

Southern California Region Narcotics Anonymous LGBTQ Committee Guidelines

REV: 05/19/24

“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 Southern California Regional Narcotics Anonymous LGBTQ Committee (from here on, referred to as the LGBTQC) meets the second Saturday of every month from 1-3 PM. We meet every month virtually using the region's zoom account. Meeting ID: 202-100-1953 and Passcode: 232323 . We meet hybrid quarterly in the months of January, April, July, and October at the Regional Service Office located at 1937 S Myrtle Ave. Monrovia, CA 91016.

The purpose of the LGBTQC is to provide outreach services to help the LGBTQIA+ 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 LGBTQIA+ voice to SCRSC's committees (Hospitals and Institutions, Public Relations, Phone Lines, Sponsorship Behind the Walls, Cruise, Youth, Activities, and Website), thereby fostering participation and mentorship amongst our fellowship's LGBTQ (lesbian, gay, bisexual, transgender, non-binary, intersex, asexual, queer, or questioning) members.

We believe that in reaching out to the LGBTQIA+ 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.

The mission of the LGBTQC will be to 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 are not limited to, Region-Wide activities (eg: 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 Conference (hereinafter referred to as RSC Committee).
- B. To hold a monthly Committee meeting that focuses on the LGBTQIA+ 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 LGBTQIA+ 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 members at large who have previously attended two (2) consecutive meetings and have not missed two (2) consecutive meetings, LGBTQC trusted servants (as outlined in section 3 of this document), Area Liaisons, and Alternate Area Liaisons. Voting privileges will be extended at a member's second consecutive LGBTQC meeting. Absence at two (2) 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 (2) consecutive meetings.

B. Voting participants shall not include the Chair of the LGBTQC. The chair has the option to vote when that vote would change the outcome of the motion being considered.

C. 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.

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

E. Motions regarding guideline changes, money matters, or removal of a trusted servant from their position, shall require a two-thirds majority of voting participants.

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

G. Elections of trusted servants shall require a simple majority of voting members. Nominations shall be held in May and elections held in June. The newly elected officers will take office in July.

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

I. 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.

J. The LGBTQC shall follow "Robert's Rules of Order" in conjunction with consensus based decision making (as used by the RSC).

K. 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, Treasurer, and Vice Treasurer.

- C. LGBTQC trusted servants with three (3) consecutive absences (from the LGBTQC meetings or other duties) can be 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 (2) consecutive terms in the same service position.
- F. Trusted servants should be able to maintain records related to LGBTQC service.
- G. The executive body committee members shall attend the annual guideline review.
- H. All committee members are required to read and be familiar with the guidelines prior to entrance into office.

I. Chair

1. Requirements

- a. Five (5) years clean.
- b. Two (2) years commitment to the position.
- c. Two (2) 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. Facilitate LGBTQC meetings on time, smoothly, and efficiently.
- b. Prepare an agenda for each LGBTQC meeting.
- c. Ensure that all LGBTQC trusted servants fulfill their duties.
- d. Serve as a liaison between LGBTQC and RSC.
- e. Provide monthly written reports to LGBTQC and RSC.
- f. Vote on behalf of LGBTQC at RSC when applicable.
- g. The chair has the option to vote when that vote would change the outcome of the motion being considered.
- h. Be a co-signer on the LGBTQC bank account.
- i. Negotiate and prepare contracts, when applicable, making sure it is signed by the appropriate RSO board member. Provide a copy of all signed contracts for archives.
- j. Follow up with facilities to ensure that arrangements are confirmed and make sure both sides meet the facility's criteria.
- k. Attend Western Service Learning Days (WSLD) or send the Vice Chair.

J. Vice Chair

1. Requirements

- a. Five (5) years clean.
- b. One (1) year commitment (with willingness to advance to Chair's position if elected at conclusion of Vice Chair term).

- c. One (1) year previous service committee experience.
- d. Affirmed by the RSC.
- e. Ability to carry out responsibilities of Chair in case of Chair's absence.
- f. Ability to attend LGBTQC and RSC meetings every month.
- g. Working knowledge of the NA 12 Steps, Traditions and Concepts.

2. Duties

- a. Attend LGBTQC and RSC meetings every month.
- b. When Chair is absent:
 - 1. Facilitate LGBTQC meetings.
 - 2. Provide written reports to LGBTQC and RSC.
 - 3. Exercise LGBTQC voting privileges at RSC.
- c. Facilitate orientation of new members and makes efforts to attract members from underrepresented areas to join.
- d. Honor requests to attend ASC meetings in the So Cal Region.
- e. Assist Chair with preparing material for the informational training as needed.
- f. Facilitate annual guideline review.
- g. Be a co-signer on the LGBTQC bank account.
- h. Assist the Chairperson in overseeing all LGBTQC functions.
- i. Attend Western Service Learning Days (WSLD) in the absence of the Chair.
- j. Prepare materials for informational training (eg: training new liaisons, guideline review, etc.) as needed.

K. Treasurer

1. Requirements

- a. Five (5) years clean and a source of income.
- b. Two (2) year commitment to position.
- c. Affirmed by the RSC.
- d. Working knowledge of the NA 12 Steps, Traditions, and Concepts.

2. Duties

- a. Be a co-signer on the LGBTQC bank account.
- b. Keep a record of all cash flow in and out of the bank.
- c. Be the custodian of the LGBTQC bank account.
- d. Disburse any funds with the approval of the Committee.
- e. Attend RSC to request funds when needed.
- 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 SCRSC.

k. Attend committee events (see section 4 operational guidelines for financial details).

L. Vice Treasurer

1. Requirements

a. Five (5) years clean and a source of income.

b. One (1) year commitment (with willingness to advance to Treasurer's position if elected at conclusion of Vice Treasurer term).

c. Affirmed by the RSC.

d. Working knowledge of the NA 12 Steps, Traditions, and Concepts.

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.

e. Attend committee events (see section 4 operational guidelines for financial details).

M. Secretary

1. Requirements

a. Two (2) years clean.

b. One (1) year commitment to the position.

c. One (1) 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. Take minutes and distribute copies at the beginning of the next monthly meeting.

b. [Update] roster.

c. Maintain records (agendas, reports to the RSC and LGBTQC, attendance roster, etc.).

d. Retain copies of LGBTQC guidelines to give to new members.

e. Determine quorum at each LGBTQC monthly meeting (see voting procedures section for additional details)

N. Alternate Secretary

1. Requirements

a. Two (2) years clean

b. One (1) year commitment to the position (with willingness to advance to

Secretary's position if elected at the conclusion of Alternate Secretary's term).

- c. One (1) 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. Complete secretary duties when the secretary is not present.
- b. Maintain records (agendas, reports to the RSC and LGBTQC, attendance roster, etc.).
- c. Assist secretary when needed.

O. Committee Liaisons

1. Requirements

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

2. Duties

- a. Submit reports for both LGBTQC and appropriate Committee.
- b. Serve as LGBTQC liaison to the appropriate Committee.
- c. Coordinate any LGBTQC project related to that committee.
 - 1. PUBLIC RELATIONS: Distribute LGBTQC meeting lists and phone lists. Participate in workshops, presentations, booth sittings, and Service Works.
 - 2. HOSPITALS & INSTITUTIONS: Distribute LGBTQC meeting lists and phone lists, participate in H&I Learning Day, and update the LGBTQC about LGBTQIA+ panels in SCRNA. Invite LGBTQIA+ or any members to serve on H&I panels to reach the community inside the walls, jails and institutions.
 - 3. CRUISE: Reach out to destinations to find LGBTQIA+ meetings to fellowship in other countries.
 - 4. SPONSORSHIP BEHIND THE WALLS: Learn about sponsoring to help serve the committee and provide information on how to become a sponsor.
 - 5. PHONE LINES: Take a phone line slot commitment. Distribute LGBTQC meeting lists and phone lists. Participate in workshops, presentations, booth sittings, and Service Works.
 - 6. WEBSITE: Serve on the committee to learn or bring forth technical knowledge to better serve SCRNA.
 - 7. YOUTH: Distribute LGBTQC meeting lists and phone lists. Participate in YOUTH events, update the LGBTQC about LGBTQIA+ youth panels in SCRNA, and reach out to youth

- to find LGBTQIA+ meetings to fellowship in SCRNA areas.
8. CONVENTION: Work with the committee to hold a workshop dedicated to LGBTQIA+ issues and how to grow from a spiritual place in recovery. Bring others into service by sharing our experience, strength, and hope.
 9. ACTIVITIES: Work with the committee to clear activity dates to avoid duplication of events. Seek flier approval from activities prior to flier distribution.

P. Area Liaisons and Alternate Area Liaisons

1. Requirements

- a. Elected by their area service committee.

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 two-thirds 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 two-thirds 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 will be made.

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. LGBTQC bank account

1. Key Executive

- a. The key executive is the Regional Service Office (Board of Directors) Treasurer.
- b. Chair, Vice Chair, Treasurer, and Vice Treasurer shall contact the Key Executive to be added to the bank account as signers.

- c. Treasurer or Vice Treasurer shall send statements to the Key Executive each month.
 2. Electronic payment transactions can be used for reimbursement.
 3. Vendors or committee members can request reimbursement via email or at the monthly committee meeting.
 4. A written confirmation from Treasurer or Vice Treasurer; and Chair or Vice Chair must be submitted before a transaction is commenced. Confirmation can be made at the committee meeting or via email to the Secretary. This includes setting up the bank for an event.
- J. The original bank statement for the LGBTQC bank account will be available to view at each meeting and put into the archives.
- K. 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). The cash counters will include the Treasurer and a minimum of two (2) other trusted members who meet requirement F (above). These two (2) other trusted members will not be cash takers at any other part of the event (i.e. door, opportunity drawing tickets, snacks, t-shirts, etc.).
- L. An Event Report Sheet will be kept for all LGBTQC events (including, but not limited to, the Annual Pride Event, Halloween event, and LGBTQC Convention). The Report Sheet will be part of the permanent record of the LGBTQC.
- M. For each LGBTQC event, a check will be issued only 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.
- N. 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.
- O. All receipts for reimbursement must be submitted to the Treasurer within three (3) business working days after the event.
- P. A maximum of \$7,000.00 shall be kept in the LGBTQC bank account. Any monies over the \$7,000.00 operating reserve will be donated to the Southern California Regional Service Conference.
- Q. 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 calls 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 is not limited to, theft, embezzlement, or use of NA funds for the purposes not expressly authorized by a regional committee, or ad hoc committee. This includes the theft of cash, checks, any financial instrument (i.e., refunds, royalties, or rebates from vendors to the NA fellowship), or assets (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 non elected 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 themselves 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 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 LGBTQC 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 LGBTQC Chair will notify said member(s) and/or committee by either phone or certified mail.

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 two (2) to five (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

The LGBTQC will strive to provide a safe environment for the LGBTQIA+ addict to have opportunities to be of service.

The LGBTQC will maintain an atmosphere of recovery for all addicts. The LGBTQC will serve to encourage addicts to get involved in their recovery, caring about others and themselves, by providing services to the fellowship. By setting an example, the trusted servants of the LGBTQC will show 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 LGBTQIA+ 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 LGBTQIA+ community. There are not enough meetings or enough support; many members have fallen off because of this.**

Guidelines created July 2016 and First Approved by RSC on June 17, 2017. Revised & Approved on May 19, 2024.