the PTO to conduct business. Quorum ensures your PTO is not controlled by a tiny group. As your PTO grows, you might want to increase the quorum number to reflect the active size of your group.

V.1. "Fiscal year" defines the financial year for your PTO, which should coincide with the terms of your officers and be related to the school year. Ultimately, you may need to report your financial activity to the IRS according to this period.

V.2. Include this policy so there's no question about where your PTO will keep its money, and adhere to the two-signature rule—it's one of the most basic and essential financial controls.

V.3. This lays out the most essential job responsibilities for your treasurer and emphasizes the importance of an annual end-of-year financial review.

V.4. This statement ensures that you will have some startup money available so you don't have to start fundraising the first day of school. It is a common misconception that a nonprofit must spend down to zero every year. Not true.

V.5. This clause makes it clear that the president controls the signing of contracts on behalf of the PTO.

#### ARTICLE VI: BYLAWS AMENDMENTS

Amendments to the bylaws may be proposed by any PTO member. Amendments presented at a PTO meeting shall be considered for voting at a subsequent meeting. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to the bylaws.

#### ARTICLE VII: DISSOLUTION

In the event of dissolution of the PTO, any funds remaining shall be donated to [our school].

#### ARTICLE VIII: PARLIAMENTARY AUTHORITY

The authority for this organization shall be Robert's Rules of Order Newly Revised.

These bylaws were adopted on (MM/DD/YY).

Amended (date): \_\_\_\_\_

VI. Bylaws will need to be changed as your PTO evolves over time, so you need to spell out the rules for amending them. The waiting period prevents stealth bylaws changes. Robert's Rules of Order recommends a two-thirds approval rather than a simple majority because bylaws are so important to the group.

VII. If your group ever dissolves, your PTO's money must be donated to a recognized nonprofit charity, typically the school. The IRS requires this clause, so you might as well include it in your initial bylaws.

VIII. If other issues come up that aren't specifically addressed in your bylaws, then you refer to Robert's Rules of Order for guidance. RRO is the standard for managing meetings, running organizations, elections, voting, and more. It's wise to purchase a summary version of RRO at the local bookstore so you have it readily available for your PTO.

Insert the date when your PTO adopts its bylaws. Going into the future, list the date for each set of amendments. Keep one clean, current version on hand at all times, and don't try to show all the additions, changes, and deletions in the master version.



## Meeting search

Technology constantly changes so much that it's hard to keep up—and we've *really* noticed that at NA World Services since the introduction of the Find a Meeting service at [www.na.org](http://www.na.org) and the NA Meeting Search and NA Recovery Companion apps.

Meeting information available on our website and the apps is supplied by you—NA members, groups, areas, and regions. Currently, only 42 service bodies (of thousands worldwide) provide regular meeting updates. Meeting data for the rest of NA remains unreliable at best.

Internet access and smartphone ownership are widespread and are a common way to find information. By the end of 2016, nearly 386,000 people had downloaded the NA Meeting Search and NA Recovery Companion apps. These can be useful tools when traveling or just to hit a different meeting—*IF* the data is accurate. But, too often, meeting info in the apps sends people to empty rooms with locked doors. NA members may be used to such glitches, and most of us know to call the local helpline or consult the area or regional website to get current info. (Note: Our search tools recommend starting with those, but we know a GPS-powered search app draws us in and is so much more convenient—again, if the data is accurate.)

We hear more and more stories from frustrated members using the internet to find NA meetings. One member shared that his smartphone helped him to emerge from homelessness, but it was not particularly helpful to him in finding NA meetings.

And what about new members? The apps and our website can help them find and get to meetings. Whether they do or not depends on you. We have the technology, but we need a human touch: correct meeting information from you.

### What can you do?

Check out the meeting info we have for the areas where you live.

1. Search [na.org/meetingsearch](http://na.org/meetingsearch) or use the NA Meeting Finder or Recovery Companion app to see the most current data provided to NAWS.  
? Is the information accurate? Congratulations! Now, ask your friends or sponsees in other parts of town or nearby communities to do the same.
2. If the information isn't accurate, contact your area or regional service committee and let them know about the discrepancy you've discovered.
  - ✓ Ideally, you'll find that your local service body has a trusted servant dedicated to updating schedules throughout the service system. If not, you could suggest assigning that task to someone or—better yet—volunteer to take on that duty yourself!
  - ✓ We want your updates and have tried to make it as easy as possible for you to get them to us! Once your service body identifies someone to take on the task, she or he can contact us at [webupdates@na.org](mailto:webupdates@na.org). We'll send a spreadsheet listing everything we show for your area or region, along with instructions for updating the data and getting it back to us. If it's updated at regular intervals (like monthly, bimonthly, or quarterly), together we can ensure better meeting data accuracy.
3. Raise awareness of the problem and be a part of the solution. Discuss the importance of maintaining current meeting data at your home group's business meeting and at your ASC and/or RSC meetings. Consider setting up a system for providing updates to NAWS and to your local and regional meeting directories.

While the notion of accurate data may not thrill you, the outcome of this should.

It means more addicts will find their way to meetings. That's a goal we can all get behind, right?!

Thanks for helping to make this a reality.

*The group is the most powerful vehicle we have for carrying the message."*

Basic Text, "Tradition Five"

## NAWS Special Events



### 2017 JFT Calendar

Get your daily recovery inspiration and encouragement with excerpts from our *Just for Today* book. #2.5" x 5.25" tear-off pages with easel.

Item No. 9500 Price US \$7.00/6.49 €

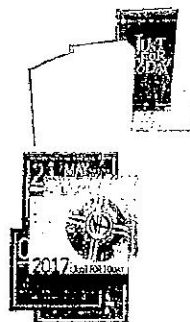
### Special JFT Bundle

while supplies last

*Just for Today* Collector's Edition & 2017 Calendar

A special hand-numbered, limited quantity collector's edition, commemorating the two millionth copy of JFT.

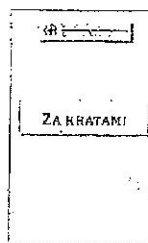
Item No. 1115S Price US \$33.00/26.49 €



### Estonian

#### IP #11: *Sponsorlus*

Item No. ET3111 Price US \$0.24/0.21 €



*Behind the Walls*

#### *Za kratami*

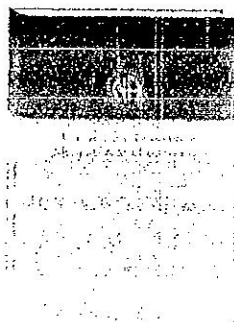
Item No. PL1601 Price US \$0.95/0.82 €

### Hungarian

*The NA Step Working Guides*

#### *A NA Munkafüzet a lépésekhez*

Item No. HU1400 Price US \$8.50/7.50 €



### Group Reading Cards (Set of 7)

Item No. PL9130 Price US \$4.60/4.25 €

### Portuguese

#### IP #29: *Uma Introdução às Reuniões de NA*

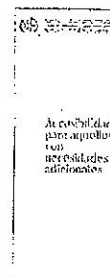
Item No. PO3129 Price US \$0.24/0.21 €



### Spanish

#### IP #26: *Accesibilidad para aquellos con necesidades adicionales*

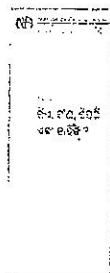
Item No. SP3126 Price US \$0.24/0.21 €



### Odia

#### IP #1: କିଏ, କ'ଣ, କିପରି ଏବଂ କାହିଁକି ?

Item No. OR3101 Price US \$0.24/0.21 €

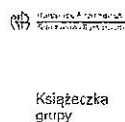


### Polish

*The Group Booklet*

#### *Książeczka grupy*

Item No. PL1600 Price US \$0.95/0.82 €





## Slovenian

### IP #2: *Skupina*

Item No. SL3102 Price US \$0.31/0.26 €

### IP #7: *Ali sem odvisnik?*

Item No. SL3107 Price US \$0.24/0.21 €

### IP #16: *Za novince*

Item No. SL3116 Price US \$0.24/0.21 €

### IP #22: *Dobrodošel v NA*

Item No. SL3122 Price US \$0.24/0.21 €



## TRY IT TODAY!

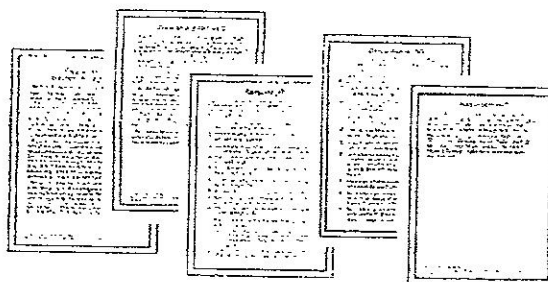
*NA's easy Companion App*

A companion app to support recovering addicts in daily life. Includes IP #9, *Living the Program*, 111 meditations, cleanline calculator, meeting locator, group reading cards, tools to help contribute financially to NA, call your sponsor, read NA literature... and much more. Available on:



## Group Reading Cards (Set of 5)

Item No. SL9130 Price US \$4.60/4.25 €



## Coming Soon

## Line-Numbered Basic Text

*Narcotics Anonymous*

Item No. 1101LN Price US \$11.55/10.00 €

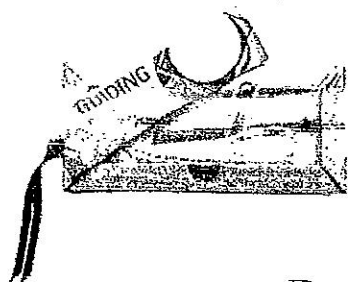
## Portuguese

Sixth Edition Basic Text

*Narcóticos Anônimos*

Item No. PD1101 Price US \$11.55/10.00 €

## Twelve Traditions Bookmarks (Set of 12)



Attractively packaged set of twelve bookmarks with each Tradition debossed on one side and striking artwork inspired by *Guiding Principles: The Spirit of Our Traditions* on the other side.

## Danish

*Just for Today*

Revised to the Sixth Edition Basic Text

*Bare for i dag*

Item No. DK1112 Price US \$9.00/7.90 €

## Spanish

Concordance Line-Numbered Basic Text

*Narcóticos Anónimos*

Item No. SP1102LN Price US \$11.55/10.00 €

## eLit

Soon available thru Amazon, iTunes, and Google Play:

Italian Basic Text

*Narcotici Anonimi*

Spanish Basic Text

*Narcóticos Anónimos*