



**GREATER LOS ANGELES AREA
SERVICE COMMITTEE (GLAASC)**

AREA GUIDELINES

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1. SUGGESTED GUIDELINES OF THE GREATER LOS ANGELES AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS (GLAASC)

The GLAASC adapts the Narcotics Anonymous A Guide to Local Services. While these Guidelines supersede A Guide to Local Services with regard to any business issues before this Area Service Committee (ASC), any issue that is not addressed in these Guidelines should be handled according to the current A Guide to Local Services. We recognize that the Ultimate Authority in the Greater Los Angeles Area Service Committee is, "A loving God as He may express Himself in our group conscience".

2. NAME AND BOUNDARIES

- 2.1. This body shall be known as the Greater Los Angeles Area Service Committee of Narcotics Anonymous, hereinafter referred to as the GLAASC.
- 2.2. The area serviced by the GLAASC shall be bound on the West by La Cienega Boulevard, North to Olympic Blvd., East to Figueroa, North to Temple Street, by the East to Alameda Blvd and the South to the 91 Freeway, West to the 110 Freeway, North to Imperial Hwy, West to La Cienega. Until additional areas are devised, the GLAASC shall have the option to include neighboring meetings when applicable.

3. DEFINITION

The Greater Los Angeles Area Service Committee henceforth shall be known as the GLAASC. GLAASC is a group of elected representatives of Narcotics Anonymous groups whose aim is to serve the specific needs of its Area's groups, and to facilitate ways of "carrying the message *to the addict who still suffers*". The Committee is comprised of Group Service Representatives (GSRs) elected from the active groups within the area who elect officers of the Executive Body which include: the Chair, Vice Chair, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Regional Committee Member, Alternate Regional Committee Member, Youth Liaison Representative, and Subcommittee Chairs. These members comprise the executive body of the Greater Los

Angeles Area Service Committee. These members comprise the executive body of the Greater Los Angeles Area Service Committee.

4. PURPOSE

The purpose of this Committee shall be the administration and coordination of Narcotics Anonymous business and activities to ensure that our purpose is carried out. The GLAASC shall have subcommittees directly responsible to those they serve. Its aim is the furthering of the Narcotics Anonymous Program in accordance with The Twelve Traditions and The Twelve Concepts of Narcotics Anonymous.

5. FUNCTION

- 5.1. To further carry the message of Narcotics Anonymous through coordination of the activities of an "Activities Committee".
- 5.2. To further carry the message of Narcotics Anonymous through coordination of the activities of a "Hospitals and Institutions Committee".
- 5.3. To further carry the message of Narcotics Anonymous through coordination of the activities of a "Public Information Committee".
- 5.4. To further carry the message of Narcotics Anonymous through coordination of the activities of a "Phone line Committee".
- 5.5. To further carry the message of Narcotics Anonymous through coordination of the activities of a "Literature Committee".
- 5.6. To further carry the message of Narcotics Anonymous through coordination of the activities of a "Newsletter Committee".
- 5.7. To further carry the message of Narcotics Anonymous through coordination of the activities of a "Support Committee".
- 5.8. To further carry the message of Narcotics Anonymous through coordination of the activities of a "Convention Committee".

- 5.9. To provide a Regional Committee member (RCM) for active participation in the Southern California Regional Committee of Narcotics Anonymous.
- 5.10. The communication of information to and from Narcotics Anonymous groups through their Group Service Representative (GSR).
- 5.11. To conduct a monthly business meeting.
- 5.12. To maintain a post office box for the Greater Los Angeles Area Service Committee (GLAASC).
- 5.13. To provide a reserve of money for use by any subcommittee or group(s) within the Greater Los Angeles Area Service Committee, as approved by the Area Service Committee (ASC) group conscience vote.
- 5.14. In the event a group or groups of Narcotics Anonymous would like to host an event *and* would like to distribute flyers through the GLA monthly Area meeting, a written proposal must be submitted 90 days prior to the event date to the Activities Committee or the Greater Los Angeles Area Service Committee.
- 5.15. All Donations, including start-up money, must be turned in 24 hours after any event to the Activity Committee Treasurer. A list of all items to be returned in the Area Storage must be given to the Area Vice-Chair for inventory purposes.

6. ELECTION TO OFFICES OF THE GREATER LOS ANGELES AREA SERVICE COMMITTEE

When holding elections for trusted servants of the Executive Body and Sub-Committee's, a description of each trusted servant's duties and the suggested qualifications for nominees, be read from these Guidelines to the nominees and the group as a whole in order to fully appreciate and understand the responsibilities of each office.

7. OFFICERS OF THE AREA SERVICE COMMITTEE (ASC)

- 7.1. The offices of Chair, Vice Chair, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Regional Committee Member, and Alt. Regional Committee Member of the Greater Los Angeles Area Service Committee shall be limited to NA members and elected by the GLAASC guidelines only.
- 7.2. Nominations and elections will be held annually or when a vacancy exists, with the exception of the Convention Committee. The area will vote in a Convention Chair the month after the Convention is over. The newly elected officers will formally assume office the following month after the election. Elections of officers will not be subject to phone votes.
 - 7.2.1. Two officers in a relationship or living together cannot be signers on any bank account of the Greater Los Angeles Area including Subcommittees.
 - 7.2.2. The Executive Body cannot express opinions outside what their official duties call for during the ASC (refer to Robert's Rules of Order and Pros and Cons).

8. REQUIREMENTS AND DUTIES OF OFFICERS OF THE AREA SERVICE COMMITTEE (ASC)

8.1. CHAIRPERSON REQUIREMENTS

- 8.1.1. Five years clean time and a willingness to serve.
- 8.1.2. Have a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Service and A Guide to Local Service of Narcotics Anonymous.
- 8.1.3. Have one year prior area level service experience (i.e. GSR or Subcommittee).
- 8.1.4. Must be able to conduct a business meeting in a firm but understanding manner.

8.1.5. Must not be on *Chex Systems*.

8.2. **CHAIRPERSON DUTIES**

8.2.1. Prepares written agenda and distributes before each Area Service Committee meeting.

8.2.2. Chairs Area Service Committee meetings with the implementation of Robert's Rules of Order.

8.2.3. Coordinates trusted servants in monthly Executive Body Meeting.

8.2.4. Liaison for GLAASC to help promote unity among and with groups having problems within the area.

8.2.5. Co-signer on GLAASC bank account.

8.2.6. Every three months assist in the review all GLAASC bank accounts and records.

8.2.7. Responsible for approving the Area Service Committee meeting minutes before distributing to the Group Service Representatives at the ASC meeting.

8.3. **VICE-CHAIRPERSON REQUIREMENTS**

8.3.1. Five years clean time and a willingness to serve.

8.3.2. Have a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Service and the Guide to Local Service of Narcotics Anonymous.

8.3.3. Have one-year prior area level service experience or group officer.

8.3.4. Must not be on *Chex Systems*.

8.4. **VICE CHAIRPERSON'S DUTIES**

- 8.4.1. In the absence of Chairperson; perform all duties of the Chairperson.
- 8.4.2. Co-signer of the GLAASC bank account.
- 8.4.3. Chair all Ad-hoc committees or all Area functions; is available to serve as Chair pro-tem of subcommittee's in the event there is no Chair or Vice-Chair.
- 8.4.4. Responsible for picking up the mail from the P.O. Box once a week and informs all subcommittees of their mail and makes arrangements to disperse the mail at the convenience of the Vice Chair. Only the Vice Chair has possession of post office box key.
- 8.4.5. Must attend all monthly Executive Body Meetings.
- 8.4.6. Perform as parliamentarian at ASC meeting.

8.5. **SECRETARY REQUIREMENTS**

- 8.5.1. Two year clean time and a willingness to serve.
- 8.5.2. Must have a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Service, and the Guide to Local Service of Narcotics Anonymous.
- 8.5.3. Must have access to a computer.
- 8.5.4. Must be employed or have a source of income.

8.6. **SECRETARY DUTIES**

- 8.6.1. Type and verify minutes with the Chairperson two (2) weeks after each GLAASC meeting and distribute to Alt. Secretary to be distributed to the Group Service Representatives at the ASC meeting.

- 8.6.2. Maintain an accurate phone list of all Officers of the GLAASC and its sub-committee chair's and vice chair's; responsible for contacts of upcoming meetings.
- 8.6.3. Responsible for all correspondence, maintains Area Service Committee files and archives.
- 8.6.4. Responsible for maintaining the monthly budget of \$120.00 to supply copies of minutes and agendas for business meetings. All archives must be stored and kept in the Area storage.
- 8.6.5. Secretary is responsible for Roll Call on the agenda at the Area Service Committee meeting.
- 8.6.6. Must attend all Monthly Executive Body Meetings.

8.7. **ALTERNATE SECRETARY REQUIREMENTS**

- 8.7.1. Two years clean time and a willingness to serve.
- 8.7.2. Must have a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Service, and the Guide to Local Service of Narcotics Anonymous.
- 8.7.3. Must be willing and capable of performing all duties of Secretary.
- 8.7.4. Must be employed or have a source of income.
- 8.7.5. Must have access to a computer.

8.8. **ALTERNATE SECRETARY DUTIES**

- 8.8.1. In the absence of the Secretary, perform all duties of Secretary, (e.g., minutes) verify the accuracy of phone list of all sub-committee chairs, GSRs of the Greater Los Angeles Area with the secretary.
- 8.8.2. Keep accurate minutes for Executive Body Service Committee (EBSC) meeting and Ad-hoc Committee meetings.

8.8.3. Secretary must attend all Area Ad-hoc Committees formed.

8.8.4. Must attend all Monthly Executive Body Meetings.

8.9. **TREASURER REQUIREMENTS**

8.9.1. Five years clean time and a willingness to serve.

8.9.2. Must have a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Service, and A Guide to Local Service of Narcotics Anonymous.

8.9.3. One year of service as a committee member or group officer.

8.9.4. Must be employed or have a source of income.

8.9.5. Must have access to a computer.

8.9.6. Must not be on *Chex Systems at any time*.

8.10. **TREASURER DUTIES**

8.10.1. Maintain the Area Service Committee bank account.

8.10.2. Furnish a monthly financial report and bank statement to the GLAASC at the monthly meeting, and an annual report in December of each year.

8.10.3. Oversee the reconciliation of subcommittee bank accounts every three months.

8.10.4. Co-signer of the GLAASC bank account and furnish bank statements.

8.10.5. To serve as pro-tem Treasurer or Subcommittee's ad-hoc Committee's with a bank account if the treasurer's position is vacant for more than 90 days.

8.10.6. Collect donations at service committee and furnish receipts for all donations.

8.10.7. Must attend all Monthly Executive Body meetings.

8.11. **ALTERNATE TREASURER REQUIREMENTS**

8.11.1. Five years clean time and a willingness to serve.

8.11.2. Must have a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Service, and the Guide to Local Service of Narcotics Anonymous.

8.11.3. One year of service as a committee member or group officer.

8.11.4. Must be willing and capable of performing all duties of treasurer stated above.

8.11.5. Must be employed or have a source of income.

8.11.6. Must have access to a computer.

8.12. **ALTERNATE TREASURER DUTIES**

8.12.1. Maintains the GLAASC bank account along with the GLAASC Treasurer.

8.12.2. Assist the GLAASC Treasurer in furnishing a monthly financial report and bank statement to GLAASC at the monthly area meeting, and in the preparation of an annual report to be presented in December of each year.

8.12.3. Oversee the reconciliation of subcommittee bank accounts with GLAASC Chair and Treasurer every three months.

8.12.4. Assist with collection of donations at Area Service Committee meeting and furnishes receipts for same; assists the GLAASC Treasurer in counting all GLAASC funds.

8.12.5. In absence of Treasurer, performs all duties of Treasurer except be co-signer on GLAASC bank account.

8.12.6. Must attend all Executive Body meetings.

8.13. **REGIONAL COMMITTEE MEMBER (RCM) REQUIREMENTS**

8.13.1. Three years clean time and a willingness to serve.

8.13.2. Must have a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Service and A Guide to Local Service Narcotics Anonymous.

8.13.3. One year of area level service as a committee member or group officer.

8.13.4. Willing and capable of performing all duties stated below.

8.14. **REGIONAL COMMITTEE MEMBER DUTIES**

8.14.1. Attend all Regional Service Committee meetings and furnishes GLAASC with a written report at the regular monthly ASC meeting.

8.14.2. Represent the GLAASC group conscience at the Regional Service Committee.

8.15. **ALTERNATE REGIONAL COMMITTEE MEMBER REQUIREMENTS**

8.15.1. Three years clean time and a willingness to serve.

8.15.2. Must have a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Service, and A Guide to Local Service of Narcotics Anonymous.

8.15.3. One year of area level service as a committee member or group officer.

8.15.4. Willing and capable of performing all duties of the RCM.

- 8.15.5. Must be willing to serve a two-year term, one as the alternate representative and one as representative subject to confirmation by group conscience.

8.16. **ALT. REGIONAL COMMITTEE MEMBER DUTIES**

- 8.16.1. Attend all Area Service Committee meetings.
- 8.16.2. Assume all duties of Regional Committee Member in absence of Regional Committee member.
- 8.16.3. Attend all Regional Service Committee meetings with RCM or in the absence of Regional Committee member.
- 8.16.4. Provide monthly written reports to the Regional Service Committee.

8.17. **YOUTH LIAISON REPRESENTATIVE REQUIREMENTS**

- 8.17.1. One year clean time and a willingness to serve.
- 8.17.2. Six months experience as a GSR.

8.18. **YOUTH LIAISON REPRESENTATIVE DUTIES**

- 8.18.1. Represent the members and groups within the Greater L.A. Area at the Southern California Regional Youth Committee (SCRYC).
- 8.18.2. Attend all SCRYC meetings; take part in any decisions which affect the region, and voice GLAASC conscience.
- 8.18.3. Submit a written report at the monthly GLAASC meeting.

9. **SUBCOMMITTEE CHAIRPERSON REQUIREMENTS AND DUTIES**

The following is a list of approved GLAASC subcommittee's:

Phone lines Committee, Hospitals and Institutions Committee, Activities Committee, Literature Committee, Public Information Committee, Newsletter Committee, Support Committee, and Convention Committee.

Requirements and duties for ALL committees can be found in the respective committee guidelines.

The following are GLAASC guidelines for each subcommittee:

- Every subcommittee chairperson must submit a written committee report at the GLAASC meeting with enough copies for every GSR and officers of the GLAASC.
- Every Subcommittee Chair **must** attend the monthly Executive Body meeting.
- All GLAASC Subcommittee Chairs are required to stay the entire GLAASC meeting.
- All Subcommittee Chairs must be elected prior to taking office by the GLAASC.
- Elections of Subcommittee Chairperson's will not be subject to phone votes.
- No Subcommittee or Ad-hoc Committee may sign or enter into a contract without prior approval from GLAASC.

9.1. **PUBLIC RELATIONS**

9.1.1. **PUBLIC RELATIONS CHAIR REQUIREMENTS**

9.1.1.1. Two years clean time

9.1.1.2. Six months experience in PR service and an active member of the PR subcommittee

9.2. **PUBLIC RELATIONS CHAIR DUTIES**

- 9.2.1. Be an active member of the PR subcommittee
 - 9.2.2. Prepare agenda for monthly meetings
 - 9.2.3. Assist other members in the coordination of special projects
 - 9.2.4. Make sure that the subcommittee performs in a productive and orderly fashion
 - 9.2.5. Attend monthly Regional PI meeting and bring report to Area PR subcommittee meeting
 - 9.2.6. Keep accurate records of money spent and maintain the PR budget of \$100
 - 9.2.7. Keep accurate account of literature, tapes, and all subcommittee belongings (who-what-where)
 - 9.2.8. Attend all Area Service Meetings and Executive Body Meetings.
- 9.3. **WEBSITE**
- 9.3.1. **WEBSITE COORDINATOR REQUIREMENTS**
 - 9.3.1.1. Elected by the Greater Los Angeles Area Service Committee
 - 9.3.1.2. Two years clean time and six months PI or Website experience
 - 9.3.1.3. Must have at least one year experience in internet communications and be proficient in current web technology
 - 9.3.1.4. Maintain a current WSC Public Information Handbook
 - 9.3.1.5. Have basic knowledge of the 12 Traditions and 12 Concepts of Service
 - 9.3.1.6. Upon loss of clean time this elected member is automatically relieved of his of duties but continued participation is acceptable.

9.3.2. **WEBSITE COORDINATOR DUTIES**

- 9.3.2.1. Follow all GLAASC instructions on website operational guidelines
- 9.3.2.2. Maintain communication with the Southern California Regional Website Committee (SCRWC)
- 9.3.2.3. Distribute and collect meeting change forms at the GLAASC
- 9.3.2.4. Responsible for the monthly Area meeting update of the Regional website

9.4. **NEWSLETTER**

9.4.1. **NEWSLETTER CHAIR REQUIREMENTS**

- 9.4.1.1. Three years clean and one year N.A. newsletter experience

9.5. **NEWSLETTER CHAIR DUTIES**

- 9.5.1. Has overall responsibility for the Newsletter committee
- 9.5.2. Organize meetings, set agenda, provide focus and direction, stay informed of the activity of each member and provide help when needed
- 9.5.3. Attend all Newsletter committee meetings
- 9.5.4. Attend all GLAASC meetings with a written report and all Executive Body meetings.

9.6. **ACTIVITY**

9.6.1. **ACTIVITY CHAIR REQUIREMENTS**

- 9.6.1.1. Three years clean time

9.7. **ACTIVITY CHAIR DUTIES**

- 9.7.1. Act as liaison to the Area for the Activity committee
- 9.7.2. Provide an activity report to the Area
- 9.7.3. Cosigner of the Greater Los Angeles Activity bank account
- 9.7.4. Vote only in the case of a tie at the Activity committee meeting
- 9.7.5. Oversee and coordinate all Greater Los Angeles Activities functions
- 9.7.6. Cannot act on any issue without committee approval
- 9.7.7. Attend GLAASC Executive Body meetings.
- 9.7.8. Maintain the activities calendar monthly
- 9.8. **CONVENTION CHAIR REQUIREMENTS**
 - 9.8.1. Minimum of five years clean time, three years' service experience on any level of Convention subcommittee; two years Area experience
- 9.9. **CONVENTION CHAIR DUTIES**
 - 9.9.1. Preside over all Convention subcommittee meetings
 - 9.9.2. Prepare an agenda
 - 9.9.3. Insure that committee members are informed of any sudden changes in meeting time/location
 - 9.9.4. Consigner on the Convention committee bank account. Must not be on Chex-Systems
 - 9.9.5. May attend Program subcommittee for input only

- 9.9.6. Act as the primary person between the Convention committee and Convention Site Administrator/Hotel representative.
- 9.9.7. Attend any meeting pertaining to the GLAACNA AS
NEEDED
- 9.9.8. Provide a written report at the ASC monthly meeting
- 9.9.9. Receive and be knowledgeable of all GLAACNA contracts
- 9.9.10. Participate in all financial decisions made.
- 9.9.11. Act or appoint GLAACNA Site Coordinator
- 9.9.12. May appoint special liaison(s) between site facilities and
Convention Committee
- 9.9.13. Submit written report along with oral report to the Secretary
for accuracy of the minutes.
- 9.9.14. Supply reports to all committees as needed.
- 9.9.15. Serve no more than one term within a ten year period
- 9.9.16. Vote only in case of a tie
- 9.9.17. Audit Treasurer's books with the Treasurer and Alternate
Treasurer
- 9.9.18. Make sure that the GLAACNA Treasurer is audited at least
yearly or as needed by qualified professional
- 9.10. **PHONELINES**
 - 9.10.1. **PHONELINES CHAIR REQUIREMENTS**
 - 9.10.1.1. Two years clean time

9.10.1.2. Working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of Narcotics Anonymous

9.11. **PHONELINES CHAIR DUTIES**

9.11.1. Consult with the Area Treasurer to ensure that bills are paid

9.11.2. Organizes and schedules volunteers

9.11.3. Train all volunteers to ensure they are skilled to do what is required of them

9.11.4. Preside at regular subcommittee meetings

9.11.5. Attend the Southern California Regional Phone line monthly meeting

9.11.6. Coordinate Phone line activities and workshops

9.11.7. Maintain prudent reserve of \$150

9.11.8. Provide a written report to all GSRs at ASC monthly meeting

9.12. **HOSPITALS & INSTITUTIONS**

9.12.1. **HOSPITALS & INSTITUTIONS CHAIR REQUIREMENTS**

9.12.1.1. Three years clean time

9.13. **HOSPITALS & INSTITUTIONS CHAIR DUTIES**

9.13.1. Assume responsibility for all panels serviced by the GLAA

9.13.2. Attend the Regional H&I Committee and ASC meetings

9.13.3. Attend the subcommittee and Executive Body meeting or send a representative

9.14. **LITERATURE**

9.14.1. **LITERATURE CHAIR REQUIREMENTS**

9.14.1.1. Two years clean time

9.14.1.2. Elected by the GLAASC

9.14.1.3. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts

9.14.1.4. Willingness to serve

9.15. **LITERATURE CHAIR DUTIES**

9.15.1. Regular and timely reporting to the GLAASC on all matters concerning the subcommittee

9.15.2. Maintain order at each subcommittee meeting

9.15.3. Maintain physical custody of the subcommittee's inventory, including all cash and literature stocks

9.15.4. Provide the subcommittee with literature pricing calculations

9.15.5. Assume all duties of unfilled positions of the subcommittee

9.15.6. Attend Executive Body meetings

10. THE GROUP SERVICE REPRESENTATIVE (GSR)

At all times each group should be represented by a Group Service Representative and an Alternate Group Service Representative.

Each Narcotics Anonymous (N.A.) group meeting should hold elections for one Group Service Representative and one alternate on a yearly basis. The Group Service Representative shall have one vote in the GLAASC meeting. The Group Service Representative Alternates shall fill in for any absent GSR or for any GSR who cannot complete his/her term in office.

The Group Service Representative speaks for his/her group at the GLAASC Area Service Committee meetings. He/She takes part in the planning and implementation of any functions which affect the members of his/her group. As a result of their participation, he/she can keep his group informed about what is happening in NA. A group member should always be able to go to his/her representative to find out about activities, other groups, how the service structure of N.A. works, the Twelve Steps, Twelve Traditions, Twelve Concepts and A Guide to Local Service, and how they can become more involved.

10.1. **THE GROUP SERVICE REPRESENTATIVE REQUIREMENTS**

- 10.1.1. The willingness and desire to serve.
- 10.1.2. We suggest a minimum of one year of continuous abstinence from all mind-altering chemicals.
- 10.1.3. Must actively participate in the groups they serve.
- 10.1.4. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Service and A Guide to Local Service to Narcotics Anonymous.
- 10.1.5. An understanding of the service structure of Narcotics Anonymous and the duties of the Group Service Representative.
- 10.1.6. Attend Annual Learning Day and GSRIW quarterly events.

10.2. **GROUP SERVICE REPRESENTATIVES DUTIES**

- 10.2.1. Attend all Area Service Committee meetings. In the event that the Group Service Representative or Alternate GSR misses three (3) consecutive GLAASC meetings, the group that they represent will be dropped from the Greater Los Angeles Area Service Committee roster.

- 10.2.2. Take notes from each Area Service Committee meeting, along with any other reference material and report back verbally to their respective meetings in an informed/ continuous manner.
- 10.2.3. Deliver donations to the Area Service Committee and returns with receipt for the meeting treasurer.
- 10.2.4. Purchase literature for their meetings.
- 10.2.5. Endeavor to represent the group conscience of their respective meetings at all times.
- 10.2.6. Train and otherwise inform the Alternate Group Service Representative of service structure responsibilities as they arise.
- 10.2.7. Serve a one-year term.
- 10.2.8. Report to the Area Service committee monthly regarding meeting progress or problems as they arise.
- 10.2.9. Utilize the Group Service Representative Outline.

11. **ALTERNATE GROUP SERVICE REPRESENTATIVE**

An Alternate Group Service Representative normally serves for a period of two years. The first *year* is spent as a GSR Alternate, working closely with the existing GSR, learning the duties of the *office* and taking over in the event the GSR is ill, or cannot, for any reason, continue to serve. Further, if the GSR cannot attend one of the monthly GLAASC Area Service Committee meetings, the Alternate has the power to vote in his/her absence.

In the second year, he/she becomes the group's GSR, taking over the full responsibilities and functions of the office. The newly elected Alternate then helps the GSR. This ***apprentice*** system serves two purposes: First, it helps to provide a continuity of service, which never leaves a group without representation; and secondly, the year

spent as an Alternate provides the training necessary for a Group Service Representative.

11.1. **ALTERNATE GROUP SERVICE REPRESENTATIVE DUTIES AND REQUIREMENTS**

11.1.1. The requirements for the office of Group Service Representative Alternate are the same as those for GSR except that there is a minimum of six months of continuous clean time from all mind-altering chemicals.

11.1.2. The Group Service Representative, as we have described him/her, is your link to the rest of Narcotics Anonymous. He/She is also the tie that binds the personal service you and your group perform to the next type of service which is offered by Narcotics Anonymous general service. Alternates are required to attend the monthly ASC meeting.

12. **OPERATIONS**

12.1. **RESIGNATION OF AN OFFICER**

Upon the resignation of any officer or subcommittee Chairperson; elections for vacated offices will be held at the next GLAASC meeting following the announcement of the vacancy. [Refer to Vice Chairperson Duties]

12.2. **ABSENCE OF AN OFFICER**

Any officer or subcommittee chairperson who is absent from two (2) consecutive **GLAASC and/or Executive Body monthly meetings** shall be subject to removal by majority vote thereby requiring the filling of that position at the **next, or third**, regularly scheduled GLAASC meeting. In the event of an exception, requested by the person in question, the issue will be subject to discussion and majority vote by the GLAASC.

12.3. **REMOVAL OF AN OFFICER**

The use of mind-altering chemicals or misappropriation of funds, and/or merchandise by any trusted servant of the GLAASC will result in their immediate dismissal from office.

13. **GLAASC GUIDELINE APPROVAL, ADOPTION, AND AMENDMENT**

The guidelines for all subcommittees of the GLAASC shall be submitted to the GLAASC Executive Body for review before being approved by the GLAASC.

No subcommittee guidelines may conflict with the GLAASC Guidelines.

These Guidelines may be amended at any time by a majority vote in a special meeting of the GLAASC. A one-week notice of such special meeting must be announced at each Narcotic Anonymous meeting prior to any attempted change in these Guidelines.

14. **PRUDENT RESERVE**

The Prudent Reserve is set at \$3000.00. The Area Service Committee will donate all monies over this amount monthly to the Regional Service Committee (subject to monthly discussion and vote).

15. **LENGTH OF TIME IN OFFICE**

15.1. At no time will a member be allowed to hold two elected positions within the GLAASC.

15.2. All committee officers may succeed themselves in office but may not serve more than two (2) consecutive terms in a particular office.

16. **VOTING PROCEDURES FOR THE GREATER LOS ANGELES AREA SERVICE COMMITTEE**

In Order For The GLAASC Vote To Be Valid, It Must Meet The Following Requirements:

- 16.1. In the Greater Los Angeles Area Service Committee meetings, only GSRs and Subcommittee Chair's can vote. When voting on money matters, only GSR's can vote. *In the event there is not a GSR or Alternate GSR for a meeting, the secretary will be allowed to vote on that groups behalf at the GLAASC business meeting.*
- 16.2. In the event of a tie, the Chairperson of the GLAASC has the deciding vote.
- 16.3. Alternate GSRs can vote only in the absence of the GSR.
- 16.4. The GLAASC meeting will have a quorum based on a 2/3 majority of the GSR's or their Alternates attending the meetings of the Greater Los Angeles Area in order to conduct business. Once a quorum must be maintained during the duration of the meeting.
- 16.5. Any question or issue arising must be subject to open discussion, be motioned to the group for vote, and seconded by a voting member. (Robert's Rules of Order via A Local Guide to Service).
- 16.6. The vote must be won by a majority of the quorum, except in money matters, which require a 3/4 majority. The Executive Officers of the GLAASC do not have a vote, with the exception of the Chairperson in case of a tie.
- 16.7. In the case of voting for new guidelines being adopted for a Committee formed, it is suggested that the GLAASC Chairperson or his/her designated representative, be responsible for furnishing the proposed guidelines to all GSR's in person during the ASC meeting. At least one week prior notice must be given to review the issue prior to taking a vote at the GLAASC Meeting.

17. MISAPPROPRIATION OF GREATER LOS ANGELES AREA SERVICE COMMITTEE FUNDS

Definition: "Misuse of funds" includes but is not limited to, theft, embezzlement, or use for purposes not expressly authorized by the GLAASC or its subcommittee's. This includes theft of checks, any financial instrument (i.e. equipment, supplies, or inventory).

17.1. INTERIM ACTION

Should any GLAASC Executive Committee member, subcommittee officer, or subcommittee member have misappropriated or misused Greater Los Angeles Area funds, the GLAASC Executive Committee will vote in person or by phone, to immediately "suspend" the member(s) involved from further GLAASC level service. Suspension in this instance is not disciplinary action; it is the pause in active service to allow time for investigation of an incident.

17.2. SUSPENSION

- 17.2.1. A suspended officer may no longer represent him/herself to the fellowship of Greater Los Angeles Area or Service Board/Committees as an officer for five (5) years and full restitution. Additionally, a member, upon notification of being suspended may not be reimbursed for any service related expense incurred during the course of his/her suspension.
- 17.2.2. Upon suspension of any officer(s), the GLAASC Executive Committee must make full and timely investigation of the matter and report the findings at the next GLAASC meeting.
- 17.2.3. Any member who participates in or who had or has knowledge of the misappropriation or misuse of funds shall not hold any officer position at the GLAASC Level for three (3) years.
- 17.2.4. The presiding officer of the GLAASC, immediately upon calling the following GLAASC meeting to order, must report all interim actions/decisions made by the Executive Committee fully

disclosing *the* alleged misappropriation or misuse of Greater Los Angeles Area funds and the individual(s) involved. Any member suspected of misappropriation or misuse of Greater Los Angeles Area funds may exercise their Tenth Concept right to redress at this time. (This includes all Subcommittees and ADHOC committees of the GLAASC).

17.3. **GLAASC ACTION – REMOVAL/REINSTATEMENT**

- 17.3.1. Once the GLAASC Executive Committee investigates and reports to the GLAASC its findings of the misappropriation or misuse of Greater Los Angeles Area funds, the GLAASC must immediately vote on a motion to remove the individual(s) involved from office "with cause" to reinstate, or to extend the investigation.
- 17.3.2. Should the GLAASC remove an officer with cause, said individual's participation within the GLAASC is immediately terminated. Additionally, any member removed from office and/or committee by the GLAASC for misappropriation or misuse of GLAASC funds may not hold a Greater Los Angeles Area Service Committee elected seat or handle any Narcotics Anonymous funds of the GLAASC or its subcommittees for a period of five (5) years and make full restitution. It is the responsibility of the Regional Committee member (RCM) to give a full report to the Regional Service Office. ***In the event any and all misappropriation of funds occurs there will be a letter of the incident submitted to the Regional Service Office and the Greater Los Angeles Area to be read by each group service representative for a period of no more than thirty (30) days.***
- 17.3.3. Upon reinstatement, said member's suspension will be lifted and he/she will resume his/her role as a full participant of the GLAASC.

17.4. **RESTITUTION**

- 17.4.1. A member removed from office for the misappropriation or misuse of Greater Los Angeles Area funds will be subject to

criminal and/or civil prosecution by the GLAASC. If restitution is agreed upon, the GLAASC will implement within 30 days a procedure for repayment to the Area. Exceptions are subject to approval of by the GLAASC.

- 17.4.2. Members removed from office for the misappropriation or misuse of Greater Los Angeles Area funds may, at the discretion of the GLAASC, be asked to sign a promissory note and make restitution in full of all misappropriated or misused Greater Los Angeles Area funds in lieu of prosecution.