

Southern California Region Narcotics Anonymous LGBTQ Committee Guidelines

REV: 03/19/23

“Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers.” Basic Text pg. xxvi

The purpose of the Southern California Regional Narcotics Anonymous LGBTQ Committee (from here on, referred to as the LGBTQC) is to provide outreach services to help the LGBTQ suffering addict to feel part of the lifesaving fellowship of Narcotics Anonymous. In accordance with our traditions, our outreach services will be inclusive of all suffering addicts. Anyone may join us, regardless of age, race, sexual identity, creed, religion or lack of religion.

Our goal is to further NA's primary purpose by providing an LGBTQ voice to, and by fostering and mentoring our fellowship's (LGBTQ) lesbian, gay, bisexual, transgender, non-binary, intersex, asexual, queer, or questioning members' participation in, SCRSC's H&I, Public Relations (PR), Phonelines (PL), SBTW, Cruise, Youth, Activities, Website committee's services.

We believe that in reaching out to the LGBTQ addict, inclusive of any suffering addict, we will promote unity within the fellowship by helping those addicts to find their voices in service and help them to feel a sense of belonging within the community of Narcotics Anonymous as a whole.

Mission of LGBTQC will develop tools and strategies to make Narcotics Anonymous meetings safe by promoting an atmosphere of recovery in our meetings in which all addicts are welcome. Our services may include but not limited to Region-Wide activities (Annual Pride Event, Halloween event, plan for LGBTQC Convention), fundraising events, distribution and production of NA service materials including but not limited to LGBTQ Meeting Directory and LGBTQ Newsletter, participation of our members at learning days, conventions and booth sittings, participation in the world board pool and through the power of example of our member service at a home group level.

1. Responsibilities and Functions

A. To support, participate, and communicate on a regular basis with all Regional Service Committee (herein after referred to as RSC Committee.)

B. To hold a monthly Committee meeting that focuses on the LGBTQ suffering addict in recovery and new ways to reach them in harmony with our primary purpose, carrying the message to the addict who still suffers.

C. To maintain a close working relationship with the RSC.

D. To conduct all business in accordance with the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts of NA Service.

E. Establish and maintain LGBTQC archives.

- F. Provide information to any entity that serves the LGBTQ suffering addict.
- G. Plan events in the Southern California Region.
- H. Produce and maintain LGBTQ Meeting Directory and LGBTQ Newsletter.

2. Voting Procedures

A. Voting participants shall include LGBTQC trusted servants (as outlined in section 3 of this document) Area Liaisons, Alternate Area Liaisons and members at large who have previously attended two consecutive meetings and have not missed two consecutive meetings. Voting privileges will be extended at the second consecutive LGBTQC meeting. Absence at two consecutive LGBTQC meetings by a member implies inactivity of that member as a voting member of the LGBTQC. That member will be recognized as a voting participant once the member attends two meetings consecutively.

B. A quorum at each LGBTQC meeting shall consist of more than 50% of the eligible members to vote. A quorum is necessary to carry out business. Once a quorum is achieved at each LGBTQC meeting, the quorum shall stand for the remainder of the meeting.

C. Business motions shall pass with a simple majority of voting participants.

D. Motions regarding guideline changes, money matters, or removal of a trusted servant from their position shall require a 2/3 majority of voting participants.

E. Any responsibilities or decisions that arise between meetings are to be resolved by the executive body and reported at the next scheduled meeting.

F. Elections of trusted servants shall require a simple majority. Nominations shall be held in May and elections in June with the newly elected officers taking office in July

G. After LGBTQC elections, the Chair and Vice Chair should be affirmed by the RSC before taking office.

H. Business meetings are open to all interested members of NA, however only LGBTQC participants (as defined in line A of this section) are eligible to vote.

I. The LGBTQC shall follow "Roberts' Rules of order in conjunction with consensus based decision making (as used by the RSC).

J. In case of conflict with the RSC guidelines, RSC guidelines shall have authority.

3. Trusted Servant Descriptions

A. LGBTQC officers shall consist of the following elected positions: Chair, Vice Chair, Secretary, Treasurer, and Vice Treasurer.

B. The executive committee shall consist of the Chair, Vice-Chair, Secretary and the Treasurer and Vice Treasurer.

C. LGBTQC trusted servants with two consecutive absences (from the LGBTQC meetings or other duties) will be automatically removed from their position.

D. Any LGBTQC trusted servant will be removed from their position upon loss of their clean time; they will become eligible again when they meet the clean time requirements.

E. Trusted servants may not serve more than two consecutive terms in the same service position.

F. Trusted servants should be able to maintain records related to LGBTQC service.

Chair

1. Requirements

- a. Five years clean
- b. One [to two] year[s] commitment to the position.
- c. Two years service committee experience
- d. Affirmed by the RSC
- e. Ability to organize and direct the LGBTQC in a service-oriented manner.
- f. Ability to attend LGBTQC and RSC meetings every month.
- g. Working knowledge of the NA 12 Steps, Traditions, and Concepts.

2. Duties

- a. Facilitates LGBTQC meetings on time, smoothly and efficiently.
- b. Prepares an agenda for each LGBTQC meeting.
- c. Ensures that all LGBTQC trusted servants fulfill their duties.
- d. Serves as a liaison between LGBTQC and RSC.
- e. Provides monthly written reports to LGBTQC and RSC.
- f. Votes on behalf of LGBTQC at RSC when applicable.
- g. Prepares materials for informational training as needed.
- h. Be a co-signer on the LGBTQC bank account.
- i. Submit three (3) bids to the committee for final approval for each event.
- j. Negotiate and prepare the contract for each event, making sure it is signed by the appropriate RSO board member. Provide a copy of all signed contracts for archives.
- k. Follow up with the facility, to ensure that all arrangements are confirmed and make sure both sides meet the contract criteria.
- l. Attends the Western Service Learning Days (WSLD) or sends Vice Chair.

Vice Chair

1. Requirements

- a. Five years clean
- b. One year commitment (with willingness to advance to Chair's position if elected at conclusion of Vice Chair term).
- c. One year previous service committee experience
- d. Ability to carry out responsibilities of Chair in case of Chair's absence.
- e. Ability to attend LGBTQC and RSC meetings every month.
- f. Working knowledge of the NA 12 Steps, Traditions and Concepts.

2. Duties

- a. Attends LGBTQC and RSC meeting every month.
- b. When Chair is absent:
 1. Facilitates LGBTQC meetings.
 2. Provides written report to LGBTQC and RSC.
 3. Exercises LGBTQC voting privileges at RSC.
- c. Facilitates orientation of new members.

- d. Honors request to attend ASC meetings in the So Cal Region
- e. Assists Chair with preparing material for the informational training as needed.
- f. Facilitates annual guideline review
- g. Be a co-signer on the LGBTQC bank account.
- h. Assist the Chairperson in overseeing all LGBTQC functions
- i. Contact possible facilities for each event.
- j. Submit three (3) bids to the committee for final approval for each event.
- k. Negotiate and prepare the contract for each event, making sure it is signed by the appropriate RSO board member. Provide a copy of all signed contracts for archives.
- l. Follow up with the facility, make all arrangements and make sure both sides meet the contract.

Treasurer

1. Requirements

- a. Five years clean and a source of income.

2. Duties –

- a, Work in conjunction as the liaison to Southern California Regional

Activities Committee

- b. Be a co-signer on the LGBTQC bank account.
- c. Keep a record of all cash flow in and out of the bank.
- d. Be the custodian of the LGBTQC bank account.
- e. Disburse any funds with the approval of the Committee.
- f. Submit a monthly financial report at the beginning of each monthly LGBTQC meeting. This report shall consist of:
 - 1. A detailed balance sheet
 - 2. A detailed income statement reported in “financial activity” events order
 - 3. A detailed bank reconciliation, balancing the bank statement to the balance sheet
 - 4. A written budget for each current LGBTQC event
- g. Forward the Treasurer's Report to the Secretary for submission to the Committee if unable to attend the meeting for any reason.
- h. Prepare Sales Tax Form on all merchandise sold and submit it to the RSO with any necessary payment on a quarterly basis.
- i. Prepare the books for the annual audit in December.
- j. Prepare and submit a fiscal year-end financial report at the last business meeting of the SCRSCNA.

Vice Treasurer

1. Requirements

- a. Five years clean and a source of income.

2. Duties

- a. Be a co-signer on the LGBTQC bank account.
- b. Perform the duties of the Treasurer in their absence.

- c. Assist the Treasurer in preparing the books for the annual audit in December.
- d. Assist the Treasurer in preparing and submitting a fiscal year-end financial report at the last business meeting of the LGBTQC.

Secretary

1. Requirements

- a. Two years clean
- b. One year commitment to the position.
- c. One year previous service committee experience.
- d. Ability to keep concise and accurate written records of business

meetings.

- e. Access to a computer/laptop and experience with MS Office Docs
- f. Working knowledge of the NA 12 Steps, Traditions, and Concepts.

2. Duties

- a. Taking minutes and distributes copies at the beginning of the next monthly meeting.
- b. [Updates] roster.
- c. Maintains records (agendas, reports to the RSC and LGBTQC, attendance sheets, etc.).
- a. Retains copies of LGBTQC guidelines to give to new members.

Co-Secretary

1. Requirements

- a. Two years clean
- b. One year commitment to the position.
- c. One year previous service committee experience.
- d. Ability to keep concise and accurate written records of business meetings.
- e. Access to a computer/laptop.
- f. Working knowledge of the NA 12 Steps, Traditions, and Concepts.

2. Duties

- a. Step up if Secretary is not present
- b. Taking minutes and distributes copies at the beginning of the next monthly meeting.
- c. [Updates] roster.
- d. Maintains records (agendas, reports to the RSC and LGBTQC, attendance sheets, etc.).
- e. Retains copies of LGBTQC guidelines to give to new members.

Committee Liaisons

1. Requirements

- a. Clean Time based on Committee Areas Guidelines
- b. Previous service experience.
- c. Ability to attend LGBTQC and appropriate Committee monthly meeting.
- d. Working knowledge of the NA 12 Steps, Traditions, and Concepts.

2. Duties

- a. Submit reports for both LGBTQC and appropriate Committee.
- b. Serves as LGBTQC liaison to the appropriate committee.
- c. Coordinates any LGBTQC project related to that committee.
 - PR: Distribute LGBTQC meeting lists and phone lists, participate in workshops, presentations, booth sittings, and Service Works.
 - H&I: Distribute LGBTQ meeting lists and phone lists, participate in H&I Learning Day, and update [the] LGBTQC [about] LGBTQC friendly panels in SoCal. To invite other LGBTQ or any members to serve on H&I panels to hopefully reach the community inside the walls, jails and institutions.
 - Cruise: reach out to destinations find LGBTQ friendly meetings to fellowship in other countries.
 - SBTW: Learn about sponsoring, to help serve the committee.
 - PL: To take a commitment. Distribute LGBTQC meeting lists and phone lists, participate in workshops, presentations, booth sittings, and Service Works.
 - WEBSITE: to serve on the committee to learn or bring forth technical knowledge and dedication to better serve Southern California Region.
 - YOUTH: Distribute LGBTQ meeting lists and phone lists, participate in YOUTH events, and update [the] LGBTQC [about] LGBTQ friendly youth panels in SoCal. To also reach out to the youths to find LGBTQ friendly meetings to fellowship in all areas.
 - SCRCNA: To work with the committee to hold a workshop dedicated to LGBTQ issues and growing from a spiritual place in recovery. To bring others into service by sharing our ESH.

Area Liaisons and Alternate Area Liaisons

1. Requirements

- a. Elected by their ASC

2. Duties

- a. All duties, responsibilities, and other aspects of these positions are to be determined by their respective Areas

4. Operational Guidelines

- A. Any portion of these guidelines may be waived at any time by a 2/3 vote of the voting body.
- B. "A Guide to Local Service in Narcotics Anonymous" should be used only as a reference.
- C. Any portion of these guidelines may be amended by a 2/3 vote of the voting body. The amended section shall be added to the guidelines by the creation of an addendum.
- D. An annual Guideline Review Ad-hoc Committee, chaired by the LGBTQC's Vice Chair, will convene in March, guidelines will be approved by LGBTQC in April, and then submitted to be approved by the RSC in June. The previous year's addendum will then be incorporated into these guidelines following RSC approval.
- E. In the event of a vacated office, special elections may be held to fill the position.

F. All members handling money must have a minimum of two (2) years clean time and must sign the Trusted Servants Financial Services Acknowledgement. (No Exceptions)

G. All expenditures must be completely documented. Each expense must have a written receipt with the vendor's name, address, telephone number, purchase date, type of service(s) or product(s) received, event or purpose authorized for, and an amount paid and balances due, if any. If paid in cash, the name of the LGBTQC member making the payment should be included. No exceptions will be made.

H. Cash expenditures are not to be made over twenty dollars (\$20.00).

I. The original bank statement for the LGBTQC bank account will be available to view at each meeting and put into the archives.

J. At all LGBTQC events, the Treasurer will oversee all revenues. A cash count will take place a minimum of three (3) times during the course of the event (i.e. start, middle and end); which will include the Treasurer and a minimum of two (2) other committee members; who meet requirement L (above). These two (2) other committee members will not be cash takers at any other part of the event (i.e. door, opportunity drawing tickets, snacks, t- shirts, etc.).

K. An Event Report Sheet will be kept for all LGBTQC events (including but not limited to Annual Pride Event, Halloween event, LGBTQC Convention). The Report Sheet will be part of the permanent record of the LGBTQC.

L. For each LGBTQC event only a check will be issued to set up the 'bank'. The bank is only to be used for the purpose of making cash change for cash. Upon the close of the event, the amount of the bank will be taken out of the gross revenues and cash on hand. The bank is never considered an expense or revenue to the event.

M. All revenues of the LGBTQC must be deposited after receipt within three (3) business working days into the LGBTQC bank account. The Treasurer will keep a detailed record of each deposit as a permanent record. A separate deposit will be made for each event. No two (2) events' revenues will be deposited together. If funds cannot be deposited within the next three (3) business days then the Chairperson and Vice- Chairperson are to be notified immediately by the Treasurer.

N. A maximum of \$10,000.00 shall be kept in the LGBTQC bank account. Any monies over the \$10,000.00 will be donated to the Southern California Regional Service Conference.

O. The LGBTQC checking account shall require two (2) signatures on each check to ensure monetary security of the LGBTQC. Two (2) signers on the LGBTQC bank account may not reside in the same household nor shall the payee be a signer on the check.

5. MISAPPROPRIATION/MISUSE OF FUNDS AND MISCONDUCT

- A. The 11th concept of NA service establishes the sole priority for the use of NA funds, "to carry the message to the addict that still suffers". The 12th concept of NA service gives the LGBTQC a mandate from the NA groups which call for total

- fiscal accountability. With this in mind, any misappropriation or misuse of funds by any regional trusted servant(s) or NA member(s) cannot be tolerated.
- B. The definition of “misappropriation of funds” includes but not limited to theft, embezzlement, or use of NA funds for the purposes not expressly authorized by a regional committee, or adhoc committee. This includes the theft of cash, checks, any financial instrument (i.e., refunds, royalties, or rebates from vendors to the NA fellowship), or asset (i.e., equipment, supplies, or physical inventory).
 - C. Misconduct is defined as, any action contrary to the 12 Traditions of NA, The 12 Concepts of NA Service, The Guidelines of the SCRSC, the guidelines the LGBTQC committee or ad-hoc committee (if applicable), as well as any violation of a California State or US Federal law, to the extent that such misconduct is detrimental to the NA fellowship. This includes conduct that creates a benefit to a member or outside enterprise and to the detriment of the NA fellowship.
 - D. Interim action – suspension:
 - 1. Should any LGBTQC executive committee member, committee member, or any nonelected NA member be suspected to have misappropriated or misused LGBTQC funds or have been involved in misconduct, the LGBTQC Executive Committee duly elected officers will vote in person or by phone, to immediately suspend the member(s) involved from further regional service. Suspension in this instance is not a disciplinary action, it is the pause in active service to allow time for an investigation of an incident.
 - 2. The suspended officer or member may no longer represent him/herself to the fellowship or service boards/committees and its ad-hocs. Additionally, a member upon notification of being suspended by phone or letter from the Chair, may not be reimbursed for any service-related expenses incurred during their suspension.
 - 3. Upon suspension of any member(s), the LGBTQC Executive Committee duly elected officers must make a full and timely investigation of the matter and report the findings at the next SCRSC meeting.
 - 4. Any member who participates in or who has knowledge of the suspected misappropriation or misuse of LGBTQC funds or misconduct, shall be subject to the same actions taken against the member(s) and are required to be present at the SCRSC.
 - 5. The presiding officer of the SCRSC immediately upon calling the following the SCRSC to order, must report all interim actions/decision made by the Executive Committee duly elected officers, fully disclosing the alleged misappropriation or misuse of LGBTQC funds or misconduct and the individual(s) involved. Any member suspected of misappropriation or misuse of LGBTQC funds or misconduct, may exercise the 10th concept of NA service to redress the issue at this time.
 - E. SCRSC action-removal and reinstatement
 - 1. Once the SCRSC Executive Committee’s duly elected officers investigate and report to the SCRSC its findings of the suspected violation of this section, the SCRSC must immediately vote on a motion to remove the individual(s) from office and/or the committee with cause, to reinstate or to extend the investigation. The Chair will notify said member(s) and/or committee by either phone or

certified mail, as well as notify their area by email, as well as a letter delivered via the area's RCM.

2. Should the SCRSC remove an officer(s) or member(s) with cause, the said individual's participation within the LGBTQC is immediately terminated. a) Any member removed from office and/or committee by SCRSC for misappropriation of NA funds, may no longer represent themselves to the fellowship or service boards/committees as an officer or member of the LGBTQC, its committees or its ad-hocs, for a period of five (5) years from the date of interim suspension. b) Any member removed from office and/or committee by the SCRSC for any misconduct, may no longer represent themselves to the fellowship or service boards/committees as an officer or member of the LGBTQC, its committees and its ad-hocs for a period of 2 to 5 years at the discretion of the SCRSC, on a case-by-case basis (this period of time will be voted on and determined at the time of removal from office and/or committee). c) If a trusted servant resigns from office or a committee prior to the SCRSC having taken the aforementioned action or reaching a final resolution, the SCRSC shall proceed to suspend the trusted servant. The SCRSC shall investigate the matter and follow the aforementioned process to its normal conclusion.

3. Upon reinstatement by a required two-thirds vote of the SCRSC, said member's suspension will be lifted and the member will resume their role as a full participant of the LGBTQC, its committees or ad-hocs as applicable.

F. Restitution

1. A member removed from office for the misappropriation or misuse of LGBTQC funds might be subject to criminal and/or civil legal proceedings. A two-thirds vote of either the SCRSC or the SCRSC Board of Directors shall be required to file charges with the local law enforcement agencies, inclusive of the local police and District Attorney's Office.

2. Members removed from office for the misappropriation or misuse of LGBTQC funds may, at the discretion of the SCRSC or SCRSC Board of Directors be asked to sign a promissory note and make restitution in full.

Summary

This committee will strive to provide a safe environment for the LGBTQ suffering addict to attend, and an opportunity to be introduced to regional/area service by mentors that are their peers, giving them a foundation for future service positions.

Maintaining an atmosphere of recovery for all addicts. The LGBTQ will serve to encourage addicts to get involved in their recovery, to care about others and themselves by providing services to the fellowship. By setting an example, the trusted servants of the (LGBTQC) will show new addicts that being of service and giving back is part of how we stay clean.

We will participate in outreach work in our communities to plant seeds of recovery in the still suffering addicts and let them know that everyone is welcome to find recovery in NA. We will work towards breaking the barriers created by societal views toward the LGBTQ population or any suffering addicts.

**In the "Committee Liaisons" section, we will have members in service to report as a link between Areas and Regions, to better serve our LGBTQ community. There are not enough meetings nor enough support, many members have fallen off because of this.

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