

BAY CITIES AREA of N.A. MEN'S LUNCHEON

COMMITTEE GUIDELINES

Approved 3/17/23

I. NAME

- a) This body shall be known as the Bay Cities Area Men's Luncheon Committee (hereinafter called the BCAML), a Subcommittee of the Bay Cities Area Service Committee of Narcotics Anonymous (hereinafter called the BCASC).

II. PURPOSE

- a) The BCAML shall fulfill the primary purpose by planning, coordinating & administering the Annual Men's Luncheon. The BCAML shall contribute to the growth & unity of the Bay Cities Area of Narcotics Anonymous.
- b) This event is to celebrate recovery within the NA fellowship & shall fulfill the primary purpose by raising funds so the BCASC & Subcommittees can carry out their functions.

III. FUNCTIONS

- a) To ensure that the BCAML purpose is accomplished, BCAML shall be directly responsible to those they serve through the BCASC.
- b) BCAML shall carry out their functions in accordance with the 12 Traditions & 12 Concepts of Service.
- c) BCAML shall conduct an annual Committee Service Inventory in the monthly meeting following the event.
- d) BCAML shall review & revise these Guidelines of the BCAML annually following the elections.
- e) BCAML shall maintain its own bank account.
- f) BCAML shall maintain a working budget **\$6,000.00**.

IV. MEMBERSHIP, MEETINGS, QUORUM, VOTING & MOTIONS

- a) BCAML & its adhoc are comprised of members at large & elected trusted servants. Membership to the BCAML shall be limited to NA members. It is suggested that each member have at least thirty (30) days of continuous clean time in NA & the willingness & ability to be of service.
- b) Upon entry to the second consecutive BCAML meeting or election to trusted servant position, voting rights are earned. In the event that any voting member or trusted servant misses three consecutive BCAML meetings, voting rights & position are surrendered.
- c) BCAML shall hold regular monthly meetings. Upon completion of event and successful audit of the BCAML financial records by the BCASC Audit Team, the BCAML will be on a 90-day hiatus. All special meetings may be called by a simple majority vote of the BCAML or at the discretion of the Chair or Vice Chair. Reasonable notice, of at least one (1) week of such special meetings must be given to all BCAML members.
- d) A quorum at all BCAML meetings shall consist of a simple majority of all the voting BCAML members present & at least two elected officers.
- e) Motions may be made by any NA member, but can only be seconded by a voting member of the BCAML.
- f) All BCAML votes, unless otherwise defined, shall be by a simple majority vote of all voting BCAML members with the exception of the following:
 - i) Disbursement of any funds requires a 2/3 majority vote of all voting members in attendance.
 - ii) Any BCAML elected officer may be removed during their term or reinstated by a 2/3 majority vote of all voting BCAML members in attendance.
 - iii) Any BCAML Guideline must be amended by a 2/3 majority vote of all voting BCAML members in attendance & a 2/3 majority vote of all Bay Cities Area meetings. A 4-week notice must be given to all voting BCAML members prior to an attempted change in these Guidelines.
- g) At all BCAML meetings, the BCAML Chair votes only in case of a tie vote.
- h) BCAML Chair shall not make motions but may participate in discussion.

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V. COMMITTEE ELECTIONS, OFFICERS & TERMS

- a) During the July BCAML meeting, BCAML shall elect a Chair, Vice Chair, Secretary and Treasurer who will assume their duties at the next BCASC meeting. Each shall have a working knowledge of the 12 Steps, 12 Traditions & 12 Concepts of Service of N.A. & the ability & willingness to serve:
 - i) The Chair shall have at least three (3) years of N.A. continuous clean time & at least two (2) years of service experience.
 - ii) The Vice Chair shall have at least two (2) years of N.A. continuous clean time & at least one (1) year of service experience.
 - iii) The Secretary shall have at least one (1) year of N.A. continuous clean time & at least six (6) months of service experience.
 - iv) The Treasurer shall have at least four (4) years of N.A. continuous clean time & at least one (1) year Treasurer's experience.
 - v) The Co Treasurer shall have at least two (2) years NA continuous clean time & at least one (1) year of service experience.
 - vi) The Merchandise Chair shall have at least three (3) years of N.A. continuous clean time & at least two (2) years of service experience.
 - vii) The Ticketing Chair shall have at least two (2) years of N.A. continuous clean time & at least one (1) year of service experience.
 - viii) Each BCAML Ad-hoc Chair shall have at least two (2) years of N.A. continuous clean time & at least one (1) year of service experience.
- b) All BCAML officers shall serve for a term of one (1) year. All BCAML officers may succeed themselves in office, but none should serve, in a particular office, more than two (2) consecutive terms & three (3) terms in any five (5) year period.
- c) In the event that any BCAML officer misses three (3) consecutive Committee meetings, they shall be automatically removed from office; however, the officer can be reinstated by 2/3 majority vote of all voting BCAML members in attendance.

VI. DUTIES OF THE OFFICERS

- a) The Chair shall:
 - i) Preside at & provide an agenda for all BCAML meetings.
 - ii) Oversee & coordinate all BCAML events & functions.
 - iii) Be the liaison between the BCAML & the BCASC, attend all BCASC & Policy Committee meetings & submit a written report to the BCASC (i.e. the latest approve minutes & financial report).
 - iv) Be responsible with the Vice Chair for coordinating all announcements at the events from the BCAML.
 - v) To be responsible with the Vice Chair to develop the event program literature.
 - vi) Presides as the single point of accountability for the Committee in its relationship with the venue.
 - vii) Be co-signor of the BCAML bank account.
- b) The Vice Chair shall:
 - i) Perform the duties of the Chair in their absence.
 - ii) Assist the Chair in overseeing & coordinating BCAML events & functions.
 - iii) Be responsible for the updating of information & production of flyers & tickets, in accordance with the BCASC Guidelines, with the approval by a simple majority vote of all voting BCAML members in attendance.
 - iv) Assist the Chair in coordinating all announcements at the BCAML event.
 - v) Assists the Chair with venue negotiations.
- c) The Secretary shall:

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- i) Record & distribute legible minutes of each meeting to the BCAMLC, BCASC Internal Vice-Chair & BCASC Secretary.
- ii) Maintain an accurate BCAMLC meeting attendance list.
- iii) Assist in sending out BCAMLC correspondence or notices of any kind.
- d) The Treasurer shall:
 - i) Be the custodian & co-signor of the BCAMLC bank account.
 - ii) Disburse any funds with the approval of the BCAMLC.
 - iii) Collect & count all funds from each "point of sale" regularly during the day of the event.
 - iv) Keep a record of all cash flow & submit a monthly financial report at the beginning of each BCAMLC meeting. This report will consist of:
 - (1) A detailed balance sheet, a detailed income statement & a detailed bank reconciliation that balances the bank statement to the balance sheet.
 - v) Prepare & submit a financial report at the BCAMLC meeting following events. Be available for ASC audit if necessary.
 - vi) Monitor all approved BCAMLC & all BCAMLC Ad-hoc budgets.
 - vii) Assists the Chair with venue negotiations.
- e) The Co Treasurer Shall:
 - i) Disburse any funds with the approval of the BCAMLC.
 - ii) Collect and count all funds from each "point of sale" regularly during the day of event.
 - iii) Keep a record of all cash flow & submit a monthly financial report at the beginning of each BCAMLC meeting. This report will consist of:
 - (1) A detailed balance sheet, a detailed income statement & a detailed bank reconciliation that balances the bank statement to the balance sheet.
 - iv) Prepare & submit a financial report at the BCAMLC meeting following events. Be available for ASC audit if necessary.
 - v) Monitor all approved BCAMLC & all BCAMLC Ad-hoc budgets.
 - vi) Assists the Chair with venue negotiations.
- f) **The Merchandise Chair shall:**
 - i) Be responsible for the purchase, sale & administration of merchandise for resale. This includes vendor relations & selling merchandise throughout the year.
 - ii) Provide a monthly financial report at the BCAMLC meeting showing total merchandising sales.
 - iii) Provide a final financial report showing total merchandising sales including profit/ loss.
- g) The Ticketing Chair shall:
 - i) Be responsible for generating the ticket stubs.
 - ii) Be accountable for ticket disbursement, and tracking of all ticket sales.
 - iii) Provide a monthly ticket report at the BCAMLC meeting reflecting total ticket sales.
 - iv) Provide a final audit report reflecting total ticket sales for the event, including profit/ loss.

VII. FINANCES

- a) All the terms of any expenditure must be reported to the BCAMLC Treasurer prior to any BCAMLC 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 BCAMLC member are only permissible up to one hundred dollars (\$100.00). Cash expenditures or reimbursement must be accompanied with a receipt stating purpose of payment & signed by individual receiving payment.
- b) The BCAMLC bank account shall require on all checks two (2) signatures; the BCAMLC Treasurer & the BCAMLC Chair. No two (2) signors on the BCAMLC bank account may reside in the same household nor shall the payee be a signor on the check. Signors are required to sign the misappropriation agreement per BCASC Guidelines.

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- c) All "votes of confidence" given any member(s) of the BCAML for the expenditure of funds must have a dollar limitation on the face of the check or no expenditure should be made & must be noted in the meeting minutes.
- d) All disbursement of funds \$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 & telephone number, the date of purchase, a description of the purchase & its purpose, the amount paid & balance due the vendor, if any. If the purchase is paid in cash, the name of the BCAML member making the purchase should also be included. No exceptions will be made.

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- f) For each BCAML 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 bank will be taken out of the gross cash on hand. It will be deposited separately into the BCAML bank account. The bank is never an expense or revenue source.
- g) For all BCAML events: Closing financial reports will be kept by the Treasurer/Co-Treasurer for future reference.
- h) At all BCAML, the BCAML Treasurer will issue for each cash collection a signed receipt countersigned by the person giving the cash to the BCAML Treasurer.
- i) At any BCAML event, all revenues will be administered by the BCAML Treasurer/Co-Treasurer. To assist the BCAML Treasurer/Co-Treasurer, two (2) of the following must be present at each cash count: The BCAML Chair, the BCAML Vice Chair & the BCAML Treasurer.
- j) All BCAML revenues must be deposited after receipt within seven (7) working days into the BCAML bank account. A permanent & detailed record of each deposit will be kept by the Treasurer/Co-Treasurer. Each venue (point of sale) during the event will have a separate deposit made. The revenue from two (2) different venues should not be co-mingled in any BCAML deposit.
- k) All BCAML members who handle funds must have a minimum of two (2) years of continuous clean time.
- l) There is no maximum amount of funds that may be kept in the BCASC bank account however any funds over the prudent reserve at the first BCAML meeting subsequent to the event will be donated to the BCASC.
- m) Immediately subsequent to each event, the BCAML financial records will be audited by the BCASC. This audit will be conducted no sooner than 30 days after the event & concluded no later than 60 days after the event.

VIII. PROGRAM

- a) All BCAML flyers or notices must adhere to the following guidelines:
 - i) The Bay Cities Area name & event name.
 - ii) The date & time of event.
 - iii) The address of & a map to the event.
 - iv) The contact: names & telephone numbers including area code.
 - v) The amount of the entrance ticket.
 - vi) The N.A. logo with the registered trademark or the N.A. Service Symbol.
 - vii) The flyer should not include:
 - (1) Any other logos.
 - (2) Narcotics Anonymous written out in full.
 - (3) The mention of outside enterprises (i.e. food drives, raffles, door prizes, the names of entertainers, the names of any speakers, leaders, or readers, etc.
 - viii) The flyers should be neat & legible with suitable artwork.
 - ix) The flyers should be presented to the BCAAC for approval prior to distribution.
 - x) Any volunteer preparing flyers should be made aware of these guidelines prior to doing the setup.
- b) All performing talent must respect & be informed of the principles & language of the N.A. Fellowship by the BCAML Chairperson.