

**Cocaine Anonymous  
South West (UK)  
Area Service Manual**



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## 1. Acronyms

Acronym	Meaning
ASB	Area Service Board
ASC	Area Service Committee
C.A.	Cocaine Anonymous
CAEW	Cocaine Anonymous England & Wales
CASW (UK)	Cocaine Anonymous South West (UK)
CASW	Cocaine Anonymous South West
CATW	Celebrate Around the World
CAUK	Cocaine Anonymous United Kingdom
CAWS	Cocaine Anonymous World Service
CAWSO	Cocaine Anonymous World Service Office
CPC	Cooperation with the Professional Community
DSC	District Service Committee
DSR	District Service Representative
GSR	Group Service Representative
H&I	Hospitals and Institutions
HFC	Hope Faith and Courage
IT	Information Technology
LCF	Literature, Chips, and Format
PI	Public Information
S&B	Structure and Bylaws
WSBT	World Service Board of Trustees
WSC	World Service Conference
WSCD	World Service Conference Delegate
WSM	World Service Manual
WSO	World Service Office
WSOB	World Service Office Board
WSOT	World Service Office Trustee
WST	World Service Trustee
WTF	Where To Find

## 2. Statement of Purpose

This Service Manual is intended to provide guidance for activities in Cocaine Anonymous within the C.A. South West (UK).

Decisions made by individuals, groups, districts and areas should be considered within the context of our Twelve Steps, Traditions and Concepts. We ought to remember that each group is autonomous and that the group conscience is the guiding principle.

As a fellowship, we will always be guided by, and remain grounded in, the spiritual precepts of The Twelve Steps, The Twelve Traditions and The Twelve Concepts (as adopted by the C.A. World Service Conference). It is the goal of these guidelines to offer specific insights and clarifications as to the particular needs of the C.A. South West (UK). The adoption of these bylaws represents the conscience of the area as to their use.

Cocaine Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others recover from their addiction. The

only requirement for membership is a desire to stop using cocaine and all other mind-altering substances. There are no dues or fees for membership; we are fully self-supporting through our own contributions. We are not allied with any sect, denomination, politics, organization, or institution. We do not wish to engage in any controversy and we neither endorse nor oppose any causes. Our primary purpose is to stay free from cocaine and all other mind-altering substances, and to help others achieve the same freedom. We use the Twelve Steps of recovery because it has already been proven that the Twelve-Step recovery program works.

### **3. The Twelve Steps of Cocaine Anonymous**

1. We admitted we were powerless over cocaine and all other mind-altering substances – that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God, as we understood Him.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory, and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God, as we understood him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

The Twelve Steps are reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Steps does not mean AA is affiliated with this program. AA is a program of recovery from alcoholism. Use of the Steps in connection with programs and activities which are patterned after AA, but which address other problems, does not imply otherwise. THE TWELVE STEPS OF ALCOHOLICS ANONYMOUS: 1. We admitted we were powerless over alcohol – that our lives had become unmanageable. 2. Came to believe that a Power greater than ourselves could restore us to sanity. 3. Made a decision to turn our will and our lives over to the care of God, as we understood Him. 4. Made a searching and fearless moral inventory of ourselves. 5. Admitted to God, to ourselves and to another human being the exact nature of our wrongs. 6. Were entirely ready to have God remove all these defects of character. 7. Humbly asked Him to remove our shortcomings. 8. Made a list of all persons we had harmed, and became willing to make amends to them all. 9. Made direct amends to such people wherever possible, except when to do so would injure them or others. 10. Continued to take personal inventory, and when we were wrong promptly admitted it. 11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out. 12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

### **4. The Twelve Traditions of Cocaine Anonymous**

1. Our common welfare should come first; personal recovery depends upon C.A. unity
2. For our group purpose, there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.

3. The only requirement for membership is a desire to stop using cocaine and all other mind-altering substances.
4. Each group should be autonomous, except in matters affecting other groups or C.A. as a whole.
5. Each group has but one primary purpose – to carry its message to the addict who still suffers.
6. A C.A. group ought never endorse, finance or lend the C.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every C.A. group ought to be fully self-supporting, declining outside contributions.
8. Cocaine Anonymous should remain forever nonprofessional, but our service centres may employ special workers.
9. C.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Cocaine Anonymous has no opinion on outside issues; hence the C.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, television and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

The Twelve Traditions are reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Traditions does not mean AA is affiliated with this program. AA is a program of recovery from alcoholism. Use of the Traditions in connection with programs and activities which are patterned after AA, but which address other problems, does not imply otherwise. THE TWELVE TRADITIONS OF ALCOHOLICS ANONYMOUS: 1. Our common welfare should come first; personal recovery depends upon A.A. unity. 2. For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern. 3. The only requirement for A.A. membership is a desire to stop drinking. 4. Each group should be autonomous, except in matters affecting other groups or A.A. as a whole. 5. Each group has but one primary purpose – to carry its message to the alcoholic who still suffers. 6. An A.A. group ought never endorse, finance or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose. 7. Every A.A. group ought to be fully self-supporting, declining outside contributions. 8. Alcoholics Anonymous should remain forever nonprofessional, but our service centres may employ special workers. 9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve. 10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy. 11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films. 12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

## **5. The Twelve Concepts of Cocaine Anonymous**

1. The final responsibility and the ultimate authority for C.A. World Services should always reside in the collective conscience of our whole Fellowship.
2. The C.A. Groups delegate to the World Service Conference the complete authority for the active maintenance of our world services and thereby make the Conference – excepting for any change in the Twelve Traditions – the actual voice and the effective conscience for our whole Fellowship.
3. As a traditional means of creating and maintaining a clearly defined working relation between the Groups, the Conference, the World Service Board of Trustees and its service corporation, staffs, and committees, and of thus insuring their effective leadership, it is here suggested that we endow each of these elements of World Service with a traditional “Right of Decision.”

4. Throughout our Conference structure, we ought to maintain at all responsible levels a traditional "Right of Participation," taking care that each classification or group of our world servants shall be allowed a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our World Service structure, a traditional "Right of Appeal" ought to prevail, thus assuring us that minority opinion will be heard and that petitions for the redress of personal grievances will be carefully considered.
6. On behalf of C.A. as a whole, our World Service Conference has the principal responsibility for the maintenance of our world services, and it traditionally has the final decision respecting large matters of general policy and finance. But the Conference also recognizes that the chief initiative and the active responsibility in most of these matters should be exercised primarily by the Trustee members of the Conference when they act among themselves as the World Service Board of Cocaine Anonymous.
7. The Conference recognizes that the Charter and the Bylaws of the World Service Board are legal instruments; that the Trustees are thereby fully empowered to manage and conduct all of the world service affairs of Cocaine Anonymous. It is further understood that the Conference Charter itself is not a legal document; that it relies instead upon the force of tradition and the power of the C.A. purse for its final effectiveness.
8. The Trustees of the World Service Board act in two primary capacities: (a) With respect to the larger matters of overall policy and finance, they are the principal planners and administrators. They and their primary committees directly manage these affairs. (b) But with respect to our separately incorporated and constantly active services, the relation of the Trustees is mainly that of custodial oversight which they exercise through their ability to elect all Directors of these entities.
9. Good service leaders, together with sound and appropriate methods of choosing them are at all levels indispensable for our future functioning and safety.
10. Every service responsibility should be matched by an equal service authority — the scope of such authority to be always well defined whether by tradition, by resolution, by specific job description or by appropriate charters and bylaws.
11. While the Trustees hold final responsibility for C.A.'s world service administration, they should always have the assistance of the best possible standing committees and service boards, staff and consultants. Therefore the composition of these underlying committees and service boards, the personal qualifications of their members, the manner of their induction into service, the system of their rotation, the way in which they are related to each other, the special rights and duties of our staffs and consultants, together with a proper basis for the financial compensation of these special workers will always be matters for serious care and concern.
12. General Warranties of the Conference: In all its proceedings, the World Service Conference shall observe the spirit of the C.A. Tradition, taking great care that the Conference never becomes the seat of perilous wealth or power; that the sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity; that no Conference action ever be personally punitive or an incitement to public controversy; that though the Conference may act for the service of Cocaine Anonymous, it shall never perform any acts of government; and that, like the Fellowship of Cocaine Anonymous which it serves, the Conference itself will always remain democratic in thought and action.

The Twelve Concepts are reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Concepts does not mean that A.A. is affiliated with this program. A.A. is a program of recovery from alcoholism. Use of the Concepts in connection with program and activities, which are patterned after A.A. but which address other problems, does not imply otherwise. THE TWELVE CONCEPTS OF ALCOHOLICS ANONYMOUS: 1. Final responsibility and ultimate authority for A.A. world services shall always reside in the collective conscience of our whole Fellowship. 2. The General Service Conference of A.A. has become, for nearly every practical purpose, the actual voice and the

effective conscience for our whole Society in its world affairs. 3. To insure effective leadership, we should endow each element of A.A. - the Conference, the General Service Board and its service corporation, staffs, committees, and executives with traditional "Right of Decision." 4. At all responsible levels, we ought to maintain a traditional "Right of Participation," allowing a voting representation in reasonable proportion to the responsibility that each must discharge. 5. Throughout our structure, a traditional "Right of Appeal" ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration. 6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised primarily by the trustee members of the Conference acting as the General Service Board. 7. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct all of the world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness. 8. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities. 9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustee. 10. Every service responsibility should be matched by an equal service authority, with the scope of such authority always well defined. 11. The Trustees should always have the best possible committees, corporate service directors, executives, staffs and consultants. Composition, qualifications induction procedures, and rights and duties will always be matters of serious concern. 12. The Conference shall observe the spirit of the A.A. tradition, taking care that it never becomes the seat of perilous wealth and power; that the sufficient operating funds and reserves be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it will always remain democratic in thought and action.

## **6. The Importance of "Anonymity"**

Traditionally, C.A. members have always taken care to preserve their anonymity at the public level: press, radio, television and films. We know from experience that many people with drug problems might hesitate to turn to C.A. for help if they thought their problems might be discussed publicly, even inadvertently, by others. Newcomers should be able to seek help with complete assurance that their identities will not be disclosed to anyone outside the Fellowship.

We believe that the concept of personal anonymity has a spiritual significance for us: it discourages the drives for personal recognition, power, prestige, or profit that have caused difficulties in some societies. Much of our relative effectiveness in working with addicts might be impaired if we sought or accepted public recognition. While each member of C.A. is free to make their own interpretation of C.A. Tradition, no individual is ever recognized as a spokesperson for the Fellowship locally, nationally or internationally. Each member speaks only for themselves. Cocaine Anonymous is grateful to all media for their assistance in strengthening and observing the Tradition of anonymity. Periodically, the C.A. World Service Office sends to all major media a letter describing the Traditions and asking their support in observing it.

A C.A. member may, for various reasons, "break anonymity" deliberately at the public level. Since that is a matter of individual choice and conscience, the Fellowship as a whole has no control over such deviations from Tradition. It is clear, however, that they do not have the approval of the group conscience of C.A. members.

## **7. Statement of policy**

Who may use the name "Cocaine Anonymous", the block letters "CA", the official Cocaine Anonymous Logo (hereinafter "logo"), future variations of the logo, the book titles: "A Quiet Peace", "Hope, Faith & Courage II", "Hope, Faith & Courage: Stories From The Fellowship of Cocaine Anonymous", and the motto "We're Here And We're Free":

- a) A Cocaine Anonymous "Group" as defined herein, for its function of organizing and operating a

regularly scheduled C.A. meeting. A C.A. Group may not use the name, letters or logo for any other purpose (including without limitation, dances, conventions, memorabilia, or fund raising events) without the prior written consent of its Area/District Chairperson after a vote taken by the Area/District Service Committee.

- b) A C.A. District/Area has the ability to delegate the use of the C.A. name and/or logo on memorabilia. Proper discussion at the Area/District service committee meeting shall be part of the process.
- c) Cocaine Anonymous World Service Office (a California corporation) and Cocaine Anonymous World Services (a California corporation).
- d) To avoid implied affiliation, when referencing the name Cocaine Anonymous, the block letter CA, the official Cocaine Anonymous logo (hereinafter logo), future variations of the logo, and the motto 'We're Here and We're Free', on publications such as flyers, newsletters, directories, the following disclaimer should be used: "In the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politics, organization or institution." Avoid using designs that incorporate external organizations, graphics, and logos, trademarks when producing fellowship flyers or memorabilia. Committees are asked to be ever mindful of our Traditions when using the C.A. logo and creating items for sale and seek guidance if uncertain.
- e) Any media (printed, electronic, or otherwise) to be made available by the group, district, or area, to the fellowship, shall have prior approval from the respective service body. For this purpose, the respective service body is the Area/District Service Committee to which you are aligned or the World Service Office for groups that are not in an Area/District.
- f) The service body granting the use of the C.A. logo shall be responsible for ensuring that the proper C.A. logo, with applicable trademarks as shown below, is used on printed materials and memorabilia. Avoid using designs that incorporate external organizations, graphics, and logos, trademarks when producing fellowship flyers or memorabilia. Committees are asked to be ever mindful of our Traditions when using the C.A. logo and creating items for sale and seek guidance if uncertain.
- g) The Cocaine Anonymous brand guide adopted at WSC 2021 defines the following for creating C.A. brand identity:
  - Brand color is our deep green as known from the Hope, Faith and Courage books: Pantone 3292C / RGB 0 89 79 / HEX/HTML: #00594F / CMYK 100 0 56 56.
  - Brand fonts are Open Sans and Open Sans Condensed.
- h) When incorporating, no individual or entity may use the name "Cocaine Anonymous" alone or within the corporation name for incorporation purposes.

No other individual or entity may use the name "Cocaine Anonymous", the block letters "CA", the official Cocaine Anonymous logo (hereinafter "logo"), future variations of the logo, the book title "Hope, Faith & Courage: Stories From The Fellowship of Cocaine Anonymous," "Hope, Faith & Courage Volume II: Stories and Literature from the Fellowship of Cocaine Anonymous" and/or the motto "We're Here And We're Free" without the written permission of the Cocaine Anonymous World Service Board of Trustees.

Cocaine Anonymous groups, meetings and service committees should only use, display, distribute or sell the following literature and materials: the WSC Approved Literature set forth in the Appendix, the books "Alcoholics Anonymous," "Twelve Steps and Twelve Traditions," and "The A.A. Service Manual, combined with the Twelve Concepts For World Service," and Cocaine Anonymous World Service, Region, Area, District and group/ meeting approved flyers, meeting directories and other materials displaying the C.A. logo as described above.

Either of the Cocaine Anonymous logos must be used in their entirety as shown below. The first official logo includes the inner circle of the logo that contains the artistic "CA", the outer circle which contains the text "HOPE FAITH COURAGE" or any C.A. WSC approved translation thereof and the registered trademark symbol outside the outer circle. The other official logo includes the inner circle of the logo that contains the artistic text "CA", the outer circle which contains the text "HOPE FAITH COURAGE" or any C.A. WSC

approved translation thereof and the registered trademark symbol. No other text or design element may touch, overlap or show through behind the logo other than a solid colour. The block letters “CA” may only be used alone when they bear no resemblance to the inner circle type style of the official logo.



## 8. Cocaine Anonymous and Co-Anon

The relationship between the fellowships of Cocaine Anonymous and Co-Anon is a special one. As the disease of addiction affects many, our recovery process inherently affects many as well. Yet the Twelve Traditions, the General Service Boards and Service Conferences of both fellowships suggest that remaining “separate” makes each more effective. The policy of “co-operation but not affiliation” is recognized as important in maintaining separate fellowships. Consistent with that premise, Cocaine Anonymous provides the following position regarding the relationship with Co-Anon:

*“While being mindful of the impact of our disease on those who care about us and the support we receive from them, we in Cocaine Anonymous are guided by our Sixth Tradition. As such, we must ensure that our desire to cooperate with Co-Anon in thought, action and spirit does not result in affiliation, either outright or implied.”*

## 9. Definition of a Cocaine Anonymous “Group”

A meeting is when two or more people gather together to share their experience, strength and hope with each other. A meeting may call itself a C.A. Group when:

1. The only requirement for membership is a desire to stop using cocaine and all other mind-altering substances.
2. It is fully self-supporting.
3. Its primary purpose is to help addicts recover through the Twelve Steps of C.A.
4. It has no outside affiliations.
5. It has no opinion on outside issues.
6. Its public relations policy is based on attraction rather than promotion.

## 10. The C.A. Group

The basic unit in C.A. is the local Group, which is autonomous except in matters affecting other Groups or C.A. as a whole. The Group has but one primary purpose, which is to help others to recover through attendance at C.A. meetings, service and the suggested Twelve Steps. Each Group is self-supporting through its own contributions. As the Twelve Steps are our guide to recovery, the Twelve Traditions are our guide to Group unity, growth and discipline. Its members maintain their personal anonymity at the level of press, radio, television and films. The importance of the Group, what it constitutes and its functions cannot be stressed enough. Maintenance of our recovery depends on the sharing of our experience, strength and hope with each other, thus helping us to identify and understand the nature of our disease.

Most addicts in C.A. achieve and sustain their recovery as a result of their participation in the activities of the Group. The Group is the heart of Cocaine Anonymous and it is vital to the new member. It is equally important to those who have achieved recovery as a result of the program. They may continue to participate and receive assistance from the Group. The Group's total responsibility is perhaps best expressed by the First Tradition:

"Our common welfare should come first; personal recovery depends upon C.A. unity."

Most meetings follow a more or less set format, although distinctive variations have developed. It is our experience that many meetings begin or end with some form of prayer. While each C.A. group is autonomous, and adopts its own format, C.A. as such never endorses, opposes or affiliates (expressed or implied) with any sect, denomination, politics, organization or institution. A leader describes the C.A. program briefly for the benefit of the newcomers, and then turns the meeting over to a speaker or to participation.

Sometime during the meeting, there is usually a period for C.A. related announcements of interest to the meeting. A collection is taken to cover rent, literature and chips, refreshments and contributions to the District, Area and World Service Office as per the 7th Tradition. Many groups hold a business meeting monthly or at other intervals to discuss such items as: group finances, distribution of 7th Tradition, meeting format, election of trusted servants, etc. It is suggested that records be kept of group business meeting decisions. Each group is autonomous, and the group conscience decides how business meetings may be conducted.

Those attending meetings are reminded that any opinions or interpretations they may hear are solely those of the speaker or participant involved. All members are free to interpret the recovery program in their own terms, but none can speak for the local Group or C.A. as a whole.

## 11. The C.A. Home Group

A Home Group may be defined as a meeting a member regularly attends. The Home Group provides an opportunity to begin to be of service. Experience shows a Home Group is one of the vital components to continuous sobriety. In a Home Group members can participate in the business meeting and are able to cast their vote as a part of the group conscience.

## 12. Meeting Types

**OPEN:** Attended by C.A. members, their families, friends and other interested people.

**CLOSED:** Attendance is limited to C.A. members and those with a desire to stop using cocaine and all other mind-altering substances.

## 13. Meeting Styles

**Step Study** Participants study and discuss the Twelve Steps with the Group.

**Book Study** Participants study and discuss with the Group any of these books:

- A Quiet Peace
- Hope, Faith & Courage (All Volumes)
- Alcoholics Anonymous (the "Big Book")
- Twelve Steps and Twelve Traditions (the "12 and 12")
- The A.A. Service Manual, combined with the Twelve Concepts for World Service.
- Twelve-Step Companion Guide

**Participation** Participants discuss their experience, strength and hope in the meeting, one member at a time.

**Speaker** One or more C.A. members share their personal experience, strength and hope in the meeting at length.

**H&I Meetings** H&I meetings are often restricted to patients or residents only, and not open to the community as a whole. These meetings are brought into facilities by local C.A. members through the H&I committee. H&I meetings are basically beginner's meetings; with the chairperson of each meeting providing the speakers. They are not usually listed in the area or world directory; and they do not observe the 7th Tradition. Certain facilities may require H&I participants to be subject to sobriety requirements, dress and conduct codes.

**Online Meetings** Any meeting where two or more members meet virtually, including but not limited to video platforms and voice chat.

**Voice Meetings** These are voice only, voice over internet protocol meetings and are similar in format to face to face meetings.

## 14. Group Servants

"For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern." OUR SECOND TRADITION

C.A. groups may create such service positions, as they deem necessary to carry on the group functions with such job duties and sobriety requirements, as they feel appropriate. Such positions by way of illustration might include: Chairperson, Vice Chairperson, Literature, Coffeemaker/Hospitality, Greeter, etc. The suggested business positions of groups are:

### Group Service Representative (GSR)

- Suggested sobriety time: One year
- Term: One year

The GSR position is a very important service position for which a member can be elected. Great care should be taken with this choice; the quality of the District/Area Services and ultimately World Services can only be as good as those choices the individual Groups make. As with the Secretaries, GSR candidates should only accept positions for those Groups that they regularly attend. Regular attendance is to be defined by the groups. They are the ones who will carry the information back to the Group as to what is going on in our Fellowship on a District/ Area level as well as the World level.

It should be understood that a GSR does not require Group approval to vote on matters affecting the Group or

C.A. as a whole, although it is the GSR responsibility to vote mindful of the group conscience. (See Concept 3). A good GSR is familiar with the C.A. World Service Manual and the Twelve Concepts of World Services. If the GSR cannot attend, an Alternate should attend. The person elected GSR should be trusted with the Group vote. Before accepting a nomination for GSR, the nominee must consider the level of commitment as well as the sacrifice of time involved.

Duties and Responsibilities:

- Sees that the Traditions are followed within the Group.
- Attends all appropriate business meetings.
- Conducts communication between the Group, District and Area.
- Reads/reviews communications from the District, Area and World Service.
- Sponsored through the Big Book of Alcoholic Anonymous.

- Has a C.A. Homegroup.

### **Alternate GSR**

The purpose and responsibility of the Alternate GSR is to assist the GSR and to assume the responsibilities of the GSR when necessary. Suggested requirements and qualifications are the same as those for GSR.

- Sponsored through the Big Book of Alcoholics Anonymous.
- Has a C.A. Homegroup.

### **Secretary**

- Suggested sobriety time: Six Months
- Term: One year

The Secretary is a trusted servant whose responsibility is to provide the Group with the leadership best suited to assist the recovery of the members through utilization of the C.A. Program.

Duties and Responsibilities:

- See that the Traditions are being followed within the Group.
- Follow the format in accordance with the group conscience.
- See that the responsibilities of the other Group servants are met.
- See that Seventh Tradition contributions of the members are collected and that a record is kept of the Group's income and expenses.
- See that the Group is represented at the District or Area Service Meeting.
- See that rent for the meeting space is paid and that the Group's monthly contribution is forwarded to the District, Area and/or World Service Office.
- Keep an accurate, up-to-date record of changes of the group conscience.
- Keep a record of each officer's election date.
- Display C.A. literature and schedules.
- Sponsored through the Big Book of Alcoholics Anonymous.
- Has a C.A. Homegroup.

### **Group Treasurer**

- Suggested sobriety time: One Year
- Suggested prior service time: Six Months
- Term: One Year
- Gainfully employed and/or financially solvent.
- Has a C.A Homegroup

Duties and Responsibilities:

- Keeps an accurate book-keeping system.
- When applicable, maintains Group bank account(s) with checks requiring two signatures.
- Gives financial reports to the Group regularly.

- Pays all Group expenses. Passes on contributions to the District/Area and/or the World Service Office.
- Collects and documents 7th Tradition money.
- Collects and documents the H&I money (if H&I cans are passed at that meeting) and passes the H&I money onto the District or Area Treasurer, distinguished as H&I money.
- Sponsored through the Big Book of Alcoholics Anonymous.
- Has a C.A. Homegroup.

## 19. Description of a District and District Service Committee

The primary level of organization of Cocaine Anonymous consists of the individual meetings/groups.

## 20. District

A District is a geographical unit within an Area containing a number of groups within a close proximity, which find it necessary to unify. For an online District, 'geography' and 'close proximity' are not necessarily relevant. A District has the primary function of the unification of its groups by keeping in frequent contact with them, learning their problems and sharing ways to contribute to their growth and well-being. It is suggested that ten (10) or more groups comprise a District and that each ten (10) groups elect a District Service Representative to sit on the Area Service Committee. When districting or re-districting, approval of the groups within each current or proposed District is essential. The proposed districting or re-districting should be approved by the Area Service Committee. As the number of groups within a District increases, the District should either split into two Districts or elect more District Service Representatives from such groups to the Area Service Committee.

A District Service Committee (DSC) is a group made up of the Group Service Representatives from the individual groups in the District, the District Service Representatives and the DSC officers. The DSC meets on a bi-monthly basis to handle the business needs of the District. The DSC may create committees to service such needs as Telephone (Helpline), Public Information, CPC (Cooperation with the Professional Community), Hospitals and Institutions, Literature and Chips, and Special Events.

The most important function is to serve the needs of its groups. If a group has a situation it cannot handle, it can come to the District Service Committee. The active participation of each GSR is essential for a successful DSC.

Whatever endeavour or extracurricular activity is taken on by the District, they should at all times try to use or take advantage of Area resources, in order not to duplicate efforts or expenses already incurred by the Area.

- a) **Possible Voting Members:**

Officers of the DSC, Group Service Representatives, Alternate Group Service Representatives (optional); and other trusted servants.

- b) **Voting Procedures:**

Determined by District: Voting examples can be found in the WSM WSC Parliamentary Procedure Guidelines.

- c) **Officers of the DSC**

The District should elect officers yearly, which include:

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer

- District Service Representatives – one DSR for every ten (10) groups or part there of in the District, elected by the groups' GSR
- Alternate DSR (optional)
- Chairpersons of District Service Standing Committees (optional) – elected by the respective standing committees and approved by the DSC.

There should be one Group Service Representative (GSR) elected from each group. The DSC officers should be elected from among the active GSR. Upon election, the DSC officers shall no longer serve as GSR. Those groups, which they represented, must elect a new GSR.

The District Service Representative (DSR) is the essential link between the groups' GSR and the Area's Delegates to the World Service Conference. As a member of the District Service Committee, the DSR is exposed to the group conscience of that District. As a member of the Area Service Committee, the DSR passes on the Group's tenets to the Area's Delegates and the Area Service Committee.

## **21. District Service Officers Duties and Qualifications**

### **Chairperson**

1. Two years of continuous sobriety.
2. One year commitment.
3. Six months of active service in C.A.
4. Arranges agenda.
5. Presides over District meetings.
6. Only votes in case of a tie.
7. Assumes the responsibilities of coordinating all activities within the District.
8. Encourages trusted servants to chair various committees.
9. Sponsored from the Big Book of Alcoholics Anonymous.
10. Has a C.A. Homegroup.

### **Vice Chairperson**

1. One year continuous sobriety.
2. One year commitment. – (It is suggested that the Vice Chairperson rotates into the Chairperson commitment following the completion of the Vice Chairperson term.)
3. Six months of active service in C.A.
4. Coordinates all committee functions
5. In absence of Chairperson, performs the duties of Chairperson.
6. Chairperson of one standing committee.
7. Sponsored from the Big Book of Alcoholics Anonymous.
8. Has a C.A. Homegroup.

### **Secretary**

1. One year continuous sobriety.
2. One year commitment.
3. Six months of active service in C.A.
4. Keeps accurate minutes of each meeting.
5. Handles correspondence and maintains business records of the District.
6. Sponsored from the Big Book of Alcoholics Anonymous.
7. Has a C.A. Homegroup.

### **Treasurer**

1. Two years continuous sobriety
2. One year commitment.
3. One year of active service in C.A.
4. Gainfully employed and/or financially stable.
5. Receives and deposits contributions from meetings and special events.
6. Keeps an accurate bookkeeping system.
7. Maintains bank account(s) with checks requiring two (2) signatures.
8. Gives regular financial report with a copy of the District Bank Statement (account numbers blacked out)
9. Timely filings with regulatory agencies (e.g. state and local taxes, non-profit corporation forms).
10. Pays all expenses.
11. Passes on contributions to the Area and World Service.
12. Forwards yearly district reconciliation to the Area Treasurer for the purpose of Area Reports to regulatory agencies.
13. Sponsored from the Big Book of Alcoholics Anonymous.
14. Has a C.A. Homegroup.

### **District Service Representative**

1. Two years continuous sobriety.
2. One-year commitment.
3. Six months of active service in C.A. including prior service as a Group Service Representative (GSR).
4. Represents a District in the Area Service Committee.
5. Provides communication between the District and the Area
6. Communicates with other District Service Committee members
7. Keeps GSR informed about WSC activities.
8. Acquaints GSR with the C.A. World Service Manual, the Twelve Concepts for World Service, and all other WSC approved service materials.
9. Attends all Area and District Service Committee meetings

10. Communicates to groups the responsibilities and importance of general service work.
11. Sponsored from the Big Book of Alcoholics Anonymous.
12. Has a C.A. Homegroup.

### **Alternate District Service Representative**

Some Districts find it appropriate to elect an Alternate DSR. The Alternate should possess the same qualifications as the DSR.

## **22. Area Mission Statement**

The primary function of an Area is to serve the common needs of its Districts and Groups and to facilitate unification and communication.

## **23. The Area**

- a) An Area is a defined geographical division. In heavily populated geographical locations that have many C.A. groups, there may be two or more Areas. As new Areas are created, or if an Area changes its geographical definition, the creation or change must be recognized by the World Service Conference (WSC). The CASW geographical is defined as England, South West. Any Area seeking recognition from the WSC must submit a "Petition to Become an Area" form. Any group or district seeking to change Areas must complete a "Petition for a District or Group to Change Areas" form. The Area should also stay in contact with the C.A. World Service Office for the purposes of registering and updating its meeting information in the World Directory and communicating information regarding Area functions such as Service conferences, conventions and other special events to promote and ensure unity with the fellowship of Cocaine Anonymous.
- b) A District is a geographical unit within an Area containing a number of groups within close proximity. A District has the primary function of the unification of its groups by keeping in frequent contact them, learning their problems, and sharing ways to contribute to their growth and well-being.

## **24. Service Structure**

### **25. CASW Area Functions**

- a) Maintain, update, publish, and distribute an Area Service Committee Meetings and Events calendar
- b) Maintain ongoing communications with the Districts
- c) Maintain ongoing communication with the World Service Office and World Service Conference
- d) Publish and distributes an Area meeting list
- e) Maintain the CASW Area website
- f) Elect Delegates to the World Service Conference
- g) Elect Area Officers
- h) Hold Assemblies and bi-monthly / monthly service meetings
- i) Sponsor service days and workshops
- j) Sponsor Area Conventions
- k) Maintain a bank account
- l) Fund delegate travel to the World Service Conference, and European Regional Meetings

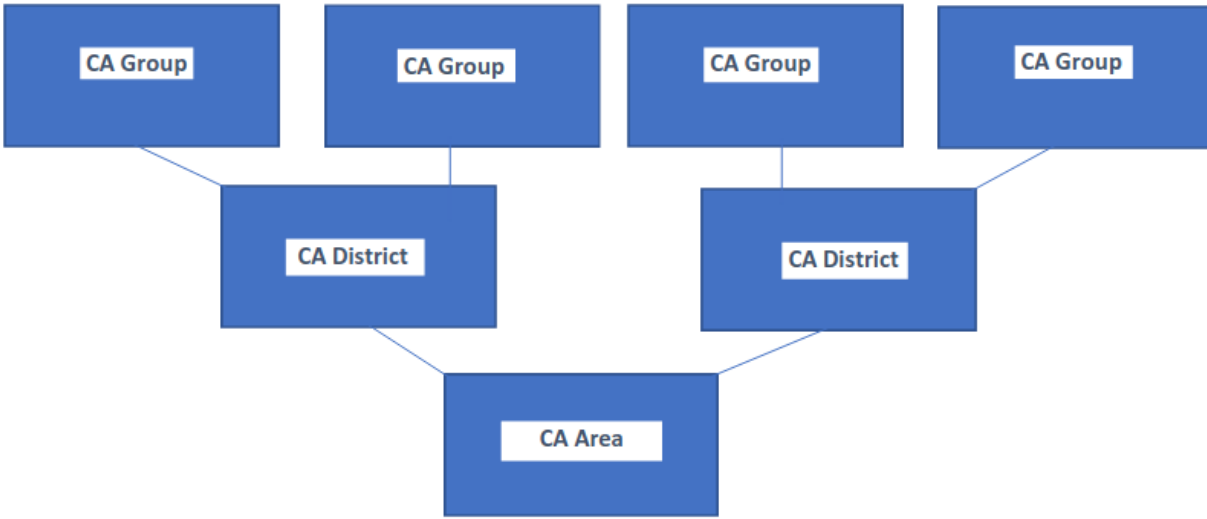


Figure 1: Service Structure Hierarchical Diagram

- m) Receive reports from the Treasurer, all Districts, all standing committees and the CASW Area Delegates

**26. Meeting Times and Places**

The CASW Area Service Committee will meet six (6) times per year, with the venue rotating around the Districts as arranged by the Area Chairperson. Special meetings maybe called if deemed necessary by the Area.

**27. Quorum**

Generally speaking, a quorum is the minimum number of voting members required to conduct business. At the CASW Area business meetings the quorum is 15. Quorum is achieved if 15 voting members are present.

**28. Area Voting Members**

All of the following are voting members at the CASW Area meetings and may be recognized for one vote per person at times of voting:

- a) Area officers (with exception of the Chairperson, who may only vote in the event of a tie vote)
- b) Area Sub-Committee Chair people
- c) District Service Representatives (Proportional voting rights may apply)
- d) WSC Delegates and Alternate Delegates

Note: Area Assembly meetings will additionally include all GSRs as voting members.

In all its proceedings, the CASW Area shall observe the spirit of the C.A. Tradition, taking great care that all important decisions be reached by discussion, vote, and whenever possible, by Substantial Unanimity (please reference the C.A. World Service Manual “General Warranties of the Conference”, “World Service Conference Charter” and “Bylaws of Cocaine Anonymous World Services, Inc.” as adapted from the 12th Concept of Alcoholics Anonymous).

## **29. Area Officer Election Procedures**

The CASW Area of Cocaine Anonymous regularly holds elections to determine who will act as its trusted servants. This section contains the procedures that reflect the conscience of the CASW Area on how elections for its committee members are to be conducted.

To ensure the effective operation of the Area, when any of these positions are vacated the Area must hold elections to fill these positions. Such elections shall be held on a regular basis to fill vacancies as terms expire, or elections may be held on an as needed basis when vacancies occur for other reasons.

### **Officer Voting Procedures**

- a) Announce position becoming available 4 months prior.
- b) Nominations for all Area Officers are made at the Area Meeting; candidates must attend if they are to be considered. Service resumes may be submitted in advance of the ASC for Groups consideration.

## **30. Area Service Officers**

It is strongly recommended that all Area Service Officers meet the requirements for that position in which they are nominated. All Area Service Officers shall be voted into office by a majority vote as established by a quorum at the time of elections. The following is a list of Area Committee Officers, their requirements, duties and responsibilities. For all other Area Service Officer requirements, duties and responsibilities please see the relevant sections below.

### **Chairperson**

1. Two (2) years of continuous sobriety
2. Two (2) year commitment
3. One year of service at the District or Area level.
4. Presides over all Area meetings, arranges agendas and reasonably follows parliamentary procedures. It is the Chairpersons responsibility to arrange in which District the meeting will be held and it should rotate around the Districts.
5. Assumes responsibilities of coordinating all activities within the Area
6. Votes only in cases where there is a tie
7. Gives a quarterly report to the Regional Trustee regarding meetings (both H & I and regular) and C.A. events.
8. Provides the World Service Office with contact information for newly elected Delegates shortly after they are elected to ensure they receive relevant materials in a timely fashion.
9. Completes the required Delegate Registration forms designating the Delegates/Alternate Delegates that will be attending the World Service Conference per Standing Rule 5 of the C.A. World Service Manual. Ensures this form is to be received by WSO at least 120 days prior to the Conference. Generally, it is safest to ensure this information is received at the WSO by the end of April. (Contact the WSO for the form that is applicable for that year)
10. Checks Area bank statements match with Treasurer's report.
11. Sponsored from the Big Book of Alcoholics Anonymous.
12. Has a C.A. Homegroup.

### **Vice Chairperson**

1. Two (2) years continuous sobriety

2. Two (2) year commitment – (It is suggested that the Vice Chairperson rotates into the Chairperson commitment following the completion of the Vice Chairperson term. Will need to be voted in by the ASC)
3. In the absence of the Chairperson, performs all duties of the Chairperson
4. Coordinates general Area Committee activities
5. Takes on the role as chair of an Area sub-committee, when one becomes available

**Treasurer**

1. Three [3] years continuous sobriety
2. Two [2] year commitment
3. One year of service at the District or Area Level
4. Financially stable and/or Gainfully employed
5. Maintains bank account with two signatures (preferred second signatories are either the Area Chair or the Area Vice-Chair or Area Secretary)
6. Receives and deposits contributions from meetings and special events
7. Keeps an accurate bookkeeping system
8. Submits financial reports to Area in a timely fashion
9. Distributes funds as approved by Area
10. Reconciles bank account with the other account signer on a monthly basis
11. Files tax returns if necessary (see CAEW Appendix 20)
12. Reports with regulatory agencies if necessary
13. Sponsored from the Big Book of Alcoholics Anonymous.
14. Has a C.A. Homegroup.
15. Refers to the C.A. Conference approved “Financial Guidelines for Groups, Districts, and Areas of Cocaine Anonymous” for additional insights and guidance.

NOTE: To protect the Area’s legal status, yearly filings are required. (see CAEW Appendix 20)

**Vice Treasurer**

1. Two (2) years continuous sobriety
2. Two (2) year commitment – (It is suggested that the Vice Treasurer rotates into the Treasurer commitment following the completion of the Vice Treasurer term or Treasurers term whichever comes first.)
3. One year of service at district or area level
4. Financially stable and/or Gainfully employed
5. In the absence of the Treasurer, performs all duties of the Treasurer.

**Secretary**

1. Two (2) year of continuous sobriety
2. Two (2) year commitment
3. Keeps accurate minutes of all Area meetings
4. Maintains an updated contact/phone list of all Area DSR’s, officers, delegates etc.
5. Maintains general communications within the Area

6. Maintain area calendar.
7. Send Email Reminders for all Area Business Functions
8. Uploads all reports and minutes to the Area drop box in a timely fashion
9. Sponsored from the Big Book of Alcoholics Anonymous.
10. Has a C.A. Homegroup.

### **31. Delegates**

Area World Service Delegates are Area Service Officers.

DELEGATES TO WORLD SERVICE - The Delegate's Job is a Spiritual One!

1. Conference Delegates are required to have a working knowledge of the Twelve Steps, the Twelve Traditions, the Twelve Concepts of Service and the World Services Conference Charter.
2. Attend the World Service Conference (WSC) prepared, in order to be able to vote knowledgeably. Every Conference Delegate, upon their election, will notify the World Service Office (WSO) in order to be placed on the mailing list and to receive all Conference materials, which require several hours of study.
3. After the Conference, the Delegate transmits the information back to the CASW Area through Area and District Meetings as well as to individual Groups. It is important that the information about the WSO and WSC be passed on with enthusiasm, encouraging the continued health and growth of C.A.
4. The delegates should present a consolidated report summarizing significant conference actions and subcommittee's activities.
5. Delegates shall encourage the CASW area to generate funds to help support World Services.
6. Delegates must be prepared to attend District, Area and European Regional service meetings.
7. They must understand the issues in our area to be better able to present them to the Conference. Delegates cooperate with WSO by providing local meeting schedules and local C.A. information numbers.
8. Delegates provide C.A. leadership by helping to solve local problems involving the C.A. Traditions. In the spirit of this leadership need, it is suggested that, if possible, Delegates and Alternate Delegates not hold any other service commitments at the District or Area level. Further, in the spirit of rotation, wherever possible, Delegates should only serve one term and not consecutive terms.
9. Delegates visit Groups in their Districts/Area and are sensitive to their needs and reactions. They should learn how the Groups have reacted to Conference reports. Delegates know communication is a two-way street, with information moving in both directions.
10. Delegates serve on a World Service Conference Committee and work closely with Committee members throughout the year. It is the Delegate's responsibility to work closely with other members of their WSC committee to ensure that it is in action throughout the year.
11. Delegates keep Alternate Delegates fully informed so that the Alternate can replace the Delegate in an emergency.
12. Delegates shall help all newly elected WSC Delegates from our Area by passing on knowledge of WSC procedures.
13. They are also responsible for contacting the Regional Trustee at least once per quarter to provide the Trustee with Area reports and updates.

**Procedures for Delegate/Alternate Delegate Election to the Cocaine Anonymous World Service Conference**

1. Delegates and Alternate Delegates are to be elected to the WSC by the CASW Area. An Area shall have three (3) votes which may be carried by up to three (3) Area Delegates or Alternate Delegate(s), in person or by proxy, as set forth in the Standing Rules for the Cocaine Anonymous World Service Conference. If an Area has more than 75 meetings per week of its groups (excluding H&I), then that Area will be entitled to one additional vote for every fifty (50) meetings per week of its groups (or portion thereof). If the Area has any question concerning the number of votes to which it is entitled, then the Area should contact the European Regional Trustee (ertrustee@yahoo.com) or the WSO.

The Delegates are to be elected for a term of four (4) Conferences, within a period of four (4) consecutive years. It is suggested that the spirit of rotation be followed.

When necessary, Delegate elections are to be held 120 days prior to the World Service Conference. Note: It is suggested that the Districts conduct a census in March or April. WSC (the conference) registration is due by May 31st of each year. The registration requires this census. The meeting count can then be used to determine how many delegates we are entitled to elect.

1. The purpose of the Alternate Delegate is to assist the Delegate and to assume the responsibilities of the Delegate when necessary. Suggested requirements and qualifications are the same as those for Delegates. Any Alternate who replaces the Delegate at the WSC will remain on the WSC and Regional mailing list as that Area's delegate for the balance of the unexpired portion of the original Delegate's term until the WSO and the Regional Trustee is informed otherwise by the Area Chairperson. Such an Alternate Delegate succeeding to a Delegate position is eligible to run for election to a full Delegate term.
2. The Alternate Delegate term is four years.
3. The Area will request a slate of candidates as needed. The Delegates and or Alternate Delegates will be elected from this slate. A 2/3 majority must be achieved for each candidate to be ratified.
4. If a Delegate is unable to fulfil the 4-year term, then the Alternate will finish the remaining portion of the original delegate's term. In such a case, the (new) delegate will be able to seek a new term of their own.
5. The Area must decide at the Delegate election who is eligible to be a Delegate and who is eligible to vote for the Delegate. It is suggested that the GSR, District Officers, Service Committee Chairpersons, Area Officers, and other members who are involved in C.A. service qualify for election. It is further suggested that Delegates have four years of continuous sobriety.

**Additional Recommendations:** It is recommended that the candidates for this office be active members of Cocaine Anonymous. They should also have the necessary time available to engage in the C.A. service activity required of this position. It is further suggested that nominees for this position have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts for World Service.

All delegates must be prepared to attend and participate in the World Service Conference for the four- year duration of their commitment. They should solicit input from all standing committees and the fellowship as a whole regarding which committee at the World Service Conference they should attend. This is not, however, to be construed as binding, as Concept III of the Twelve Concepts for World Service insures each Delegate of the traditional "Right of Decision". Within 45 days upon returning from the World Service Conference, each Delegate is required to produce a written and verbal report to Area.

Every effort should be put forth to carry the Area's group conscience at these meetings. But personal schedules and Area finances will affect our attendance. Votes can be by proxy if necessary. A rotation, established by the current delegates on a yearly basis, will determine which of the current delegates will attend each of these yearly caucuses and/or assemblies. It is suggested that seniority, coupled with the spirit of rotation, be used to assist the delegates in determining the rotation.

#### Finances and Fundraising

The current Delegates and Alternate Delegates have a responsibility to coordinate the yearly fund-raising activity "Celebrate around the World". The funds raised through this event are to assist in the expenses

involved with Delegate participation in World Service Conference and the European Regional Caucus. It is the responsibility of the Delegates to work in conjunction with the appropriate District Committee to avoid scheduling conflicts and enhance the event's success. The ability of any Delegate to perform the duties of their position should not be influenced by their financial status. Therefore, it is the responsibility of Area to provide the funds required for the Delegates participation in the following World Service Business meetings.

#### Funding projections and policies: World Service Conference

- All delegates attend
- Air fare: 1 round trip ticket per Delegate
- Hotel: 1 single room each for up to 7 nights
- Per Diem: up to £60 per day for a maximum of 7 days per Delegate. Amount to be reviewed annually at the preconference assembly

#### European Regional Caucus

- Hot Slate: Send all votes (delegates and the area Chair) if we can afford it.
- Dead Slate:
- To attend Regional Assembly Meeting
- Air fare: round trip ticket
- Hotel: 1 single room for 2 nights
- Per Diem: Up to £60 per day for a maximum of 3 days. Amount to be reviewed annually at the preconference assembly

The above funding projections represent the maximum amounts that would be funded by the Area for each event. It is the Delegates responsibility to explore and take advantage of any reasonable opportunities to assist in lowering expenses. The Delegates' expenses will be prepaid only when appropriate reservation paperwork is brought to an Area meeting. It is also the responsibility of the Delegates to refund any unused funds at the time that receipts are turned in.

#### Charity Director

- Two years of continuous sobriety
- Two year commitment
- Previous service at the District or Area level
- Ensures the Area charity operates in accordance with its governing document and applicable charity regulations
- Arranges ad hoc trustee meetings where required and supports preparation of agendas relating to charity governance matters
- Oversees the completion and submission of the Annual Return and associated regulatory filings within required timeframes
- Liaises with the Treasurer to ensure financial records are available, accurate, and prepared for reporting or examination
- Coordinates the arrangement of the required independent examination or audit of accounts where applicable
- Ensures charity contact details, trustee information, and records are maintained and kept up to date with regulators
- Oversees annual renewal of public liability insurance, ensuring appropriate cover and timely payment

- Maintains oversight of compliance responsibilities and reports to the Area Service Committee on charity matters as required
- Works collaboratively with officers and trustees to safeguard assets and ensure responsible stewardship of resources
- Has in-depth knowledge and understanding of the structure and bylaws of Cocaine Anonymous

## **32. Standing Committees**

All Standing Committee Chairs are expected to form committees and to attend all Area meetings, including Area Assembly meetings. They are asked to provide reports two weeks in advance of each meeting, to be uploaded to the Area drop box by the ASC Secretary. All Standing Committee Chairs must be voted in by election and must be present to be voted in.

It is vital that committees are formed in order to hear group conscience at this level.

### **Public Information Committee (PI) Statement of Purpose**

In all public relations, C.A.'s sole objective is to help the still-suffering addict. Always mindful of the importance of personal anonymity, we believe this can be done by making known to the addict, and to those who may be interested in their problem, our own experience as individuals and as a Fellowship in learning to live without cocaine and all other mind-altering substances. We believe that our experience should be made

available freely to all who express sincere interest. We believe further that all efforts in this field should always reflect our gratitude for the gift of sobriety and our awareness that many outside C.A. are equally concerned with the serious problem of addiction.

The Public Information Conference Committee develops, initiates, and plans the means of communication to the public, which is presented to the Conference for Fellowship approval.

The purpose of the Public Information Committee is to manage relations with the media, providing them with news releases from Cocaine Anonymous. Furthermore, the Public Information Committee provides speakers to schools, community events, etc., and handles all inquiries from the community as a whole.

### **Public Information Committee Chairperson**

1. Two [2] Year continuous sobriety
2. Suggested Committee Service Prior to Position: 1 Year continuous
3. Suggested Term of Commitment: 2 Year
4. Coordinate and direct all committee activities.
5. Sets PI Agenda and facilitates PI Meeting.
6. Coordinates subcommittee functions.
7. Maintaining a CAPI loop.
8. To have access to and deal with all correspondence at the caswinfo@gmail.com email address.
9. Sponsored from the Big Book of Alcoholics Anonymous.
10. Has a C.A. Homegroup.

### **Hospitals and Institutions Committee (H&I) Statement of Purpose**

Responsible for the coordination of and active participation in Twelve Step work within hospitals and institutions. To provide assistance and guidance to individual members as well as service Districts that initiate hospital and institutional activity.

### **Hospitals & Institutions Committee Chairperson**

1. Two [2] Years continuous sobriety
2. Suggested Committee Service Prior to Position: 1 Year continuous
3. Suggested Term of Commitment: 2 Years
4. Coordinate and direct all committee activities.
5. To have access to and deal with all correspondence at the h&i email address.
6. To work closely with/ and distribute to facilities and district H&I committees.
7. Attend events and offer support to Districts when invited, to explain the importance of H&I service.
8. Introduce themselves to Districts H&I committees and keep an up-to-date contact list
9. Help to organise H&I involvement at the CASW Area Convention
10. To promote and maintain a postal sponsorship service option for prison inmates and forward all correspondence received to the relevant district H&I Committees.
11. Sponsored from the Big Book of Alcoholics Anonymous.
12. Has a C.A. Homegroup.

#### Structures & Bylaws Committee (S&B) Statement of Purpose

The Structure and Bylaws Committee (S&B) is to formulate bylaws, guidelines and a structure by which Cocaine Anonymous WCA can operate day-to-day, at Area level. We execute with great diligence, the task of being of maximum service to our fellowship, by introducing new Area consciences into a comprehensive, easy to read document, allowing our fellowship to grow and flourish.

### **Structures & Bylaws Committee Chairperson**

1. Two [2] Years continuous sobriety
2. Suggested Committee Service Prior to Position: 1 Year continuous
3. Suggested Term of Commitment: 2 Year
4. Preside over all Committee meetings.
5. Appoint subcommittees and designate subcommittee chairs as needed.
6. Prepare Committee Agenda.
7. Interact with other Area Service Committees, the Delegates and the Charity
8. Prior service of at least one year on an Area Service Committee.
9. Maintain and Update the Area Service Manual.
10. Sponsored from the Big Book of Alcoholics Anonymous
11. Has a C.A. Homegroup.

#### Unity Committee

##### Statement of Purpose

Responsible for the communication and outreach among the diverse elements within the Fellowship at all levels, in the interest of carrying the C.A. message.

It is also suggested that this committee sponsors annual workshops and other forums to promote C.A. unity.

### **Unity Committee Chairperson**

1. Two [2] Years continuous
2. Suggested Committee Service Prior to Position: 1 Year continuous
3. Suggested Term of Commitment: 2 Year
4. Preside over all Committee meetings.
5. Appoint subcommittees and designate subcommittee chairs as needed.
6. Prepare Committee Agenda.
7. Interact with other Area Service Committees.
8. Helps the Delegates to organize our annual "Celebrate Around The World" event (CATW). This event is normally held on the 1st Saturday in March.
9. Sponsors Unity Events and workshops in the CASW Area.
10. Sponsored from the Big Book of Alcoholics Anonymous
11. Has a C.A. Homegroup.

### **F.E.C Committee**

#### **Statement of Purpose**

The purpose of the South West (UK) Area Fundraising, Entertainment and Convention Committee (FECC) is to promote enthusiasm and unity within the fellowship of Cocaine Anonymous by organising fundraising and entertainment events, and annual convention/or a European convention. Our primary purpose is, as always, to carry the message to the addict who still suffers.

### **F.E.C Committee Chairperson**

1. Two [2] Years continuous sobriety
2. Suggested Committee Service Prior to Position: 1 Year continuous, must have served on at least one convention prior.
3. Suggested Term of Commitment: 1 Convention term
4. Preside over all Committee meetings.
5. Appoint subcommittees and designate subcommittee chairs as needed.
6. Prepare Committee Agenda.
7. Ensures all contracts are approved by CASW Chair/signed by charity trustee
8. Sponsored from the Big Book of Alcoholics Anonymous
9. Has a C.A. Homegroup

### **Literature Committee**

#### **Statement of Purpose**

Responsible for acquiring, storing and the distribution of literature and chips to C.A. Districts, Groups, and interested institutions. Making sure all literature, chips and other inventory are the latest versions.

### **Literature Committee Chairperson**

1. Two [2] Years continuous sobriety
2. Suggested Committee Service Prior to Position: 1 Year continuous with minimum 6 months on UK literature committee.
3. Suggested Term of Commitment: 2 Year
4. Oversees running of committee, organises committee meetings and agenda.
5. Sets Agenda and facilitates Literature Meetings.
6. Co-ordinates subcommittee functions
7. Acquires and maintains stock in a timely fashion and at reasonable stock levels.
8. Fulfils literature orders and distributes stock as required
9. Supplies Literature and organises stalls for CASW convention.
10. Provides Income and expenditure details as part of the bi-monthly ASC report.
11. Sponsored from the Big Book of Alcoholics Anonymous
12. Has a C.A. Homegroup.

### Information Technology Committee (IT) Statement of Purpose

The purpose of the CASW I.T. Committee is to provide a public face for C.A. on the web by managing the CASW Area website within the 12 traditions as well as the relevant C.A. guidelines.

### **Information Technology Committee Chairperson**

1. Two [2] Year continuous
2. Suggested Committee Service Prior to Position: 1 Year continuous within C.A.
3. Suggested Term of Commitment: 2 Years
4. Oversees running of committee, organise committee meetings and agenda.
5. Co-ordinates subcommittee functions.
6. Possesses the skills and experience expected of someone managing a website.
7. Sponsored from the Big Book of Alcoholics Anonymous
8. Has a C.A. Homegroup.

### Duties and responsibilities:

- a) Keeps the website (s) up to date in a timely manner.
- b) Manages incoming email forwarding anything that comes in for other parties and committees.
- c) Provides technical support regarding casw.org.uk email addresses.
- d) Supports the literature committee in managing the online ordering system.
- e) Supports the PI committee in managing online meeting information.
- f) Supports groups and districts in managing the online events page.
- g) Supports all Area trusted servants and sub-committees in presenting their information on the web-site.
- h) Cooperates with other areas and world I.T. committees.

## Helpline Committee

### Statement of Purpose

Being part of the CAUK Helpline committee and helping to ensure that the Helpline runs efficiently and responsibly at all times.

### Helpline Committee Chairperson

1. Two [2] Years continuous
2. Suggested Term of Commitment: 2 Years
3. Sponsored from the Big Book of Alcoholics Anonymous
4. Has a C.A. Home Group
5. Access to the internet
6. A working knowledge of Excel preferable but not essential

### Duties and responsibilities:

- a) Recruiting Helpline Committee members
- b) Organising and leading a monthly committee meeting and ensuring an agenda and minutes are issued to the committee
- c) Liaising regularly with each committee member
- d) Provide guidance & support to committee members & volunteers
- e) Ensure the Helplines statement of purpose is being met – running efficiently and responsibly and being operational at all times
- f) Oversee all committee positions are being full filled
- g) Handle any complaints regarding the Helpline or its Volunteers
- h) Attending the Area bi-monthly ASC meeting
- i) Submitting a report to the ASC 2 weeks prior to Area bi-monthly meeting
- j) Being accountable to the ASC and giving a fair and accurate picture of what's happening with the helpline
- k) Covering committee positions if and when needed
- l) Managing the overall Telecoms Portal
- m) Liaising with the telecoms provider on a regular basis
- n) Ensuring our calls are answered in line with the statement of purpose
- o) Offer support to any committee member if needed
- p) Assisting the volunteer co-ordinator with dealing with issues with volunteers that are not fulfilling their commitment
- q) Raise awareness within C.A. of the Helpline and help promote any vacant service positions

## Steering Committee

### Statement of Purpose

Responsible for researching information on specific tasks and topics as instructed by the ASC. The committee will therefore be able to guide the ASC on these tasks and topics to ensure informed consciences take place

### **Steering Committee Chairperson**

1. Two [2] Years continuous
2. Suggested Term of Commitment: 2 Years
3. Organises & presides over all Committee meetings
4. Coordinates all Committee/ Sub Committee functions
5. Sponsored from the Big Book of Alcoholics Anonymous
6. Has a C.A. Homegroup.

#### Archive Committee

##### Statement of Purpose

The purpose of the CASW Archive Committee is to permanently document the work of Cocaine Anonymous in the UK and make the history of the organisation accessible to C.A member

### **Archive Committee Chairperson**

1. Two [2] Years continuous
2. Suggested Term of Commitment: 2 Years
3. Sponsored from the Big Book of Alcoholics Anonymous
4. Has a C.A. Homegroup.
5. Organises and presides over all committee meetings
6. Coordinates all committee / Sub Committee functions
7. Helps to organise the Archive Committee involvement in the CASW Convention Helpline Committee

#### Tea & Coffee Person

##### Statement of Purpose

The purpose of the Tea and Coffee Person is to provide tea and coffee and other refreshments to members attending the bimonthly meetings of the ASC.

### **Tea and Coffee Committee Chairperson**

1. No Suggested Sobriety Requirement although ought to be sober.
2. Suggested Term of Commitment: 1 Year
3. Sponsored from the Big Book of Alcoholics Anonymous
4. Has a C.A. Homegroup.

#### GDPR Committee

##### Statement of Purpose

CASW has a requirement to comply with GDPR in relation to its guidelines. At all times it is the responsibility of the GDPR Liaison to ensure that practices are up to date and in line with our current guidance.

### **GDPR Liaison Committee Chairperson**

1. Two [2] years continuous sobriety
2. Two [2] year commitment
3. 6 months prior service in C.A.
4. Access to the internet
5. A good working knowledge of GDPR guidelines and the mechanics of GDPR consent.
6. Sponsored from the Big Book of Alcoholics Anonymous
7. Has a C.A. Homegroup.

#### **Duties and Responsibilities.**

1. Keep ahead of the latest GDPR guidance and guidelines
2. Update privacy notice and GDPR guidelines when necessary
3. Working with IT to develop the constant process and automate this where possible
4. Liaise with helpline, PO Box and CASW Area Committee to ensure that consent is current for all members
5. Updating consent log, completing updates and removing old consent
6. Reports direct to CASW ASC
7. Provide bi-monthly reports for the CASW Area Committee meeting
8. Attending the CASW Area Committee meeting on a bi-monthly basis

### **33. Parliamentary Procedure Guidelines**

#### **WSC PARLIAMENTARY PROCEDURE GUIDELINES (Adapted from Robert's Rules of Order)**

The purpose of parliamentary procedure is "...to permit a majority to accomplish its ultimate purpose within a reasonable period of time but only after allowing the minority a reasonable opportunity to express its views on the question at issue." - Lehr Fess, Former Parliamentarian, U.S. House of Representatives This brief summary of parliamentary procedure, drawn largely from Robert's Rules of Order, was prepared for use at the World Service Conference.

The Conference believes that it may also be of use to Areas and Districts. Please use it in the spirit that it is intended; to aid in the orderly conduct of business meetings. It does not replace or take precedence over a charter, bylaws, standing rules, or the principles upon which the traditions, the steps and the Twelve Concepts for Service are based. A potential exists for one or more people to use parliamentary procedure to control and/or otherwise manipulate a group away from its intention. Scrupulous and incessant attention to principle is the only way to prevent these guidelines for business meetings from being used to circumvent or unjustly influence the Group Conscience.

#### **RECOGNITION**

A member desiring to speak or make a motion shall raise their hand until recognized by the Chairperson. For motions not requiring recognition, the member must stand and speak, interrupting the current speaker. The ONLY motions where this is in order are:

1. The Motion to Reconsider;
2. Objection to Consideration;
3. Appeal from Decision,
4. To Rise to a Point of Order;

## 5. Parliamentary Inquiry.

### **MAIN MOTIONS**

A Main Motion is any motion that brings business before the Conference. Main Motions must be seconded, are debatable and require a majority vote for adoption. Main Motions should be simply worded and not include arguments for their adoption. Complicated or long motions may be divided by a Motion to Divide so that portions of the Main Motion may be debated and voted upon separately.

### **FRIENDLY AMENDMENT**

The offering and acceptance of “friendly” amendments is a regular practice on the Conference floor. Speakers are permitted to suggest changes to the wording, grammar, punctuation or minor changes in the content of Main Motions as practiced by the Conference, if accepted by the maker of the Main Motion and there are no objections from the floor, the changes are added to the Main Motion without a separate vote. If there is an objection, a Motion to Amend may be made. C.A. World Service Manual 2022 Edition 85

### **AMEND**

Main Motions and the Motions to Limit Debate and Refer to Committee may be amended. Motions to Amend must be seconded, are debatable and require a majority vote for their adoption. Amendments to amendments are permitted but an amendment to an amendment may not be amended.

### **LAY ON THE TABLE**

A motion tabled may not be taken from the table the same day. “Tabling” therefore has the effect of postponing action on the motion in question. The Motion to Table requires a second, but is not debatable. It requires a majority vote to table.

### **REFER TO COMMITTEE**

Motions may require the attention of a standing committee (which always exists) or an ad hoc committee (created for a special purpose). The Motion to Refer must be seconded, is debatable and requires a majority to adopt. A motion “referred to committee” may be renewed on the floor after review by the committee.

### **CLOSE (OR LIMIT) DEBATE**

Otherwise known as “Calling the Question,” the Motion to Close Debate and vote immediately on the Main Question requires a second, is not debatable and requires a 2/3rds majority to pass. The Motion to Limit Debate to, for example, 20 minutes, applies only to the Main Motion being considered and requires a 2/3rds majority.

### **WITHDRAW THE CURRENT MOTION**

A member making a motion may decide, after it has been seconded that they wish to withdraw the motion. The Chairperson will ask for objections. If there are any, the Chair will call for a vote on whether to allow the motion to be withdrawn. The Withdraw Motion is not debatable and requires a majority of those voting for adoption.

### **RECONSIDER**

A Motion to Reconsider a previous vote, if successful, returns the previous motion to the floor as if no vote had ever been taken, and debate begins anew. The Motion to Reconsider may only be made and seconded by members who voted with the prevailing side. The Motion to Reconsider must be made in the same day as the motion being reconsidered. It is debatable, if the motion to which it applies was debatable. Adoption of a Motion to Reconsider requires a simple majority vote. No motion may be twice reconsidered. C.A. World Service Manual 2022 Edition 86

### **RESCIND (PASSED MOTION)**

The Motion to Rescind, unlike the Motion to Reconsider, overturns the passage of the previous motion. If the Motion to Rescind succeeds, the affected motion (which previously passed) now fails. Any member may make or second a Motion to Rescind, and it may apply to any motion passed at any time during the Conference. It

requires a second and is debatable. It requires a 2/3 vote, to pass unless at least one day's notice is given of the attempt to rescind. If previous notice is given, only a simple majority is required to adopt.

### **SUSPEND THE RULES**

This Motion must be qualified by stating why the rules should be suspended, i.e. to consider a motion out of order of the agenda or accepted procedure. Suspending the rules may not be used to bypass the charter or bylaws, but may be used to suspend the effect of standing rules or previous motions. This motion is not debatable; it requires a second and must be passed by 2/3 majority. It is in effect only until the reason for suspension is resolved.

### **OBJECTION TO CONSIDERATION**

Occasionally, a ridiculous, offensive or repugnant motion is made by an obstreperous member to insult or otherwise waste the Conference's time. A member may rise without being recognized, saying, and "Madame /Mr. Chairperson, I object to the consideration of this motion." This motion requires no second and is not debatable, and must be made before debate starts. The Chairperson must immediately call for a vote. If more than one third vote for the consideration of the motion, the objection is overruled.

### **APPEAL FROM DECISION**

Any decision by the Chairperson (or Parliamentarian) may be appealed. The appeal is debatable only if the challenged decision refers to a debatable motion. The appeal requires a second and a majority vote reverses the decision of the Chair. All appeals must be made immediately after the decision in question.

### **REQUESTS AND INQUIRIES**

1. Parliamentary Inquiry- A member who has a question regarding parliamentary procedures, rules of order, and items in the World Service Manual or parliamentary strategies may make a parliamentary inquiry of the chair. Without being recognized by the chair, a member may rise saying "Madame/Mr.

2. Chairperson, I have a parliamentary inquiry". The question must be related to the business at hand and asks for the opinion of the chair. It is not a ruling of the chair and cannot be appealed. If a motion is made despite the chair's opinion, and the chair then rules the motion out of order, that ruling may be appealed. C.A. World Service Manual 2022 Edition 87

3 . Point of Order- A member who feels that the parliamentary procedure is out of order may rise saying "Madame/Mr. Chairperson, I rise to a point of order!" When the chairperson asks for his/her point, (s)he states where a motion is out of order, where a parliamentary procedure is incorrect, where a proposed motion violates the charter, a previously enacted bylaw, a standing rule or a motion. The Chairperson immediately rules on the validity of the point, subject only to appeals.

4. Point of Information- A "Point of Information" is a request for information about a motion or the suspected impact of a motion being considered. MOTION TO ADJOURN (RECESS) The Motion to Adjourn is debatable only when there are no other motions before the Conference. It is in order only when the time for the next meeting has been determined. To adjourn for a short period (Recess), the motion to Recess may be made. The duration of the Recess is required in the motion. It is advisable that the reason for the Recess be stated. EXAMPLE: I move our recess' until 1 PM for lunch. EXAMPLE: I move for 15 minutes to get coffee.

### **RULES FOR VOTES ON MOTIONS QUORUM**

A quorum shall be defined to be 2/3 of the Conference votes present at Roll Call for that particular Conference Session. The membership of the Conference shall be determined by a call of the roll at the first regularly scheduled session of each Conference day. It is the Chairperson's responsibility to verify that a quorum is present whenever there is a vote on any motion. A member doubtful of the quorum may rise to a Point of Order by saying, "I question the quorum" or "I challenge the quorum." Rules and precedence are the same as for Rise to a Point of Order. NOTE: A quorum is not necessary for discussion, debate, or committee reports.

### **PASS/FAIL**

A simple majority is defined to be 50 % plus 1 of votes cast excluding abstentions. Most motions require only a simple majority. The following motions require a 2/3rds margin:

Motion to Close (or Limit)

Debate Motion to Suspend the Rules (Charter or Bylaws)

Motion to Object to the Consideration Determination of whether a motion passes or fails shall be as follows:

If AYES > NAYS then Motion passes.

If AYES < NAYS then Motion fails.

If AYES = NAYS then the Chairperson casts a deciding vote.

C.A. World Service Manual 2022 Edition 88 METHODS: Voting shall be by one of five methods.

1. Voice: If the Chairperson or a member is in doubt of the outcome, either may call "Division" of the House. The Chairperson will then call for a show of Hands.

2. Hands: The Chairperson makes a visual inspection of hands raised for and against and declares the result. Questionable results will be counted.

3. Count: The Chairperson shall appoint two assistants to help count the votes. When all three counters agree, the outcome will be announced.

4. Secret: Rarely used, but the Chairperson may call for a ballot where the anonymity of votes is considered important.

5. Electronic: To be used at the discretion of the Chairperson. The Chairperson decides which method of voting will best serve the interests of the Conference, except when a Division of the House is called.

## ELECTIONS

The Chairperson shall call for elections where necessary or as the agenda specifies. The procedure shall be to ask for nominations from the floor. Nominations must be seconded. After a cogent pause in nominations, the Chairperson shall ask someone to move that nominations be closed. This requires a second before voting. The Chairperson shall determine if those nominated shall speak. The election shall proceed after the candidates have left the room. If one candidate does not receive a majority of the votes, the two receiving the most votes shall remain outside the room while a runoff election is held. If a secret ballot is held, it is not necessary for the candidates to leave the room.

## 34. Table of Motions

Based on Robert's Rules of Order Newly Revised (10th Edition)

Main Motions

These motions are listed in order of precedence.

A motion can be introduced if it is higher on the chart than the pending motion.

§	PURPOSE	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
<b>§21</b>	Close meeting	I move to adjourn	No	Yes	No	No	Majority
<b>§20</b>	Take break	I move to recess for...	No	Yes	No	Yes	Majority
<b>§19</b>	Register complaint	I rise to a question of privilege	Yes	No	No	No	None

§	PURPOSE	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
<b>§18</b>	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
<b>§17</b>	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
<b>§16</b>	Close debate	I move the previous question	No	Yes	No	No	2/3
<b>§15</b>	Limit or extend debate	I move that debate be limited to...	No	Yes	No	Yes	2/3
<b>§14</b>	Postpone to a certain time	I move to postpone the motion to...	No	Yes	Yes	Yes	Majority
<b>§13</b>	Refer to committee	I move to refer the motion to...	No	Yes	Yes	Yes	Majority
<b>§12</b>	Modify wording of motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
<b>§11</b>	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
<b>§10</b>	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

### Incidental Motions

No order of precedence.

These motions arise incidentally and are decided immediately.

§	PURPOSE	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
<b>§23</b>	Enforce rules	Point of order	Yes	No	No	No	None

§	PURPOSE	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
<b>§24</b>	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
<b>§25</b>	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
<b>§26</b>	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
<b>§27</b>	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
<b>§29</b>	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
<b>§33</b>	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
<b>§33</b>	Request for information	Point of information	No	No	No	No	No

Motions that bring a question again before the assembly

No order of precedence.

Introduce only when nothing else is pending.

§	PURPOSE	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
<b>§34</b>	Take matter from table	I move to take from the table...	No	Yes	No	No	Majority
<b>§35</b>	Cancel previous action	I move to rescind...	No	Yes	Yes	Yes	2/3 or Majority with notice
<b>§37</b>	Reconsider motion	I move to reconsider	No	Yes	Varies	No	Majority

§ indicates the section from Robert's Rules.

### 35. WSC Approved Literature

The following literature has been approved by the World Service Conference:

Books:

- A Quiet Peace

- Hope, Faith & Courage: Stories from the Fellowship of Cocaine Anonymous
- Hope, Faith & Courage Volume II: Stories and Literature from the Fellowship of Cocaine Anonymous

Pamphlets:

- . . . And All Other Mind Altering Substances
- 12 Principles
- A Guide to the 12 Steps
- A Higher Power
- A New High from H&I
- Anonymity
- Being of Service
- C.A is Also for the Gay, Lesbian, Bisexual, or Transgender Addict
- Cocaine Anonymous Self Test
- Choosing Your Sponsor
- Crack
- Do's & Don'ts for 12th-Step Calls for Addicts
- Having Fun in Recovery
- Newcomer Booklet
- Reaching Out to the Deaf and Hard of Hearing
- The 7th Tradition
- The First 30 Days
- The Home Group
- Tips for Staying Clean & Sober
- To the Newcomer
- Too Young to Recover?
- Tools of Recovery
- Unity
- What is C.A.?
- Yes, You Can Start a C.A. Meeting

Other Materials:

- C.A. Fact File
- C.A. Infoline Numbers
- Reaching Out Card
- Suggested Participation Meeting Format
- Traditions Group Inventory

Guidelines and Workbooks:

- Cocaine Anonymous World Service Conference Committee Guidelines
- Cocaine Anonymous World Service Hospitals and Institutions Committee Guidelines and Information
- Cocaine Anonymous World Service Convention Committee Guidelines
- Cocaine Anonymous World Service Literature, Chips, & Format Committee Guidelines
- Cocaine Anonymous World Service Manual
- Cocaine Anonymous World Service Public Information Workbook
- Cocaine Anonymous World Service Structure & Bylaws Guidelines
- Financial Guidelines for Groups, Districts & Areas of Cocaine Anonymous
- Information Technology Workbook and Guidelines
- Unity Guidelines/Duties

Advisory Opinions:

In addition, the World Service Conference has passed the following Advisory Opinions: August 20, 1989: –THE BOOKS ALCOHOLICS ANONYMOUS AND TWELVE STEPS AND TWELVE TRADITIONS OF ALCOHOLICS ANONYMOUS ARE TWO OF OUR MOST VALUABLE TOOLS OF RECOVERY AND AS SUCH, IT IS

THE OPINION OF COCAINE ANONYMOUS THAT MEETINGS SHOULD BE ALLOWED TO HAVE THESE BOOKS AVAILABLE TO SUPPORT MEMBERS IN THEIR RECOVERY.

September 4, 2004: –THE BOOKS, –A.A. SERVICE MANUAL, COMBINED WITH THE –TWELVE CONCEPTS FOR WORLD SERVICE IS A VALUABLE TOOL OF RECOVERY IN SERVICE, AND AS SUCH, IT IS THE OPINION OF COCAINE ANONYMOUS THAT MEETINGS AND SERVICE MEETINGS WITHIN THE FELLOWSHIP SHOULD BE ALLOWED TO HAVE THIS BOOK AVAILABLE TO SUPPORT THE MEMBERS IN THEIR RECOVERY. Adopted from C.A. World Service Manual (Rev 2016)

### **36. Suggested Money Handling Techniques**

An understanding that the Treasurer will NOT borrow funds from the treasury: There is NO REASON for ANYONE to ever borrow from the Committee/Group Funds.

An understanding that the Treasurer is NOT to co-mingle funds: It is recommended that personal monies and Committee/Group monies not be combined at any time from receipt through to deposit. Whenever money is turned in to the Treasurer, a receipt will be given to the person turning in the money before the end of the meeting.

Checks and Balances: Deposits of funds to be made on the following business day. Committee/Group Treasurer or Finance Chair immediately make any deposits of funds received. Next business day is a reasonable request. (The amount deposited will be recorded and checked against the next financial statement provided). Committee/Group main Bank Accounts should have three signatories on the account: It is recommended that these be the Chair, Vice-chair and Treasurer. A Trusted Advisor or Delegate can take the place of the Vice-chair, if required. All sub-committees with a bank account should have at least 2 signers on the account. The names, phone numbers, and email addresses of all signers should be given to the Finance Chair as soon as they are on the account. The Finance Chair should be given read-only access to all subcommittee bank accounts for monthly oversight and bank account reconciliation.

It is recommended that a Safety deposit box be maintained to keep Classified Account information. It is not recommended that this classified information be maintained within computer Hard Drives. Keeping it on a Floppy, Memory Stick or Disc is recommended for editing purposes. Only (1) digital recording will be maintained and kept with the Treasurer's Archival records, in a safe place with the Treasurer, preferably under lock and key. All requests for reimbursements must be accompanied by a receipt. A Check Request form will be filled out and the receipt attached to this form. On this form will be the check number, amount, purpose, and to whom it was made. Those using Accounting Software, will probably also want to include the Purchase Order number. For any expenditure over £250.00 there must be a Three Bid process: This verifies to the Committee/Group that they are getting the best deal available for large purchase items and/or services.

It is suggested that the Committee/Group keep a Prudent Reserve of TWO months operating expenses. This prudent reserve formulation and the 70/30 plan splits for excess Prudent Reserves disbursement are maintained within The Finance Committee Guidelines.

A financial review of the Committee/Group's financial records should take place quarterly with the Finance Committee, Treasurer, District Chair, Accountant, all Subcommittee Treasurer's, and any person utilized with accounting expertise. All bank accounts tied to the Committee/Group's Tax ID number will be reviewed. Verification that all checks have been written to the appropriate people or institution accounts are reconciled, receipts are in place and all deposits have been made correctly. This is a good time for the Committee/Group Officers to look at which meetings and/or committees may need assistance with their treasuries.

When a new treasurer is elected, all records need to be turned over to the new treasurer: When Committee/Group elects a new treasurer, the treasurer who is rotating out will schedule time with the new treasurer to sit down with the incumbent so they understand all the detailed aspects of the Committee/Group Treasurer duties and responsibilities. All bank account signatory cards, safety deposit accounts, online banking, C.A. World Chips and Lit. ordering accounts and any other online accounts will be updated within the first month of new commitment being undertaken, beginning the incumbent treasurer's 2-year commitment.

### **37. Online meeting guidance**

Many features of online meeting software contradict our spirit of anonymity. The following is broad guidance on security for fellows of Cocaine Anonymous and ways to try to ensure anonymity is followed. Each member needs to be mindful of their personal anonymity as it is members responsibility to protect themselves. Every member who signs up to any online platform needs to bear in mind that email addresses, phone numbers and any other information they input has the potential to be accessed by others and needs to check their own personal account settings.

A group may want to consider setting up an email address for themselves to open an account for online meetings and sharing the login details among the committee or parts of the committee. This way there is not a single member linked to the group. Also, multiple members become responsible for the maintenance and continuation of the meeting.

It is suggested that each group has a host and co-host. The host would act as the secretary and the co-host be responsible for watching for hand raises and muting/unmuting when sharing back. Other service positions as mentioned in 'section 14 Group Servants' are also suggested.

It is important to research the platform your group is intending to use and the features of that software. Many applications have end to end encryption however it is still possible for non fellows to randomly access the meetings.

Check to see that the application you wish to use has password protection and be sure to share this when sharing your meetings.

A number of available software has a record function, some automatically save to a cloud. This feature must be switched off.

Some applications have waiting rooms and only people who are given permission may join the meeting. It is recommended that members keep their cameras switched off to protect from screenshots. Members of Cocaine Anonymous deserve respect within a meeting. A group has the authority to remove or stop a meeting if any members behave in a crude or disrespectful manner to others. This right however should be used with caution. This is not to contradict Tradition 3 but intended for safeguarding members. Members who are removed will be welcomed back at the next meeting however if the conduct continues the group does reserve the right to remove the offender again. A member will never be permanently removed from a group. Following is a checklist of features that a group should consider before selecting which meeting platform, they would like to use however it is not a comprehensive list and groups should use their own discretion:

- Meeting password protection
- Record function, can it be disabled?
- Auto save chats, can it be disabled?
- File transfer, can it be disabled?
- Feedback to application/website, can it be disabled?
- Screen sharing
- Virtual backgrounds, can they be enabled to protect people's personal space eg inside their house?
- Sound recording, can it be disabled?
- Chatroom, can it be disabled?

### **38. End of Document**