

Pills Anonymous Local Service Manual

***2012 Edition
Reflecting actions from the October 2010
World Service Conference***

Pills Anonymous World Office
1900 W Chandler Blvd.
Suite 15-309
Chandler, Arizona 85224
pillsanonymous.org



2012

Table of Contents

ABOUT THIS MANUAL	4
A DEFINITION OF "PILLS ANONYMOUS".....	5
PILLS ANONYMOUS DEFINITION OF CLEAN TIME AND RECOVERY.....	5
THE TWELVE STEPS OF PILLS ANONYMOUS	6
THE TWELVE TRADITIONS OF PILLS ANONYMOUS	7
THE TWELVE CONCEPTS.....	8
THE IMPORTANCE OF "ANONYMITY"	10
THE STRUCTURE OF PILLS ANONYMOUS.....	11
STATEMENT OF POLICY	12
FINANCES - GENERAL GUIDELINES.....	13
DEFINITION OF A PILLS ANONYMOUS "GROUP".....	14
THE P.A. GROUP.....	14
MEETING/GROUP TYPES.....	15
MEETING/GROUP STYLES	15
GROUP SERVANTS	15
SECRETARY.....	16
GROUP TREASURER.....	16
DELEGATE.....	16
ALTERNATE DELEGATE.....	17
WORLD SERVICE CONFERENCE DELEGATE.....	17
PROCEDURES FOR DELEGATE / ALTERNATE ELECTION.....	18
RECOGNITION OF THE ORIGINAL DELEGATE.....	18
SUGGESTED MEETING FORMATS.....	20
SUGGESTED STEP STUDY MEETING FORMAT.....	20
SUGGESTED BOOK STUDY MEETING FORMAT.....	22
SUGGESTED PARTICIPATION MEETING FORMAT.....	24
SUGGESTED SPEAKER MEETING FORMAT.....	25
SUGGESTED H&I MEETING FORMAT.....	26
HOW IT WORKS.....	27
THE PROMISES.....	28
WE CAN RECOVER.....	28
TWENTY QUESTIONS.....	29
DOES THE MEETING NEED TO BE AN ORGANIZATION?.....	30
MEETING REGISTRATION FORM.....	31
APPENDIX LIST OF WSC APPROVED LITERATURE:	32

ABOUT THIS MANUAL

This Manual is intended to provide us guidance for our local activity in this spiritual program of recovery.

Except for legal matters dealing with logos and the name "Pills Anonymous" and procedures for elections and participation at the WSC, suggestions are just that and decisions by individuals, and groups, should be considered within the context of our Twelve Steps, Traditions and Concepts. We should remember that each group is autonomous and that the group conscience is our guiding principle. We hope that you will remember when reviewing this document that this Manual is a compilation of our shared experiences, good and bad, placed upon paper to the best of our ability. If you have any questions or concerns about its contents, please contact the Board of Trustees.

2021

A DEFINITION OF “PILLS ANONYMOUS”

Pills Anonymous is a fellowship of recovering pill addicts throughout the World. The following definition of “Pills Anonymous” will be found in our Fellowship’s literature and is often read at meetings of P.A.:

“Pills Anonymous is a fellowship of men and women who share their experience strength and hope with each other that they may solve their common problem and help others to recover from pill addiction. The only requirement for membership is a desire to stop using pills. There are no dues or fees for PA membership; we are self supporting through our own contributions. PA is not affiliated with any religious group, politics, organization or institution. We do not wish to engage in any controversy and neither endorse nor oppose any cause. This is a program which works by regularly attending meetings and working the 12 Steps of Recovery with other pill addicts. Our primary purpose is to carry the message to the addict who still suffers. We work together to stay clean and help others achieve the same freedom.”

PILLS ANONYMOUS DEFINITION OF CLEAN TIME AND RECOVERY

In Pills Anonymous we believe clean time is based on abstinence from pills and all other mind-altering substances. Many of us came to P.A. due to addiction to prescribed medications, but we believe abstinence should NOT be limited to pills alone. As addicts we say that we have given up our right to seek a “sense of ease and comfort” from ALL mind-altering substances including, but not limited to: certain prescribed medications, alcohol, street drugs, and even some over-the-counter medications.

We understand there are instances in which mind-altering medication may be necessary. We suggest when these circumstances arise, we inform our doctors of our recovery from pill addiction, speak with our sponsor, and share our situation with other members of P.A. before making a decision about taking such medication.

Recovery is our goal, not just physical abstinence. We have found that through the P.A. program our perception has changed and we no longer see using pills as the solution. We believe the best foundation for maintaining and enjoying recovery is through sharing our experience, strength, and hope with each other and by working the [Twelve Steps of Pills Anonymous](#).

THE TWELVE STEPS OF PILLS ANONYMOUS

1. We admitted we were powerless over our addiction to pills and all other mind-altering substances — 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 addicts, and to practice these principles in all our affairs.

THE TWELVE TRADITIONS OF PILLS ANONYMOUS

1. Our common welfare should come first; personal recovery depends upon P.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 membership is a desire to stop using pills.
4. Each group should be autonomous, except in matters affecting other groups or P.A. as a whole.
5. Each group has but one primary purpose — to carry its message to the addict who still suffers.
6. A P.A. group ought never endorse, finance or lend the P.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every P.A. group ought to be fully self-supporting, declining outside contributions.
8. Pills Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. P.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Pills Anonymous has no opinion on outside issues; hence the P.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 CONCEPTS OF PILLS ANONYMOUS

1. The final responsibility and the ultimate authority for P.A. world services should always reside in the collective conscience of our whole Fellowship.
2. The P.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 Board of Trustees 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 P.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 Trustee members of the Conference when they act among themselves as the World Service Board of Pills Anonymous.
7. The Conference recognizes that the Charter and the Bylaws of the World Service Board are legal instruments; that the Trustees are thereby fully empowered to manage and conduct all of the world service affairs of Pills Anonymous. 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 P.A. purse for its final effectiveness.
8. The Trustees of the World Service Board act 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 the Trustees 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 the Trustees hold final responsibility for P.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 P.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 Pills Anonymous, it shall never perform any acts of government; and that, like the Fellowship of Pills Anonymous which it serves, the Conference itself will always remain democratic in thought and action.

THE IMPORTANCE OF “ANONYMITY”

Traditionally, P.A. members take great care to preserve their anonymity at the public level: press, radio, television and films. We know from experience that people with drug problems might hesitate to turn to P.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 P.A. is free to make his or her own interpretation of P.A.

Tradition, no individual is ever recognized as a spokesperson for the Fellowship locally, nationally or internationally. Each member speaks only for themselves. Pills

Anonymous is grateful to all media for their assistance in strengthening and observing the Tradition of anonymity. Periodically, the P.A. World Service Office may send to all major media a letter describing the Traditions and asking their support in observing it.

A P.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 P.A. members.

THE STRUCTURE OF PILLS ANONYMOUS

Pills 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 pill 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 followed up with.

The main service body of the Fellowship is P.A. World Services, which will be centered at the World Service Office, where employees and service volunteers will maintain communications with local Groups and with persons outside the Fellowship who turn to P.A. for information on the program of recovery. P.A. Conference-approved literature and chips will be prepared, published and distributed through this office.

The World Service Office will be responsible to the World Service Board of Trustees. The P.A. World Service Conference, which will consist of Delegates from P.A. Groups throughout the Fellowship, Trustees of P.A. World Services, and World Service Office Directors and staff members, will meet annually, and provide a link between the Groups within the Fellowship and the Trustees who serve as custodians of P.A. Traditions and interpreters of policies affecting the Fellowship as a whole.

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.

The principal of consistent rotation of responsibility is followed by all P.A. service positions. Positions in the local Group are rotated according to a vote of the Group.

STATEMENT OF POLICY

Who may use the name “PILLS ANONYMOUS,” the block letters “P.A.,” the official PILLS ANONYMOUS LOGO* (hereinafter “logo”), future variations of the logo:

- A. A Pills Anonymous “Group” as defined herein, for its function of organizing and operating a regularly scheduled P.A. meeting. A P.A. Group may not use the name, letters or logo for any other purpose (including without limitation, dances, conventions, memorabilia, or fund raising events) without the prior written consent of the Pills Anonymous World Service Board of Trustees President after a vote taken by the Pills Anonymous World Service Board of Trustees.
- B. Pills Anonymous World Service Office, Inc. (an Arizona corporation) and Pills Anonymous World Services, Inc. (an Arizona corporation).

The service body granting the use of the PA logo shall be responsible for ensuring that the proper PA logo, with applicable trademarks, is used on printed materials and memorabilia.

No other individual or entity may use the name “PILLS ANONYMOUS”, the block letters “P.A.,” the official PILLS ANONYMOUS LOGO (hereinafter “logo”), future variations of the Logo without the written permission of the Pills Anonymous World Service Board of Trustees.*

Pills Anonymous groups, meetings and service committees should only use, display, distribute or sell the following literature and materials: the WSC Approved Literature set forth in the Appendix, the books “ALCOHOLICS ANONYMOUS,” “TWELVE STEPS AND TWELVE TRADITIONS,” and “The P.A. Service Manual” and Pills Anonymous World Service, and group/ meeting approved flyers, meeting directories and other materials displaying the PA logo as described above.

The Pills Anonymous logo must be used in its entirety. The official logo includes the interwoven circle and triangle with the stylized PA in the center and the registered trademark symbol. No other text or design element may touch, overlap or show through behind the logo other than a solid color. The block letters “P.A.” may only be used alone when they bear no resemblance to the inside of the official logo.

FINANCES - GENERAL GUIDELINES

1. Trusted servants elected to handle money should be chosen with care.
2. Checking accounts should require two signatures. Those authorized to sign consist of chairperson, vice-chairperson, treasurer, vice-treasurer, secretary, or finance committee chairperson.
3. The functions of collecting cash should be separated from the function of record keeping and audit of records.
4. The treasurer shall report income and expenses on a regular (monthly) basis.
5. Checks should not be pre-signed.
6. Standard accounting procedures should be utilized to record all income and expenses. Groups may consider outside professional accounting or bookkeeping services.
7. A finance/spending committee may be established to monitor and approve expenditures. All non operating expenditures should be approved by the finance/spending committee.
8. Monies maintained in a general account should be limited to two months operating expenses to curtail embezzlement.
9. Receipts and/or invoices should be maintained for all expenditures.
10. Copies of all invoices and checks shall be maintained.
11. All non-committed funds should be donated to World Service.
12. At the Group level, it is recommended that two group members be accountable for Group funds.
13. It is recommended that each level of service set up auditing and accounting procedures with appropriate checks and balances.

DEFINITION OF A PILLS 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 a P.A. Group when:

1. The only requirement for membership is a desire to stop using pills.
2. It is fully self-supporting.
3. Its primary purpose is to help addicts recover through the Twelve Steps of P.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 P.A. GROUP

The basic unit in P.A. is the local Group, which is autonomous except in matters affecting other Groups or P.A. as a whole. The Group has but one primary purpose, which is to help others to recover from their addiction to Pills through the Twelve suggested 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 experiences, strength and hope with each other, thus helping us to identify and understand the nature of our disease.

Most Pill addicts in P.A. achieve and sustain their recovery as a result of their participation in the activities of the Group. The Group is the heart of Pills 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 P.A. unity.”

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

Sometime during the meeting, there is usually a period for P.A. related announcements of interest to the meeting. A collection is taken to cover rent, literature and chips, refreshments, contributions to the 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 P.A. as a whole.

MEETING/GROUP TYPES:

OPEN: Attended by P.A. members, their families, friends and other interested people.

CLOSED: Attendance is limited to P.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"), and The P.A. Service Manual.

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

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

H&I MEETINGS: H&I meetings are often restricted to patients or residents only, and not open to the community as a whole. These meetings are brought into facilities by local PA members through the H&I committee. H&I meetings are basically beginners meetings; with the chairperson of each meeting providing the speakers. They do not observe the 7th Tradition. Certain facilities may require H&I participants to be subject to clean time requirements, dress and conduct codes.

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." OUR SECOND TRADITION

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

SECRETARY

Suggested clean 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 P.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 World Service Meeting.
6. See that rent for the meeting space is paid and that the Group's monthly contribution is forwarded to the 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 P.A. literature and schedules.

GROUP TREASURER

Suggested clean time: One Year

Suggested prior service time: Six Months

Term: One Year

Duties and Responsibilities:

1. Keeps an accurate bookkeeping system.
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 World Service Office.

WORLD SERVICE CONFERENCE DELEGATE

Suggested clean time: One year

Term: One year

The Delegate position is probably the most important service position for which a member can be elected.

Great care should be taken with this choice; the quality of the World Services can only be as good as those choices the individual Groups make. As with the Secretaries, Delegate candidates should only accept positions for those Groups that they regularly attend (50% of the time). They are the ones who will carry the information back to the Group as to what is going on in our Fellowship on the World level.

It should be understood that a Delegate does not require Group approval to vote on matters affecting the Group or P.A. as a whole, although it is the Delegate responsibility

to vote mindful of the group conscience. (See Concept 3). A good Delegate is familiar with the P.A. World Service Manual and the Twelve Concepts of World Services. If the Delegate cannot attend, an Alternate should attend. The person elected Delegate should be trusted with the Group vote. Before accepting a nomination for Delegate, 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, and the World Service.
4. Reads/reviews communications from World Service.

ALTERNATE WORLD SERVICE CONFERENCE DELEGATE

The purpose and responsibility 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 Delegate.

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. Every Conference Delegate, after his or her 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 his or her individual Group. It is important that the information about the WSO and WSC be passed on with enthusiasm, encouraging the continued health and growth of P.A.
 4. Delegates shall encourage their Groups to generate funds to help support World Services.
 5. Delegates must be prepared to attend World service meetings. They must understand the issues in their Groups to be better able to present them to the Conference.
 6. Delegates cooperate with WSO by providing local meeting schedules and local P.A. information numbers.
 7. Delegates provide P.A. leadership by helping to solve local problems involving the P.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 Group level.
- Further, in the spirit of rotation, wherever possible, Delegates should only serve one term and not consecutive terms.

8. Delegates visit other Groups in their Area 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 a World Trustee at least once per quarter to provide the Trustee with Group reports and updates.

PROCEDURES FOR DELEGATE/ALTERNATE ELECTION TO THE PILLS ANONYMOUS WORLD SERVICE CONFERENCE

1. Delegates and Alternate Delegates are to be elected to the WSC by each Group.

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 Group's delegate for the balance of the unexpired portion of the original Delegate's term until the WSO is informed otherwise by the Group. Such an Alternate Delegate succeeding to a Delegate position is eligible to run for election to a full Delegate term.

3. The Group 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 Delegates have one year of continuous clean time.

4. The Delegates are to be elected for a term of four (4) Conferences, within a period of up to four (4) consecutive years. It is suggested that the spirit of rotation be followed. The Group may decide the length of terms for Alternate Delegates.

5. When necessary, Delegate elections are to be held 120 days prior to the World Service Conference.

RECOGNITION OF THE ORIGINAL DELEGATE TO THE PILLS ANONYMOUS WORLD SERVICE CONFERENCE

1. Delegates that attended either of the first two Conferences in Las Vegas, Nevada or Tempe, Arizona will be recognized as Original Delegates. The purpose of the Original Delegate is to provide the group conscience until the Meeting / Group count is such to provide sufficient Delegates to the Conference.

2. The Original Delegates will serve a term of eight (8) Conferences, within a period of eight (8) consecutive years. (Their terms will end following the 2016 Conference.) This term may be modified by the WSC.

3. The Original Delegates cannot proxy any of their votes to another Delegate. That is an Original Delegate carrying a vote as the result of being a Director, Trustee, or World

Service Office member will only have one vote and cannot proxy his or her other voting right.

4. The Original Delegates forfeits his or her Delegate position if he or she:
 - a. Relapses
 - b. Misses two consecutive Conferences.
 - c. Formally resigns to the PAWS Board of Trustees.

2012

SUGGESTED MEETING FORMATS

SUGGESTED STEP STUDY MEETING FORMAT

Welcome to the (_____) meeting of Pills Anonymous. My name is (_____) and I am a Pill Addict. Are there any other Pill Addicts present? Welcome! Not to embarrass you, but so that we could get to know you better, will those of you in your first 30 days of clean time please let us know who you are? Would you please stand and state your name and your disease?

Pills Anonymous is a fellowship of men and women who share their experience strength and hope with each other that they may solve their common problem and help others to recover from pill addiction. The only requirement for membership is a desire to stop using pills. There are no dues or fees for PA membership; we are self supporting through our own contributions. PA is not affiliated with any religious group, politics, organization or institution. We do not wish to engage in any controversy and neither endorse nor oppose any cause. This is a program which works by regularly attending meetings and working the 12 Steps of Recovery with other pill addicts. Our primary purpose is to carry the message to the addict who still suffers. We work together to stay clean and help others achieve the same freedom.

It is a custom in Pills Anonymous to read a portion of Chapter Five from the "Big Book" of Alcoholics Anonymous, entitled *How It Works*.

I've asked (_____) to read for us.

The Twelve Traditions are to the group what the Twelve Steps are to the individual. I've asked (_____) to read for us.

It is the format of this meeting to read from the *Twelve Steps and Twelve Traditions* of Alcoholics Anonymous. This is followed by a discussion of the reading. Tonight we are on Step _____.

(LEADER READS STEP) We will now go around the room and each read a paragraph.

(AFTER READING OF THE STEP) We are fully self-supporting through our own contributions. At this time we will observe the 7th Tradition. Newcomers need not feel obligated to contribute. Please remain quietly seated while the baskets are being passed.

(AFTER BASKETS ARE COLLECTED) We will now have a 5 minute coffee break.

(AFTER COFFEE BREAK)

(OPTIONAL) We give chips at this meeting for 30, 60 and 90 days, 6 and 9 months, 1 year, 18 months, and 2 or more years of continuous clean time – free from all mind-altering

substances. Please keep your sharing brief so that we may have time for participation afterward. Is there anyone here in their first 30 days of clean time who wishes to take a newcomer chip? 30 days? 60 days? 90 days? 6 months? 9 months? 1 year? 18 months? 2 or more years?

We give a cake for every 365 days of continuous clean time. We have (_____) birthdays.

We now have time for participation. We ask that you limit your sharing to your experience, strength and hope as it relates to the Step that was read. If you have not taken the Step, we welcome you to ask any questions regarding this Step. We also ask

that you not share if you have had any drugs or alcohol in the last 24 hours. There is no cross-talk at this meeting, and please limit your sharing to 3-5 minutes. Who would like to start?

(TEN MINUTES BEFORE THE MEETING ENDS) Our time is up. If you have any questions that went unanswered, or if you feel the need to share, please introduce yourself to someone after the meeting and exchange phone numbers. We are all here to help. Are there any secretary's announcements?

(AFTER SECRETARY'S ANNOUNCEMENTS) I would like to close by having (_____) read *The Promises*.

After a moment of silent meditation for the addict who still suffers, would (_____) lead us in the prayer of his/her choice?

2022

SUGGESTED BOOK STUDY MEETING FORMAT

Welcome to the (_____) meeting of Pills Anonymous. My name is (_____) and I am a Pill Addict. Are there any other Pill Addicts present? Welcome! Not to embarrass you, but so that we could get to know you better, will those of you in your first 30 days of clean time please let us know who you are? Would you please stand and state your name and your disease?

Pills Anonymous is a fellowship of men and women who share their experience strength and hope with each other that they may solve their common problem and help others to recover from pill addiction. The only requirement for membership is a desire to stop using pills. There are no dues or fees for PA membership; we are self supporting through our own contributions. PA is not affiliated with any religious group, politics, organization or institution. We do not wish to engage in any controversy and neither endorse nor oppose any cause. This is a program which works by regularly attending meetings and working the 12 Steps of Recovery with other pill addicts. Our primary purpose is to carry the message to the addict who still suffers. We work together to stay clean and help others achieve the same freedom.

It is a custom in Pills Anonymous to read a portion of Chapter Five from the "Big Book" of Alcoholics Anonymous, entitled *How It Works*.

I've asked (_____) to read for us.

The Twelve Traditions are to the group what the Twelve Steps are to the individual. I've asked (_____) to read for us.

It is the format of this meeting to read from the "Big Book" of Alcoholics Anonymous.

This is followed by a discussion of the reading. Tonight we are on _____.

(LEADER READS FROM WHERE WE LET OFF) We will now go around the room and each read a paragraph.

(AFTER READING OF THE SECTION) We are fully self-supporting through our own contributions. At this time we will observe the 7th Tradition. Newcomers need not feel obligated to contribute. Please remain quietly seated while the baskets are being passed.

(AFTER BASKETS ARE COLLECTED) (OPTIONAL) We give chips at this meeting for 30, 60 and 90 days, 6 and 9 months, 1 year, 18 months, and 2 or more years of continuous clean time – free from all mind-altering substances. Please keep your sharing brief so that we may have time for participation afterward. Is there anyone here in their first 30 days of clean time who wishes to take a newcomer chip? 30 days? 60 days? 90 days? 6 months? 9 months? 1 year? 18 months? 2 or more years?

We give a cake for every 365 days of continuous clean time. We have (_____) birthdays.

We now have time for participation. We ask that you limit your sharing to your experience, strength and hope as it relates to the Step that was read. If you have not taken the Step, we welcome you to ask any questions regarding this Step. We also ask that you not share if you have had any drugs or alcohol in the last 24 hours. There is no cross-talk at this meeting, and please limit your sharing to 3-5 minutes. Who would like to start?

(TEN MINUTES BEFORE THE MEETING ENDS) Our time is up. If you have any questions that went unanswered, or if you feel the need to share, please introduce yourself to someone after the meeting and exchange phone numbers. We are all here to help. Are there any secretary's announcements?

(AFTER SECRETARY'S ANNOUNCEMENTS) I would like to close by having
(_____) read *The Promises*.

After a moment of silent meditation for the addict who still suffers, would (_____)
lead us in the prayer of his/her choice?

2012

SUGGESTED PARTICIPATION MEETING FORMAT

Welcome to the (_____) meeting of Pills Anonymous. My name is (_____) and I am a Pill Addict. Are there any other pill addicts present? Welcome! Not to embarrass you, but so that we could get to know you better, will those of you in your first 30 days of clean time please let us know who you are? Would you please stand and state your name and your disease?

Pills Anonymous is a fellowship of men and women who share their experience strength and hope with each other that they may solve their common problem and help others to recover from pill addiction. The only requirement for membership is a desire to stop using pills. There are no dues or fees for PA membership; we are self supporting through our own contributions. PA is not affiliated with any religious group, politics, organization or institution. We do not wish to engage in any controversy and neither endorse nor oppose any cause. This is a program which works by regularly attending meetings and working the 12 Steps of Recovery with other pill addicts. Our primary purpose is to carry the message to the addict who still suffers. We work together to stay clean and help others achieve the same freedom.

It is a custom in Pills Anonymous to read either a portion of Chapter Five from the "Big Book" of Alcoholics Anonymous. I've asked (_____) to read for us.

The Twelve Traditions are to the group what the Twelve Steps are to the individual. I've asked (_____) to read for us.

We are fully self-supporting through our own contributions. At this time we will observe the 7th Tradition. Newcomers need not feel obligated to contribute. Please remain quietly seated while the baskets are being passed.

(AFTER BASKETS ARE COLLECTED) (OPTIONAL) We give chips at this meeting for 30, 60 and 90 days, 6 and 9 months, 1 year, 18 months, and 2 or more years of continuous clean time – free from all mind-altering substances. Please keep your sharing brief so that we may have time for participation afterward. Is there anyone here in their first 30 days of clean time who wishes to take a newcomer chip? 30 days? 60 days? 90 days? 6 months? 9 months? 1 year? 18 months? 2 or more years?

We give a cake for every 365 days of continuous clean time. We have (_____) birthdays.

(OPTIONAL: LEADER QUALIFIES FOR 5-10 MINUTES) This is a 1 hour participation meeting. We encourage newcomers to ask any questions they may have regarding the program and recovery. Please do not share if you have had any drugs or alcohol in the last 24 hours. There is no cross-talk at this meeting, and all questions should be directed at the speaker. Please limit your sharing to 3-5 minutes. Who would like to start?

(TEN MINUTES BEFORE THE MEETING ENDS) Our time is up. If you have any questions that went unanswered, or if you feel the need to share, please introduce yourself to someone after the meeting and exchange phone numbers. We are all here to help. Are there any secretary's announcements?

(AFTER SECRETARY'S ANNOUNCEMENTS) I would like to close by having (_____) read *The Promises*.

After a moment of silent meditation for the addict who still suffers, would (_____) lead us in the prayer of his/her choice?

SUGGESTED SPEAKER MEETING FORMAT

Welcome to the (_____) meeting of Pills Anonymous. My name is (_____) and I am a Pill Addict. Are there any other pill addicts present? Welcome! Not to embarrass you, but so that we could get to know you better, will those of you in your first 30 days of clean time please let us know who you are? Would you please stand and state your name and your disease?

Pills Anonymous is a fellowship of men and women who share their experience strength and hope with each other that they may solve their common problem and help others to recover from pill addiction. The only requirement for membership is a desire to stop using pills. There are no dues or fees for PA membership; we are self supporting through our own contributions. PA is not affiliated with any religious group, politics, organization or institution. We do not wish to engage in any controversy and neither endorse nor oppose any cause. This is a program which works by regularly attending meetings and working the 12 Steps of Recovery with other pill addicts. Our primary purpose is to carry the message to the addict who still suffers. We work together to stay clean and help others achieve the same freedom.

It is a custom in Pills Anonymous to read a portion of Chapter Five from the "Big Book" of Alcoholics Anonymous. I've asked (_____) to read for us.

The Twelve Traditions are to the group what the Twelve Steps are to the individual. I've asked (_____) to read for us.

We are fully self-supporting through our own contributions. At this time we will observe the 7th Tradition. Newcomers need not feel obligated to contribute. Please remain quietly seated while the baskets are being passed.

(AFTER BASKETS ARE COLLECTED)(OPTIONAL) We give chips at this meeting for 30, 60 and 90 days, 6 and 9 months, 1 year, 18 months, and 2 or more years of continuous clean time – free from all mind-altering substances. Please keep your sharing brief so that we may have time for participation afterward. Is there anyone here in their first 30 days of clean time who wishes to take a newcomer chip? 30 days? 60 days? 90 days? 6 months? 9 months? 1 year? 18 months? 2 or more years?

We give a cake for every 365 days of continuous clean time. We have (_____) birthdays.

This is a 1 hour speaker meeting. I've asked (_____) to speak.

(AFTER THE SPEAKER FINISHES IF THERE IS TIME REMAINING)

Now we will continue with participation. We encourage newcomers to ask any questions they may have regarding the program and recovery. Please do not share if you have had any drugs or alcohol in the last 24 hours. There is no cross-talk at this meeting, and all questions should be directed at the speaker. Please limit your sharing to 3-5 minutes. Who would like to start?

(TEN MINUTES BEFORE THE MEETING ENDS) Our time is up. If you have any questions that went unanswered, or if you feel the need to share, please introduce yourself to someone after the meeting and exchange phone numbers. We are all here to help. Are there any secretary's announcements?

(AFTER SECRETARY'S ANNOUNCEMENTS) I would like to close by having (_____) read *The Promises*.

After a moment of silent meditation for the addict who still suffers, would (_____) lead us in the prayer of his/her choice?

SUGGESTED H&I PARTICIPATION MEETING FORMAT

Welcome to the (_____) meeting of Pills Anonymous. My name is (_____) and I am a Pill Addict. Are there any other pill addicts present? Welcome! Not to embarrass you, but so that we could get to know you better, will those of you in your first 30 days of clean time please let us know who you are? Would you please stand and state your name and your disease?

Pills Anonymous is a fellowship of men and women who share their experience strength and hope with each other that they may solve their common problem and help others to recover from pill addiction. The only requirement for membership is a desire to stop using pills. There are no dues or fees for PA membership; we are self supporting through our own contributions. PA is not affiliated with any religious group, politics, organization or institution. We do not wish to engage in any controversy and neither endorse nor oppose any cause. This is a program which works by regularly attending meetings and working the 12 Steps of Recovery with other pill addicts. Our primary purpose is to carry the message to the addict who still suffers. We work together to stay clean and help others achieve the same freedom.

It is a custom in Pills Anonymous to read either a portion of Chapter Five from the "Big Book" of Alcoholics Anonymous. I've asked (_____) to read for us.

The Twelve Traditions are to the group what the Twelve Steps are to the individual. I've asked (_____) to read for us.

(OPTIONAL: LEADER QUALIFIES FOR 5-10 MINUTES) This is a 1 hour H&I participation meeting. We encourage newcomers to ask any questions they may have regarding the program and recovery. There is no cross-talk at this meeting, and all questions should be directed at the speaker. Please limit your sharing to 3-5 minutes. Who would like to start?

(TEN MINUTES BEFORE THE MEETING ENDS) Our time is up. If you have any questions that went unanswered, or if you feel the need to share, please introduce yourself to someone after the meeting and exchange phone numbers. We are all here to help. Are there any secretary's announcements?

(AFTER SECRETARY'S ANNOUNCEMENTS) I would like to close by having (_____) read *The Promises*.

After a moment of silent meditation for the addict who still suffers, would (_____) lead us in the prayer of his/her choice?

HOW IT WORKS

Rarely have we seen a person fail who has thoroughly followed our path. Those who do not recover are people who cannot or will not completely give themselves to this simple program, usually men and women who are constitutionally incapable of being honest with themselves. There are such unfortunates. They are not at fault; they seem to have been born that way. They are naturally incapable of grasping and developing a manner of living which demands rigorous honesty. Their chances are less than average. There are those, too, who suffer from grave emotional and mental disorders, but many of them do recover if they have the capacity to be honest.

Our stories disclose in a general way what we used to be like, what happened, and what we are like now. If you have decided you want what we have and are willing to go to any length to get it—then you are ready to take certain steps.

At some of these we balked. We thought we could find an easier, softer way. But we could not. With all the earnestness at our command, we beg of you to be fearless and thorough from the very start. Some of us have tried to hold on to our old ideas and the result was nil until we let go absolutely.

Remember that we deal with Pills—cunning, baffling, powerful! Without help it is too much for us. But there is One who has all power—that One is God. May you find Him now! Half measures availed us nothing. We stood at the turning point. We asked His protection and care with complete abandon.

Here are the Steps we took, which are suggested as a program of recovery:

1. We admitted that we were powerless over our addiction to Pills and all other mind-altering substances—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 addicts, and to practice these principles in all our affairs.

Many of us exclaimed, “What an order! I can’t go through with it.” Do not be discouraged. No one among us has been able to maintain anything like perfect adherence to these principles. We are not saints. The point is, that we are willing to grow along spiritual lines. The principles we have set down are guides to progress. We claim spiritual progress rather than spiritual perfection.

Our description of the addict, the chapter to the agnostic, and our personal adventures before and after make clear three pertinent ideas:

- (a) That we were addicts and could not manage our own lives.
- (b) That probably no human power could have relieved our addiction.
- (c) That God could and would if He were sought.

THE PROMISES

If we are painstaking about this phase of our development, we will be amazed before we are half way through. We are going to know a new freedom and a new happiness. We will not regret the past nor wish to shut the door on it. We will comprehend the word serenity and we will know peace. No matter how far down the scale we have gone, we will see how our experience can benefit others. That feeling of uselessness and self-pity will disappear. We will lose interest in selfish things and gain interest in our fellows. Self-seeking will slip away. Our whole attitude and outlook upon life will change. Fear of people and of economic insecurity will leave us. We will intuitively know how to handle situations which used to baffle us. We will suddenly realize that God is doing for us what we could not do for ourselves.

Are these extravagant promises? We think not. They are being fulfilled among us, sometimes quickly, sometimes slowly. They will always materialize *if* we work for them.

WE CAN RECOVER

Welcome to Pills Anonymous. We are all here for the same reason—our inability to stop using Pills and all other mind-altering substances. The first step towards solving any problem is admitting that there *is* a problem.

The problem, as we see it, consists of an obsession of the mind and an allergy of the body. The obsession is a continued and irresistible thought of Pills and the next high. The allergy creates an absolute inability to stop using once we begin.

We wish to assure you that there *is* a solution and that recovery *is* possible. It begins with abstinence and continues with practicing the Twelve Steps of recovery, one day at a time. Our program, the Twelve Steps of Pills Anonymous, is the means by which we move from the problem of pill addiction to the solution of recovery.

1. We admitted that we were powerless over our addiction to Pills and all other mind-altering substances—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 addicts, and to practice these principles in all our affairs.

Pills Anonymous is a spiritual program, not a religious one. In P.A. we believe each individual can choose a Higher Power of his or her own understanding.

Few of us came to Pills Anonymous to find God. We came into these rooms to get rid of a terrifying pill addiction. Look around this room. You are surrounded by people who came as a last resort. Many of us came into these rooms emotionally, financially and spiritually bankrupt. We have experienced all sorts of tragedies as a result of Pills, drugs and/or alcohol. We have lived many of the same horrors you have, yet today we are free from the misery, terror and pain of addiction.

Maybe some of us were worse off than you; maybe some of us didn't hit as low a bottom as you. Still the fact remains that those of us who are recovering have come to believe that a Higher Power of our own understanding can restore us to sanity.

There *is* a solution; we *can* recover one day at a time, from our addiction.

TWENTY QUESTIONS

Here are the 20 questions designed to help you determine if you are a pill addict:

1. Has your doctor, spouse or anyone else expressed concern about your use of medications?
2. Have you ever decided to stop taking pills only to find yourself taking them again contrary to your earlier decision?
3. Have you ever felt remorse or concern about taking pills?
4. Has your efficiency or ambition decreased since taking pills?
5. Have you established a supply for purse or pocket or to hide away in case of emergency?
6. Have you ever been treated by a physician or hospital for excessive use of pills (whether or not in combination with other substances)?
7. Have you changed doctors or pharmacies for the purpose of maintaining your supply?
8. Have you received the same medication from two or more physicians or pharmacists at approximately the same time?
9. Have you ever been turned down for a refill?
10. Have you ever taken other peoples pills with or without their permission or obtained them illegally?

11. Have you taken the same pain or sleep medication for a prolonged period of time only to find you still have the same symptoms?
12. Have you ever informed your physician as to which pill works best at which dosage and had them adjust the prescription to your recommendations?
13. Have you increased the dosage, strength or frequency of your pills over the past months or years?
14. Are your pills quite important to you; e.g., do you worry about refills long before running out?
15. Do you become annoyed or uncomfortable when others talk about your use of pills?
16. Have you or anyone else noticed a change of personality when you take your pills, or when you stop taking them?
17. Have you ever taken your medication before you had the associated symptom?
18. Have you ever been embarrassed by your behavior when under the influence of your pills?
19. Do you ever sneak or hide your pills?
20. Do you find it impossible to stop or to go for a prolonged period without your pills?

If you answered yes to three or more of these questions, then our experience would indicate that you may be one of us.

Reprinted and adapted with permission from *There's More to Quitting Drinking than Quitting Drinking* by Dr. Paul O.

DOES THE MEETING NEED TO BE AN ORGANIZATION?

The answer to this question is maybe.

There are different laws in each state and even each country, so each group should look into the laws in their area. This means contacting a lawyer, accountant or some document filing organization.

In the United States one reason to organize in one way or another is taxes. If a group is not organized the money that is collected during the seventh tradition may be taxable and the leader of the group could be responsible. In some states a group can organize as an Association, and if they collect less than \$5000 a year they do not need to file with the IRS. If the group expects to collect more than \$5000, the group should look into incorporation, and obtaining 501 (c) 3 status with the IRS.

It is strongly recommended that each group contact a professional such as a lawyer or accountant with this question.

**PILLS ANONYMOUS WORLD SERVICE, INC.
MEETING REGISTRATION FORM**

Completing this form will allow Pills Anonymous World Service, Inc. (PAWS) Board of Trustees and Committees to add your meeting to our National Calender of Meetings and to keep you informed about the rapid evolution of our world organization. If you have any questions or comments please write to info@pillsanonymous.org. Note that email will be our primary means of communication, so please provide at least one email address.

Meeting Information	
Group Name	
Meeting Address	
Date Group Started	
Open or Closed Meeting?	
Format (e.g., participation, speaker)	
Applicable Meeting Code (see below)	
Contact Information	
Secretary's Name	
Secretary Contact Phone Number(s)	
Secretary's Term of Service (Start/end)	
Alternate Contact Name	
Alternate Contact Phone Number(s)	
Meeting Contact email address	
Alternate Meeting Contact Email address	
Delegate's Name	
Delegate's Address	
Delegates's Phone Number(s)	
Delegate's Email Address	

Meeting Codes:

C= closed to pill addicts only
M= men's stag
W= women's stag
G= gay

H= handicapped accessible
B= babysitting available

APPENDIX LIST OF WSC APPROVED LITERATURE:

The following literature has been approved by the World Service Conference:

Books:

Alcoholics Anonymous

Twelve Steps and Twelve Traditions

NA it Works, How and Why

Twelve Steps and Twelve Traditions of Narcotics Anonymous

Pamphlets:

To be determined.

Other Materials:

To be determined.

Guidelines and Workbooks:

Pills Anonymous World Service Manual

Pills Anonymous Local Service Manual

Pills Anonymous World Service Public Information Guide

NA Step Study Workbook