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

24. It is important to understand that these guidelines are not meant to be used as hard and fast rules or laws, but rather as suggested guidelines taken from our area's experiences. 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".

25. NAME AND BOUNDARIES

a. This body shall be known as the Greater Los Angeles Area Service Committee of Narcotics Anonymous, hereinafter referred to as the GLAASC.

b. 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.

26. DEFINITION

27. 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 (GSR's) 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 and Alternate Regional Committee Member and Subcommittee Chairs. These members comprise the executive body of the Greater Los Angeles Area Service Committee.

28. PURPOSE

29. The purpose of this Committee shall be the administration and coordination of Narcotics Anonymous business and activities, and, 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.

30. FUNCTION

31. To further carry the message of Narcotics Anonymous through coordination of the activities of an "Activities Committee".
32. To further carry the message of Narcotics Anonymous through coordination of the activities of a "Hospitals and Institutions Committee".
33. To further carry the message of Narcotics Anonymous through coordination of the activities of a "Public Information Committee".
34. 4. To further carry the message of Narcotics Anonymous through coordination of the activities of a "Phone line Committee".
35. To further carry the message of Narcotics Anonymous through coordination of the activities of a "Literature Committee".
36. To further carry the message of Narcotics Anonymous through coordination of the activities of a "Newsletter- Committee".
37. To further carry the message of Narcotics Anonymous through coordination of the activities of a "Support Committee".
38. To further carry the message of Narcotics Anonymous through coordination of the activities of a "Convention Committee".
39. The communication of information to and from Narcotics Anonymous groups through their Group Service Representative (GSR).
40. To conduct a monthly business meeting.
41. To provide a Regional Committee member (RCM) for active participation in the Southern California Regional Committee of Narcotics Anonymous.
42. To maintain a post office box for the Greater Los Angeles Area Service Committee (GLAASC).
43. To provide a prudent 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.
- 44(A) 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**, you must submit a written proposal 90 day's prior to the event date to the Activities Committee or the Greater Los Angeles Area Service Committee.

44(B) All Donations must be turned in 24 hours after any event with a list of all items and inventory to be placed in the Area Storage.

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

46. It is suggested that 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.

45. OFFICERS OF THE AREA SERVICE COMMITTEE (ASC)

46. 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.

47. Nominations and elections will be held annually in November, with the exception of the Convention Committee. **The area will vote in a Convention Chair the month after the Convention is over.** Those elected officers will formally assume office in January of the following year, thereby assuring the newly elected officers assume experience in their new positions, in conjunction with the outgoing officers. This will mean a 13-month term for each newly elected officer. Elections of officers will not be subject to phone votes.

48. Two officers in a relationship or living together cannot be signers on any bank account of the Greater Los Angeles area including Subcommittees.

49. Chair and Vice Chair do not have any personal opinion in any open discussion. (i.e. Roberts's rules of order and Pros & Cons)

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

51. CHAIRPERSON REQUIREMENTS

- 52. Three years clean time and a willingness to serve.
- 53. Have a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Service and the Guide to Local Service of Narcotics Anonymous.
- 54. Have one-year prior area-level service experience, (i.e. H&I, Phone lines).
- 55. Must be able to conduct a business meeting in a firm but understanding manner.
- 56. Must not be on *Chex Systems*.

57. ASC CHAIRPERSON DUTIES

- 58. Prepares agenda and distributes before each Area Service Committee meeting.
- 59. Chairs Area Service Committee meetings with the implementation of Robert's Rules of Order.
- 60. **Coordinates trusted servants in monthly Executive Body-Subcommittee Chairperson Meeting.**
- 61. Liaison for GLAASC to help promote unity among and with groups having problems within the area.
- 62. Is a co-signer on GLAASC bank accounts
- 63. Every three months, assists and reviews the bank accounts of GLAASC subcommittees.
- 64. **Is responsible for approving the Area Service Committee meeting minutes before distributing to the Group Service Representatives at the ASC meeting.**

65. GLAASC VICE-CHAIRPERSON REQUIREMENTS

- 66. Two years clean time and willingness to serve.

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

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

69. Must not be on *Chex* Systems.

70. **GLAASC VICE CHAIRPERSON'S DUTIES**

71. In the absence of Chairperson, performs all duties of the Chairperson.

72. Co-signer of the GLAASC bank account.

73. Chair's all ADHOC 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.

74. 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.

76. (A) Must attend all monthly Executive Body Meetings

75. **SECRETARY REQUIREMENTS**

76. Two year clean time and a willingness to serve.

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

78. It is suggested to have access to a word processor or computer.

79. SECRETARY DUTIES

80. Types and verifies minutes with the Chairperson two (2) weeks after each GLAASC meeting and distributes to Alt. Secretary to be distributed to the Group Service Representative at the ASC meeting.

81. Maintains 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.

82. Responsible for all correspondence, maintains Area Service Committee files and archives.

83. 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.

84. Secretary is responsible for Roll Call on the agenda at the Area Service Committee meeting.

85. It is suggested that the secretary be employed.
(A) Must attend all Monthly Executive Body Meeting.

86. ALTERNATE SECRETARY REQUIREMENTS

87. One year clean time and a willingness to serve.

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

89. Must be willing and capable of performing all duties of Secretary.

90. It is suggested that the alternate secretary be employed/or have an income.

91. ALTERNATE SECRETARY DUTIES

92. 1. In the absence of the Secretary, performs all duties of Secretary, (e.g., minutes. Verifies accuracy of phone list of all sub-committee chairs, GSR'S of the Greater Los Angeles Area with the secretary.

93. 2. Keeps accurate minutes for Executive Body Service Committee (EBSC) meeting and ADHOC committee meetings.

94. Secretary must attend all Area Ad hoc Committee's formed.

(A) Must attend all Monthly Executive Body Meeting.

95. TREASURER REQUIREMENTS

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

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

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

99. Must be willing and capable of performing all duties described above.

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

101. It is suggested to have access to a computer.

102. Must not be on *Chex Systems*.

103. TREASURER DUTIES

104. Maintains Area Service Committee bank account.

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

106. Oversees reconciliation of subcommittee bank accounts every three months.

107. Co-signer of the GLAASC bank account and furnishes bank statements for it.

108. To serve as pro-tem treasurer of subcommittee's or ad-hoc committee's with a bank account if treasurer's position is vacate for more than 90 days.

109. Collects donations at service committee and furnishes receipts for it.

110. Must attend all Monthly Executive Body meetings.

111. ALTERNATE TREASURER REQUIREMENTS

- 112. Three years clean time and a willingness to serve.
- 113. Have a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Service, and the Guide to Local Service of Narcotics Anonymous.
- 114. One year of service as a committee member or group officer.
- 115. Must be willing and capable of performing all duties of treasurer stated above.
- 116. Must be employed or have a source of income.
- 117. It is suggested to have access to a computer.

118. ALTERNATE TREASURER DUTIES

- 119. Maintains the GLAASC bank account along with the GLAASC Treasurer.
- 120. Assists 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.
- 121. Oversees reconciliation of subcommittee bank accounts with GLAASC Chair and Treasurer every three months.
- 122. Assist with collection of donations at Area Service Committee meeting and furnishes receipts for same; assists the GLAASC Treasurer in counting all GLAASC funds.
- 123. In absence of Treasurer, performs all duties of Treasurer except be co-signer on GLAASC bank account.
- 124. Must attend all Executive Body meetings.

125. REGIONAL COMMITTEE MEMBER (RCM) REOUIREMENTS

- 126. Three years clean time and a willingness to serve.
- 127. Have a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Service and the Guide to Local Service Narcotics Anonymous.
- 128. One year of area level service as a committee member or group officer.
- 129. Willing and capable of performing all duties stated above.

130. REGIONAL COMMITTEE MEMBER DUTIES

- 131. Attends all Regional Service Committee meetings and furnishes GLAASC with a written report at the regular monthly ASC meeting.
- 132. Represents the GLAASC group conscience at the Regional Service Committee.

133. ALTERNATE REGIONAL COMMITTEE MEMBER REQUIREMENTS

- 134. Two years clean time and a willingness to serve.
- 135. Have a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Service, have knowledge of the Guide to Local Service of Narcotics Anonymous.
- 136. One year of area level service as a committee member or group officer.
- 137. Willing and capable of performing all duties.
- 138. Must be willing to serve a two-year term, one as the alternate representative and one as representative subject to confirmation by group conscience.

139. ALT. REGIONAL COMMITTEE MEMBER DUTIES

140. Attends all Area Service Committee meetings.

141. Assumes all duties of Regional Committee Member in absence of Regional Committee member.

142. Attends all Regional Service Committee meetings with RCM or, in the absence of Regional Committee member. Provide monthly written reports to the Regional Service Committee.

143. SUBCOMMITTEE CHAIRPERSON REQUIREMENTS AND DUTIES

a. Requirements and duties for Phone lines Committee, Hospitals and Institutions Committee, Activities Committee, Literature Committee, Public Information Committee, Newsletter Committee, Support Committee, Convention Committee, and Board of Directors can be found in those respective committee guidelines.

144. Every subcommittee chairperson must submit a written committee report at the GLAASC meeting with enough copies for every GSR and officers of the GLAASC.

145. Every Subcommittee Chair must attend the monthly Executive Body Subcommittee Meeting.

146. All GLAASC Subcommittee Chair's are required to stay the entire GLAASC meeting.

147. All subcommittee chairs must be elected prior to taking office by the GLAASC.

148. Elections of Subcommittee Chairperson's will not be subject to phone votes.

149. No Subcommittee or Ad hoc Committee may sign or enter into a contract without prior approval from GLAASC.

150. OPERATIONS

151. RESIGNATION OF AN OFFICER

152. Upon the resignation of any officer or subcommittee chairperson [Refer to page *** **GLAASC Vice Chairperson duties**]

153. ABSENCE OF AN OFFICER

154. 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 being requested by the person in question, the issue will be subject to discussion and majority vote by the GLAASC.

155. REMOVAL OF AN OFFICER

156. 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.

157. GLAASC GUIDELINE APPROVAL, ADOPTION, AND AMENDMENT

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

159. No subcommittee guidelines may conflict with the GLAASC Guidelines.

160. 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.

161. PRUDENT RESERVE

162. 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.)

163. LENGTH OF TIME IN OFFICE

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

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

166. VOTING PROCEDURES FOR THE GREATER LOS ANGELES AREA SERVICE COMMITTEE

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

168. In the Greater Los Angeles Area Service Committee meetings, only GSR's 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.***

169. In the event of a tie, the Chairperson of the GLAASC has the deciding vote.

170. Alternate GSR's can vote only in the absence of the GSR.

171. The GLAASC meeting will have a quorum based on a 2/3 majority of the GSR's or their Alternates from the attending meetings of the Greater Los Angeles Area in order to conduct business. Once a quorum must be maintained during the duration of the meeting.

172. 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 Local Guide to Service)

173. 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.

174. 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.

175. THE GROUP SERVICE REPRESENTATIVE (GSR)

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

176. 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.

177. 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

THE GROUP SERVICE REPRESENTATIVE REQUIREMENTS

178. The willingness and desire to serve.
179. We suggest a minimum of one year of continuous abstinence from all mind-altering chemicals.
180. An active participation in the groups they are to serve.
181. A good working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Service and have knowledge of the Guide to Narcotics Anonymous. Recommend that good b removed
182. An understanding of the service structure of Narcotics Anonymous and the duties of the Group Service Representative.
183. Attend Annual Learning Day.

184. GROUP SERVICE REPRESENTATIVES DUTIES

185. Attends All 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.
186. 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.
187. Delivers donations to the Area Service Committee and returns with receipt for the meeting treasurer.
188. Purchases literature for their meetings.
189. Endeavors to represent the group conscience of their respective meetings at all times.
190. Trains and otherwise informs the Alternate Group Service Representative of service structure responsibilities as they arise.
191. Serves a one-year term.

192. Reports to the Area Service committee monthly regarding their meetings, progress or problems as they arise

193. Utilizes the Group Service Representative Outline.

194. ALTERNATE GROUP SERVICE REPRESENTATIVE

195. 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.

196. 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.

197. ALTERNATE GROUP SERVICE REPRESENTATIVE DUTIES AND REQUIREMENTS

198. 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.

199. 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.

200. MISAPPROPRIATION OF GREATER LOS ANGELES AREA SERVICE COMMITTEE FUNDS

201. **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).

202. INTERIM ACTION

203. 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.

204. SUSPENSION

a. 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.

b. Upon suspension of any officer(s), the GLAASC Executive Committee must make full and timely investigation of the matter and

c. Report the findings at the next GLAASC meeting.

205. 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.

206. 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.

207. (This includes all Subcommittees and ADHOC committees of the GLAASC)

208. GLAASC ACTION – REMOVAL/REINSTATEMENT

209. 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.

a. 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.*

b. Upon reinstatement, said member's suspension will be lifted and he/she will resume his/her role as a full participant of the GLAASC.

210. RESTITUTION

a. 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.

b. 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.