Greater East Los Angeles Area of Narcotics Anonymous
Women's Luncheon Committee - Guidelines - *[revised on 12 March 2025]*

I. NAME

A. This body shall be known as the Greater East Los Angeles Area Women's Luncheon Committee, hereafter referred as G.E.L.A.A.W.L.C.

B. A subcommittee servicing in the Greater East Los Angeles Area of Narcotics Anonymous, referred as G.E.L.A.A.N.A.

II. PURPOSE

A. The G.E.L.A.A.W.L.C. shall fulfill the primary purpose by planning, coordinating, and administering the women's luncheon. The G.E.L.A.W.L.C. shall contribute to the growth and unity of the women of Narcotics Anonymous.

B. This event is to celebrate recovery within the NA fellowship and shall fulfill the primary purpose by raising funds so the G.E.L.A.N.A. can carry out their functions.

III. FUNCTIONS

A. G.E.L.A.A.W.L.C. shall be directly responsible to those they serve through the G.E.L.A.A.S.C.N.A.

B. G.E.L.A.A.W.L.C. shall carry out the following 12 Traditions and 12 Concepts of Service of NA.

C. G.E.L.A.A.W.L.C. shall conduct a service committee *inventory* following the event within the monthly meeting.

D. G.E.L.A.A.W.L.C. shall conduct a *revision* of the G.E.L.A.W.L.C Guidelines after the following of G.E.L.A.A.W.L.C. elections.

E. G.E.L.A.A.W.L.C. shall maintain its own banking account.

F. G.E.L.A.A.W.L.C. shall maintain a working budget of $10,000.00.

IV. MEMBERSHIP AND ATTENDANCE

A. Any member of Narcotics Anonymous with at least (30) *thirty-days* of continuous clean time *may* become a member of the Greater East Los Angeles Women's Luncheon Committee of Narcotics Anonymous with the ability and willingness to be of service.

B. G.E.L.A.A.W.L.C. monthly and adhoc meetings are comprised of Narcotics Anonymous elected trusted servants and Narcotics Anonymous members.

C. G.E.L.A.A.W.L.C. shall hold regular monthly meetings.

D. G.E.L.A.A.W.L.C. shall close the open-invitation to join with the approval of the G.E.L.A.A.W.L.C.

V. MOTIONS, VOTING PROCEDURES

A. After completion of main event and successful audit of the G.E.L.A.A.W.L.C. financial records by the G.E.L.A.A.S.C. Audit Team, the G.E.L.A.W.L.C. will be on a 90-day hiatus.

B. G.E.L.A.A.W.L.C. *second-consecutive* meeting and election to trusted servant position voting rights are earned. In the event that any voting member or trusted servant misses two (2) consecutive G.E.L.A.A.W.L.C. meetings, voting rights and position are surrendered after consecutive absences.

C. A quorum at all G.E.L.A.A.W.L.C. meeting shall consist of a simple majority of all the voting of G.E.L.A.A.W.L.C. members present and at least two elected officers.

D. All *special meetings* may be called by a simple majority vote of the G.E.L.A.A.W.L.C. or at the discretion of the Chair. Reasonable notice of at least one (1) week of such special meetings must be given to all G.E.L.A.A.W.L.C. members.

E. A quorum at all G.E.L.A.A.W.L.C. meeting shall consist of a simple majority of all the voting of G.E.L.A.A.W.L.C. members present and at least two elected officers.

F. Motions may be made by *any* committee member but can only be seconded by a *voting* member of the G.E.L.A.A.W.L.C.

G. All G.E.L.A.A.W.L.C. votes, unless otherwise defined, shall be by a simple majority vote of all G.E.L.A.A.W.L.C. voting members with the exception of the following:

1. Disbursement of *any* funds requires a 2/3 majority of all voting members.
2. Any G.E.L.A.A.W.L.C. elected officer may be removed 2/3 majority during their term *'with cause'*.
3. Any G.E.L.A.A.W.L.C. guideline must be amended by 2/3 majority vote of all G.E.L.A.A.W.L.C. voting members. At the next G.E.L.A.A.W.L.C. the area will be notified of any amendments to guidelines.

H. At all G.E.L.A.A.W.L.C. meetings the G.E.L.A.A.W.L.C. Chair votes *only* in case of a tie.

I. G.E.L.A.A.W.L.C. Chair shall not make motions but may participate in discussions.

VI. COMMITTEE ELECTIONS, OFFICERS, AND TERMS

A. After 1 month of the commencement committee meeting G.E.L.A.A.W.L.C. shall elect a Chair, Vice Chair, Secretary, and Treasurer, Merchandise chair, Fundraiser chair and their Vice Chairs.

i. To assume their duties at the next G.E.L.A.A.W.L.C. meeting.

ii. Shall have a working knowledge of the 12 steps, 12 Traditions, and 12 Concepts of service of NA and ability and willingness to serve

1. The Chair shall have at least Five (5) years of NA continuous clean time and at least two (2) years of service experience on the G.E.L.A.A.W.L.C. and the willingness to serve.
2. The Vice Chair shall have at least Three (3) years of NA continuous clean time and at least two (2) years of service experience on the G.E.L.A.A.W.L.C. and the willingness to serve.
3. The Secretary shall have at least one (1) year of NA continuous clean time and at least six months service experience and the willingness to serve.
4. Alt Secretary shall have at least one (1) year of NA continuous clean time and at least six months service experience and the willingness to serve.
5. The Treasurer shall have at least five (5) years of NA continuous clean time with at least (1) year Treasurer Service experience.
6. The Vice Treasurer shall have at least four (4) years of continuous clean time and suggested at least one (1) year Treasurer service experience.
7. The Merchandise Chair shall have five (5) years of NA continuous clean time and at least two (2) years of service experience.
8. The Vice Merchandise shall have two (2) years of NA continuous clean time and suggested at least one (1) year of service experience.
9. The Fundraiser Chair shall have at least four (4) years of NA continuous clean time and at least two (2) years of service experience.
10. The fundraiser Vice Chair shall have at least two (2) years of NA continuous clean time and suggested at least one (1) year of service experience.
11. Negotiations Chairperson 5 years of continuous clean time and suggested (1) the service experience.
12. Negotiations Vice Chairperson 2 years continuous clean time and suggested (1) the service experience.

B. All G.E.L.A.A.W.L.C. officers shall serve for a term of two (2) years. All G.E.L.A.A.W.L.C. officers may succeed in office, but no one may serve, in a particular office, more than three (3) terms in any five (5) year period.

C. In the event that any G.E.L.A.A.W.L.C. officer misses two (2) consecutive committee meetings, they shall be automatically removed from office case-by-case basis.

VII. OFFICERS DUTIES & RESPONSIBILITIES

A. CHAIRPERSON

1. Preside at and provide an agenda for all G.E.L.A.A.W.L.C. meetings.
2. Oversee and coordinate all G.E.L.A.A.W.L.C. events, program, performing talent and functions with the volunteered G.E.L.A.A.W.L.C. members assigned.
3. Be the liaison between the G.E.L.A.A.W.L.C. and the G.E.L.A.A.S.C., attend all G.E.L.A.A.S.C. and Policy Committee meetings and submit a written report to the G.E.L.A.A.S.C. (i.e. the latest financial reports).
4. Be responsible with the Vice Chair for coordinating all announcements at the events from the G.E.L.A.W.L.C.
5. To be responsible with the volunteered G.E.L.A.A.W.L.C. member assigned to develop the Program literature for events.
6. Oversee the volunteer G.E.L.A.A.W.L.C. member assigned to assist with the venue.
7. Be co-signer of the G.E.L.A.A.W.L.C. bank account.

B. VICE CHAIRPERSON

1. Perform the duties of the Chair in their absence.
2. Assist the Chair in overseeing and coordination of all G.E.L.A.A.W.L.C. events & functions.
3. Be responsible for & oversees along with the volunteered G.E.L.A.A.W.L.C. member assigned to updating of information and production of flyers & tickets in accordance with the G.E.L.A.A.S.C.N.A Guidelines, with the approval by simple majority vote of all voting G.E.L.A.A.W.L.C. members in attendance.
4. Assist the Chair in coordinating all announcements at the G.E.L.A.A.W.L.C. events.
5. Assist the Chair with negotiations.

C. SECRETARY

1. Record and distribute legible minutes of each meeting.
2. Maintain an accurate G.E.L.A.A.W.L.C. meeting attendance list.
3. Maintain an accurate G.E.L.A.A.W.L.C. Contact List and distribute to members.

D. TREASURER

1. Be the custodian and co-signer of the G.E.L.A.A.W.L.C. bank account.
2. Disburse any funds with the approval of the G.E.L.A.A.W.L.C.
3. Collect & count all funds from each "point of sale" regularly during the day of the event with another committee member. Shall be responsible for keeping accurate records for all fundraising merchandise, donations, chance drawing/opportunities, and receipts pertaining to fundraising.
4. Keep a record of all cash flows and submit a monthly financial report at the beginning of each G.E.L.A.A.W.L.C. meeting. This report will consist of:
    i. A detailed balance sheet, a detailed income statement and a detailed bank reconciliation that balances the bank statement to the balance sheet.
    ii. Prepare and submit a financial report at the G.E.L.A.A.W.L.C. meeting following events.
    iii. Monitor all approved G.E.L.A.A.W.L.C. and all G.E.L.A.A.W.L.C. Adhoc budgets.

iv. Assist the chair with venue negotiations.

E. VICE TREASURER

1. Be the custodian and co-signer of the G.E.L.A.A.W.L.C. bank account.
2. Assist treasurer in all duties outlined on treasurer duties.
3. In the event of the Treasurer is unable to fulfill assigned duties, Vice Treasurer will fulfill duties as needed with the approval of the committee.

F. MERCHANDISE

1. Will be responsible for purchasing (negotiating & obtaining (3 bids), storage and maintaining inventory, financial records with receipts.
2. Will maintain accountability for all merchandise funds by creating a budget and keeping an accurate account of all transactions and expenses incurred.
3. Will be responsible for all transactions (sales) of NA approved items at the luncheon and possibly other events.
4. Responsible for planning, communicating, arranging, and establishing (setup & break down) for/with location event for the purpose of selling merchandise.

G. MERCHANDISE VICE CHAIRPERSON

1. Shall assist merchandise chair in all assigned duties.
2. In the event Chair is unable to fulfill assigned duties, Vice Chair will fulfill duties as needed with approval of committee.

H. FUNDRAISER CHAIRPERSON

1. Shall communicate with committee for all fundraising activities.
2. Shall be responsible for keeping accurate records for all fundraising merchandise, donations, raffles, and receipts pertaining to fundraising.
3. Will be responsible for keeping an accurate record of all monies obtained from fundraising.

I. FUNDRAISER VICE CHAIRPERSON

1. Shall assist Chairperson for Fundraising in all assigned duties.
2. In the event Chair is unable to fulfill assigned duties, Vice Chair will fulfill duties as needed with approval of committee.

VIII. OPERATIONAL GUIDELINES

A. All the terms of any expenditure must be reported to the G.E.L.A.A.W.L.C. for approval. Cash payments are to be made only when a check, money order or cashier's check is not acceptable by the vendor. Cash reimbursements to any G.E.L.A.A.W.L.C. member are only permissible up to one hundred dollars ($100). Cash expenditures or reimbursement must be accompanied with a receipt stating the purpose of payment and signed by the individual receiving payment.

B. The G.E.L.A.A.W.L.C. bank account require (2) signers: the G.E.L.A.A.W.L.C. Treasurer and the G.E.L.A.A.W.L.C. Chair. No two-(2) signers on the G.E.L.A.A.W.L.C. bank account may reside in the same household, nor shall the payee be a signer on the check. Signers are required to sign the misappropriation agreement per G.E.L.A.A.S.C.N.A Guidelines.

C. All "votes of confidence" given any member (s) of the G.E.L.A.A.W.L.C. for the expenditure of funds must have a dollar limitation on the face of the check or no expenditure should be made and must be noted in the meeting minutes.
D. All disbursement of funds of $300.00 or more requires a minimum of three written bids.
E. All expenditures must be completely documented. Each expense must have a receipt with the vendor's name, address and telephone number, the date of the purchase, a description of the purchase and its purpose, the amount paid and balance due the vendor, if any. (If the purchase is paid in cash the name of the G.E.L.A.A.W.L.C. member making the purchase should also be included. No exception will be made)
F. For each G.E.L.A.A.W.L.C. event only a check will be issued to set up the "bank". The bank is only used for making cash change. At the end of the event the amount of the change will be taken out of the gross cash on hand. It will be documented separately into the G.E.L.A.A.W.L.C. bank account. The change is never an expense or a revenue source.
G. For all G.E.L.A.A.W.L.C. events: closing financial reports will be kept by the Treasurer for future reference.
H. At all G.E.L.A.A.W.L.C., the G.E.L.A.A.W.L.C. Treasurer will issue for each cash collection a signed receipt countersigned by the person giving the cash to the G.E.L.A.A.W.L.C. treasurer.
I. At any G.E.L.A.A.W.L.C. event, all revenues will be administered by the G.E.L.A.A.W.L.C. Treasurer. To assist the G.E.L.A.A.W.L.C. Treasurer two (2) of the following must be present at each cash count: the G.E.L.A.A.W.L.C. Chair, Vice Treasurer and the G.E.L.A.A.W.L.C. Treasurer.
J. All G.E.L.A.A.W.L.C. revenues must be deposited after receiving the receipt within seven (7) working days into the G.E.L.A.A.W.L.C. bank account. A permanent and detailed record of each deposit will be kept by the Treasurer. Each venue (point of sale) during the event will have a separate documentation made. The revenue from two (2) different venues should not be co-mingled in any G.E.L.A.A.W.L.C. deposit.
K. There is no maximum amount of funds that may be kept in the G.E.L.A.A.W.L.C. bank account; however any funds over the prudent reserve at the first G.E.L.A.A.W.L.C. meeting subsequent to the event will be donated to the G.E.L.A.A.S.C.N.A.
L. All G.E.L.A.A.W.L.C. flyers or notices must adhere to the following guidelines:
    1. The Greater East Los Angeles Area's name and event name.
    2. The date and time of the event.
    3. The address
    4. Two (2) contact names, & telephone numbers, including area code.
    5. The amount of the donation.
    6. The NA logo with the registered trademark of the NA service symbol.
    7. The flyer should <u>not</u> include:
        i. Any other logos.
        ii. The mention of outside enterprises i.e., food drives, raffles, door prizes, the names of the entertainers, the names of any speaker's, leaders, or readers, etc.
    8. The flyers should be neat and legible with suitable artwork.
    9. The flyers should be presented to the GELA Activities Committee for approval prior to distribution.
    10. Must provide proof of Insurance from RSO.
    11. Any G.E.L.A.A.W.L.C Volunteer member preparing flyers should be made aware of these guidelines prior to doing the setup.
M. All performing talent *must* respect and be informed of the principles and language of the NA fellowship by the G.E.L.A.A.W.L.C. Chairperson.
N. No G.E.L.A.A.W.L.C. member may participate in any raffles.

O. All baskets must contain NA memorabilia in them.
P. Members at large may help at fundraising events only if they are not attending G.E.L.A.A.W.L.C. meetings consistently.

IX. MISAPPROPRIATION OF FUNDS AND MISCONDUCT

The 11th Concept of N.A. Service establishes the sole priority for the use of N.A. funds: to carry the message to the addict that still suffers. The 12th Concept of N.A. Service gives the G.E.L.A.A.W.L.C a mandate from the NA Groups/Subcommittees that call for total fiscal accountability. With this in mind, any misappropriation or misuse of funds by any Area trusted servant(s) or N.A. member(s) cannot be tolerated.

A. The definition of "misappropriation of funds" includes, but is not limited to, theft, embezzlement, or use of N.A. funds for purposes not expressly authorized by an ASC committee, or ad-hoc. This includes the theft of cash, check, any financial instrument (i.e., refunds, royalties, or rebates from vendors to the N.A. fellowship), or assets (i.e., equipment, supplies, or physical inventory).
B. 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 of a G.E.L.A.A.W.L.C committee or ad-hoc (if applicable), or violation of 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 to the detriment of the N.A. fellowship.
C. Should any G.E.L.A.A.W.L.C trusted servant, committee member, or any non-elected N.A. member be suspected to have misappropriated or misused G.E.L.A.A.W.L.C funds or have been involved in misconduct, the G.E.L.A.A.W.L.C. Executive Body duly elected officers will vote, in person or by phone, to immediately "suspend" the member(s) involved from further area service. Suspension in this instance is not disciplinary action; it is the pause in active service to allow time for investigation of an incident.
    1. A suspended officer or any member may no longer represent him/herself to the fellowship or service Boards/Committees as an officer or member of the G.E.L.A.A.W.L.C its 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.
    2. Upon suspension of any member(s), the G.E.L.A.A.W.L.C Executive Body, duly elected officers must make a full and timely investigation of the matter and report the findings at the next G.E.L.A.A.W.L.C meeting.
    3. Any member who participates in or who has knowledge of the suspected misappropriation or misuse of G.E.L.A.A.W.L.C funds or misconduct shall be subject to the same actions taken against the suspected member(s) and are required to be present at the G.E.L.A.A.W.L.C
    4. The presiding officer of the G.E.L.A.A.W.L.C immediately upon calling the following G.E.L.A.A.W.L.C to order, must report all interim actions/decisions made by the Executive Body duly elected officers, fully disclosing the alleged misappropriation or misuse of G.E.L.A.A.W.L.C funds or misconduct and the individual(s) involved. Any member suspected of misappropriation or misuse of G.E.L.A.A.W.L.C funds or misconduct may exercise the 10th Concept of N.A. Service to redress the issue at this time.
D. Once the G.E.L.A.A.W.L.C Executive Body's duly elected officers investigate and report to the G.E.L.A.A.W.L.C its findings of the suspected violation of this section, the G.E.L.A.A.W.L.C 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 by phone, email, and/or certified mail as well as notifying the G.E.L.A.A.S.C.N.A - G.S.R.s by phone and/or e-mail.
    1. Should the G.E.L.A.A.W.L.C remove an officer(s) or member(s) with cause, the said individual's participation within the G.E.L.A.A.S.C.N.A. is immediately terminated.

2. Suspended or removed officer(s) or member(s) may no longer represent themselves to the fellowship or service Boards/Committees as an officer or member of the G.E.L.A.A.W.L.C., its committees, or its AD-HOC for a period of five (5) years from the date of interim suspension.
3. Any member removed from office and/or committee by the G.E.L.A.A.W.L.C. for misconduct may no longer represent him/herself to the fellowship or service Boards/Committees as an officer or member of the G.E.L.A.A.S.C.N.A., its committees, and AD-HOC for a period of 2 to 5 years, at the discretion of G.E.L.A.A.W.L.C. on a case-by-case basis (This time period will be voted on and determined at the time of removal from office and/or committee).
4. If a trusted servant resigns from office or a committee prior to the G.E.L.A.A.W.L.C. having taken the forementioned action and reaching a final resolution, the G.E.L.A.A.W.L.C. shall proceed to suspend the trusted servant. The G.E.L.A.A.W.L.C. shall investigate the matter and follow the forementioned process to its normal conclusion.

Upon reinstatement, by a required 2/3 vote of the G.E.L.A.A.W.L.C., said member's suspension will be lifted and the member will resume their role as a full participant of the G.E.L.A.A.W.L.C., it's committees, or ad-hoc, as applicable.

E. *Restitution*

1. A member removed from office for the misappropriation or misuse of G.E.L.A.A.W.L.C. funds might be subject to criminal and/or civil legal proceedings. A 2/3 majority vote of the G.E.L.A.A.W.L.C. shall be required to file charges with the local law enforcement authorities, inclusive of the local police and DA's Office.
2. Members removed from office for the misappropriation or misuse of G.E.L.A.A.W.L.C. funds may, at the discretion of the G.E.L.A.A.W.L.C., be asked to sign a promissory note and make restitution in full of all misappropriated or misused G.E.L.A.A.W.L.C. funds in lieu of filing charges.