

**PROPOSED
GUIDELINES OF GREATER LOS ANGELES
ACTIVITIES COMMITTEE OF NARCOTICS ANONYMOUS**

This body shall be known as the Greater Los Angeles Activities committee of Narcotics Anonymous. This committee is a subcommittee of the Greater Los Angeles Area Service Committee.

PURPOSE

1. To provide activities for the greater Los Angeles Area *fellowship that promotes unity and celebration within our area.*
2. To act as liaison for our Area's activities functions.
3. Responsible to the Greater Los Angeles Area.

A. OFFICERS AND ELECTIONS TO THE COMMITTEE

1. The committee is *comprised of a Chair Person Vice- Chairperson, Secretary and Treasurer.* They are interested members and trusted-servants as elected in. They have a *willingness to serve, working knowledge of the 12 Concepts and 12 Traditions, one [1] year previous service experience, except for the Chairperson who will be affirmed by the Greater Los Angeles Area.*
2. Each officer shall serve for one continuous year. Election will be held on the 14 Week of November. Newly elected officers will take office in January of *the* following year.
 - A The Chairperson shall have three [3] years of continuous clean time.
 - B. The Vice Chairperson shall have two [2] years of continuous clean time.
 - C. The Secretary shall have one [1] year of continuous clean time.
 - D. The Treasurer shall have three [3] year of continuous clean time, be employed and have access to a computer

DUTIES OF OFFICERS

The Chairperson shall:

- a. Act as liaison to the Area for the Activities committee.
- b. Provide an activity report to the Area.
- c. Be a co signer on the Greater Los Angeles Activity bank account
- d. At the Activities meeting, vote only in the case of a tie.
- e. Oversee and coordinate **all** Greater Los Angeles Activities functions.
- f. Cannot act on any issue without committee approval.
- g. Attend executive body meeting.
- h. Maintain the activities calendar monthly.

2. Vice-Chairperson

- a. Perform the duties of Chairperson in his-or her absence.
- b. Assist the Chairperson in overseeing and coordination at all functions.
- c. Be co-signer on the Greater Los Angeles Activity bank account.
- d. Attend the Southern California Los Angeles Activity Committee meeting as the liaison For Greater Los Angeles Area, which is held every 4 Wednesday of the month.

3. The Secretary shall:

- a. Record, type and distribute minutes at each Activity meeting.
- B. Notify ail voting members of Activities meetings dates
- c. Keep an up to date file of all persons and places contracted in coordination of all the Activities Committee functions.
- e. Assist the Chairperson in preparing monthly reports to the Area.

- d. Keep up to date attendance records on voting members
- F Maintain \$25.00 prudent reserve for supplies.

4. The Treasurer shall:

- a. Keep records of all cash flow in and out of the bank.
- b. Be the custodian of Activities Committee bank account.
- c. Cannot disburse any funds without the approval of the committee.
- d. Be a co-signer on the Activities Committee account
- e. Prepare a monthly financial statement
- f. Prepare a quarterly report to be submitted to the Area
- g. Get bank statements that are mailed to the Area P.O. box.

C. OPERATIONAL GUIDELINES

1. All committee officers may succeed themselves in office, but no one may serve more than two consecutive terms in particular office.
2. A special meeting may be called by a majority vote or by the discretion of the executive body. Reasonable notice of such special meetings must be given to all committee members.
3. In matters pertaining to date, time and place of Greater Los Angeles Activities functions, the voting body shall consist of active representatives, active committee members and officers of the committee [one vote per person]. The Chairperson votes only in case of a tie.
4. Any officer may be removed from office during his or her term by the majority vote. In the event that any officer missed two [2] consecutive monthly business meetings, he or she shall be automatically removed from office. However, the officer can be reinstated by a majority vote of the voting body.
5. All members must attend three [3] consecutive monthly business meetings in order to have a vote.
6. Any member that missed three [3] consecutive monthly business meetings loses voting privileges and shall become active when second consecutive meeting are attended.
7. Any transaction involving the use of funds shall be voted on by a majority vote prior to the actual transaction. The member that brings the actual request for funds disbursement to the committee loses his or her right to vote.
8. A maximum of \$1,600.00 will be kept in the greater Los Angeles Activities Committee prudent reserve. Any funds over prudent reserve shall be donated to the Area.
9. All committee members are required to work at all functions from the beginning to the end. Duties should be rotated. All committee members will be required to pay for all functions.
10. The Greater Los Angeles Activities Committee checking account shall require two [2] signatures on each check Treasurer and/or Chairperson or Vice Chairperson's.
11. Selecting speakers, leaders and readers for a function shall depend upon the particular function. The Chairperson or Vice Chairperson should notify all speakers.
 - a) The speakers, leaders and readers shall be active members of Narcotics Anonymous.
 - b) No speaker, Leader, or reader shall be a member of the greater Los Angeles Activities Committee.
- c) At major Regional Calendar functions the speaker must have five [5] years or more continuous clean time.
 12. Any function being held outside the Greater Los Angeles Area must get prior approval from the Area where the event is being held
13. All sub-committees of Greater Los Angeles shall submit a budget to the Activities committee ninety [90] days prior to the event.
14. All ADHOC committees hosting Greater Los Angeles functions will be given total responsibility for that event. The Activities committee will provide start up funds as well as support for events when requested by sub-committees.
15. The committee can select a volunteer to design a layout for flyers. These fliers should be neat, simple and clean to the eye [always remember that they are on the tables at meeting and may be taken by an individual that is a non Narcotics Anonymous member]. These flyers represent N.A.

as a whole and should not have any pictures of language to give a bad impression or misrepresentation of our fellowship. Flyers should have the date, time address, of the event, who is giving event, a contact person and phone number. All Regional calendar functions must have the N. A. logo as the most prominent part of the flyer and a map.

- 16, The committee will assist the Chairperson with the Activity Calendar that has been adopted from the region to GLA January 2014. All functions will be placed on the calendar; therefore more than one function does not divide the area. If the function is not recorded on the calendar its fliers cannot be generated through the Area Service Meeting and GSR will not announce.

MAJORITY RULE

Revised 03/14

DRAFT