

Southern California Region Narcotics Anonymous LGBTQ Committee Guidelines

REV: 9/11/2022

“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 committees 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 will include **but not limited to Regional activities (Annual Pride Event, Halloween event, LGBTQC Convention), fundraising events, distribution and production of related NA service materials including but not limited to LGBTQ Meeting Directory and LGBTQ Newsletter**, participation of our members at learning days, ~~and~~ **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 LGBTQ 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 LGBTQ 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 LGBTQ meeting. Absence at two consecutive LGBTQ meetings by a member implies inactivity of that member as a voting member of the LGBTQ. That member will be recognized as a voting participant once the member attends two meetings consecutively.

B. A quorum at each LGBTQ 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 LGBTQ 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 LGBTQ 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 LGBTQ participants (as defined in line A of this section) are eligible to vote.

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

D. Any LGBTQ 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. Three 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. Two 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. 3 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. 2 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 LGBTQC 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 LGBTQC meeting lists and phone lists, participate in YOUTH events, and update [the] LGBTQC [about] LGBTQC 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 prudent reserve will be donated to the Southern California Regional Service Conference.

O. The LGBTQC checking account shall require two (2) signatures on each check to insure 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.

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 LGBTQC 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. Created [July 2016] Approved by RSC June 17th 2017 Reviewed & Updated August 14th, 2021