

# WSCA Guidelines



**The Washington State Area of Cocaine Anonymous adopts the following Guidelines, in conjunction with the most recent version of the Cocaine Anonymous World Service Manual, as the Structure and Bylaws for the Washington State Area.**

**Wherever the language of the two documents may be inconsistent, these Guidelines take precedence.**

[Reflecting Motions Passed Through October 2019]

## TABLE OF CONTENTS

<b>OUR SECOND TRADITION .....</b>	<b>4</b>
<b>VOTING MEMBERS AND PROCEDURES .....</b>	<b>4</b>
<b>ANNUAL AREA AGENDA.....</b>	<b>4</b>
<b>ELECTION PROCEDURES .....</b>	<b>6</b>
<b>VACATED OR UNFULFILLED POSITIONS.....</b>	<b>6</b>
<b>AREA SERVICE COMMITTEE OFFICERS .....</b>	<b>7</b>
<b>CHAIRPERSON .....</b>	<b>7</b>
<b>VICE-CHAIRPERSON.....</b>	<b>7</b>
<b>SECRETARY.....</b>	<b>7</b>
<b>TREASURER.....</b>	<b>7</b>
<b>VICE TREASURER.....</b>	<b>8</b>
<b>AREA AND/OR DISTRICT COMMITTEES .....</b>	<b>8</b>
<b>COMMITTEE CHAIR.....</b>	<b>8</b>
<b>ACTIVITIES.....</b>	<b>9</b>
<b>ARCHIVES .....</b>	<b>9</b>
<b>CHIPS AND LITERATURE.....</b>	<b>9</b>
<b>CONVENTION .....</b>	<b>10</b>
<b>EVENT RECORDING.....</b>	<b>11</b>
<b>FUNDRAISING.....</b>	<b>11</b>
<b>HOSPITALS AND INSTITUTIONS .....</b>	<b>11</b>
<b>INTERNET.....</b>	<b>11</b>
<b>PUBLIC INFORMATION .....</b>	<b>12</b>
<b>SCHEDULES &amp; PRINTING.....</b>	<b>12</b>
<b>STRUCTURE AND BYLAWS .....</b>	<b>13</b>
<b>UNITY.....</b>	<b>13</b>
<b>USE OF C.A. NAME AND LOGO .....</b>	<b>13</b>
<b>STATEMENT OF POLICY .....</b>	<b>14</b>
<b>FLYER APPROVAL PROCESS.....</b>	<b>16</b>
<b>WORLD SERVICE CONFERENCE DELEGATE.....</b>	<b>17</b>
<b>DELEGATE.....</b>	<b>17</b>
<b>ALTERNATE DELEGATE.....</b>	<b>17</b>

## APPENDICES

Page Numbers for Appendices Reflect PDF Page Count:

A. Suggested Area Meeting Agenda.....	20-22
B. Suggested Area Minutes Template .....	23-24
C. Suggested Area Committee Meeting Agenda.....	25
D. Traditions Group Inventory .....	26-31
E. Twelve Concepts of Cocaine Anonymous.....	32-33
F. Robert’s Rules of Order Overview .....	34-35
G. Table of Motions.....	36
H. WSC Parliamentary Procedure Guidelines .....	37-41
I. WSC-Approved Meeting Formats .....	42-58
J. WSC-Approved Literature, Books and Guidelines .....	59-60
K. Washington State Cocaine Anonymous Convention Committee Guidelines.....	61-74

## **OUR SECOND TRADITION**

“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.”

## **VOTING MEMBERS AND PROCEDURES**

The Area meetings shall be conducted using Robert’s Rules of Order. It is strongly suggested that the following statement be read by the Area Chair at the beginning of each meeting, prior to any voting taking place:

“Anyone present may speak for or against a motion, as well as ask questions. Those entitled to vote are Area officers, Delegates and Alternate Delegates, Area Committee Chairpersons, District Service Representatives and Group Service Representatives. An Alternate GSR may vote only if the GSR is not present. Merely reporting on a meeting does not confer a vote; an individual must have been elected by the Group to act as its representative. Likewise, an Alternate DSR may vote only if the DSR is not present. At Area, each District will have one vote regardless of the number of DSRs per District. Each of the aforementioned service positions is entitled to one vote, with a maximum of two votes per person. The Chairperson only votes in case of tie. When voting, raise a closed fist for one vote and two raised fingers for two votes. In accordance with Concept 12, voting members are encouraged to reach important decisions by discussion, vote, and whenever possible, by substantial unanimity.”

Any motion made by the Area body that shall impact, affect or alter the voting rights of any members shall be referred to the groups and be given at least one month for consideration before a final vote.

## **ANNUAL AREA AGENDA**

These are general guidelines for items of business, events, etc., occurring at the same time every year:

### **JANUARY**

- First committee meetings are announced
- Preliminary budgets approved as needed
- Start planning for Celebrate Around the World (CATW) the first Saturday in March (Unity Committee)

### **FEBRUARY**

- Annual committee and delegate budgets submitted for approval
- Prepare for Regional Convention:
  - Which Delegates/Alternates are going?
  - What are estimated travel costs?
  - Does our Area wish to submit candidates for the trustee slate (see World Service Manual)?

## **MARCH**

- 1st Saturday – Celebrate Around the World (Unity Committee)
- Start planning summer/fall activities (US-CAN border event, softball tournament, etc.)

## **APRIL**

- Prepare for World Service Conference:
  - Which Delegates/Alternates are going?
  - What are estimated travel costs?
  - When are Delegate registrations due?

## **MAY**

- Start planning gratitude banquet (Activities Committee)

## **JUNE**

- Corporate renewal due June 30th (to be completed by Treasurer; payment required)
- SR 14 mailing sent to Delegates/Alternates

## **JULY**

- Delegates/Alternates share significant SR 14 items with Area members so that feedback/discussion can take place in August

## **AUGUST**

- Feedback/discussion of significant SR 14 items
- US-CAN unity event with BCCA (delegate fund-raiser)

## **SEPTEMBER**

- Discuss upcoming elections and who will be producing flyers to be distributed at October meeting (see Election Procedures)
- Delegates/Alternates give preliminary report on World Service Conference

## **OCTOBER**

- Delegates/Alternates give full verbal and written report on World Service Conference
- Ratification is conducted for all Delegates and Alternate Delegates. Ratification takes place within the delegate subcommittee and then is brought back to Area for approval.
- Announce annual elections, distribute flyers (see Election Procedures)

## **NOVEMBER**

- Nominations for annual elections (see Election Procedures)
- Gratitude banquet (Activities Committee)

## **DECEMBER**

- Elections (see Election Procedures)
- Pass-it-on month (training) so that the newly-elected trusted servants are ready to serve in January

## **ELECTION PROCEDURES**

Annual elections are a three-month process:

In October, ratification is conducted for all Delegates and Alternate Delegates. Ratification takes place within the delegate subcommittee and then is brought back to Area for approval.

Any Delegate or Alternate Delegate position(s) vacated due to non-ratification shall be filled pursuant to the election procedures set forth in the World Service Conference Delegate section below. Once it has been determined how many positions need to be filled, elections are announced to the Fellowship (supplemented by a flyer whenever possible).

In November, the Chair will open the floor for nominations for each open position. Nominations must be seconded. Each nominee (or his/her representative) will give a two-minute presentation regarding the nominee's specific qualifications for the position.

In December, elections will be conducted. Candidates will be given an opportunity to answer any questions and then asked to leave the room while voting takes place. Any discussion prior to voting should be based on principle rather than personality and should be held in the strictest confidence, not to be shared with the candidate or with anyone else outside the room. For Delegate elections and the Trustee slate, voting will be by written ballots with a 2/3rds majority of votes cast needed for election. If no nominee has a 2/3rds majority after two ballots, the Third Legacy procedure shall be followed to complete the election (see A.A. Service Manual).

December is the pass-it-on month (training) so that the newly-elected trusted servants are ready to serve in January.

Additional elections are conducted as needed throughout the year. See Vacated or Unfulfilled Positions below.

## **VACATED OR UNFULFILLED POSITIONS**

In the unfortunate circumstance that an individual holding an Area-elected position is unable or unwilling to fulfill the responsibilities (i.e. consistent attendance at monthly business meetings, report presentations, etc.), the Area Chair is responsible for contacting him or her and asking for either a recommitment to the position or a resignation. For all Area-elected positions, missing Area twice within a calendar year without submitting a report will result in removal from the position.

If an Area-elected trusted servant relapses but does not voluntarily resign, the matter should be addressed by the Area service body as a whole. At all times, the utmost care must be taken to balance the individual's personal recovery and opportunity to serve with the need for accountability.

If an individual resigns or is removed from an Area-elected service commitment, or if the individual recommits but still does not fulfill the responsibilities of the position, and there is no elected alternate already in place, the Area shall hold a new election to fill the position on an expedited basis. Nominations are opened immediately and taken back to the groups to be voted on the following month. The newly-elected successor shall serve for the remainder of the original term. Someone filling a partial term may be elected to a subsequent full term, but otherwise it is suggested that the spirit of rotation be observed.

## **AREA SERVICE COMMITTEE OFFICERS**

### **CHAIRPERSON**

- a. Two years continuous sobriety.
- b. Two-year commitment (one year as Vice-Chairperson, one year as Chairperson).
- c. One year of active service in C.A.
- d. Presides over monthly/quarterly Area meetings and arranges agenda.
- e. Assumes responsibilities of coordinating all activities within the Area.
- f. Encourages trusted servants to Chair various Standing Committees.
- g. Only votes in case of a tie.
- h. Because the Area Chair must sign off on the World Service Conference registration for each Delegate/Alternate, the Area Chair should keep a written record of the date each Delegate/Alternate was elected and when his or her term expires.

### **VICE-CHAIRPERSON**

- a. Refer to Chairperson description
- b. One year continuous sobriety.
- c. Two-year commitment (one year as Vice-Chairperson, one year as Chairperson).
- d. Six months of active service in C.A.
- e. In absence of Chairperson performs those duties of Chairperson.
- f. Coordinates general Committee activities.

### **SECRETARY**

- a. One year continuous sobriety.
- b. One-year commitment.
- c. Six months of active service in C.A.
- d. Keeps accurate minutes of each meeting.
- e. E-mails minutes and any other materials to be printed to [caofwaschedules@gmail.com](mailto:caofwaschedules@gmail.com) no later than 11:59 p.m. the Thursday prior to the Area meeting.
- f. Posts items of business to be taken back to the Groups on the Area Facebook group (or other designated location) within one week following each Area meeting.
- g. General communications throughout the Area.

### **TREASURER**

- a. Three years continuous sobriety.
- b. One-year commitment.
- c. One year of active service in C.A.
- d. Gainfully employed and/or financially stable.
- e. Bookkeeping or accounting experience preferred.
- f. Receives and deposits contributions from meetings and special events.
- g. Keeps an accurate bookkeeping system.
- h. Maintains bank account(s) with checks requiring two (2) signatures.
- i. Gives regular financial report with a copy of the Area bank statement (with account numbers blacked out).
- j. Timely filings with regulatory agencies (e.g. state and local taxes, nonprofit corporation forms). To protect the Area's non-profit status, yearly filings are required.

- k. Pays all Area expenses, taking care to maintain the prudent reserve (established as \$1,500.00 in March 2019) and any auto-payments made via debit card (such as the printer and storage unit). The auto-debit information needs to be updated whenever a new debit card is issued.
- l. Passes on contributions to World Services.

### **VICE TREASURER**

- a. Three years continuous sobriety
- b. One-year commitment
- c. One year of active service in C.A.
- d. Assists the Treasurer and assumes the responsibilities of the Treasurer when necessary.

It is suggested that each Area Service Committee Officer provide the Area Archives Committee with a digital or hard copy of archival materials related to their position, such as reports, minutes, budgets and financial reports. Digital materials may be e-mailed to [wscaarchives@gmail.com](mailto:wscaarchives@gmail.com).

### **AREA AND/OR DISTRICT COMMITTEES**

It is suggested that the following Committees exist at either the Area and/or District levels. When appropriate, Committees may be combined or added.

- a. Activities
- b. Archives
- c. Chips and Literature
- d. Convention
- e. Event Recording
- f. Fundraising
- g. Hospitals and Institutions
- h. Internet
- i. Public Information
- j. Schedules and Printing
- k. Structures and Bylaws
- l. Unity

### **COMMITTEE CHAIR**

All Committee Chairs shall meet the following requirements and fulfill the following responsibilities:

- a. Continuous sobriety and previous active service in C.A. as specified for each Committee.
- b. One-year commitment.
- c. Presides over regular Committee meetings and arranges agenda. A business meeting for the Committee must be held at least once per quarter to fulfill the obligation as Chair and to allow the Fellowship to participate.
- d. Attends and provides monthly reports at the Area or District business meeting (whichever is applicable).

- e. Provides to Area or District (whichever is applicable) a copy of the Committee's updated guidelines by December of each year.
- f. Submits the Committee's proposed budget to Area or District (whichever is applicable) for approval.
- g. Has a working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts for World Service, and Robert's Rules of Order.
- h. Has the necessary time available and willingness to fulfill all the responsibilities of the position.
- i. E-mails any printing requests to [caofwaschedules@gmail.com](mailto:caofwaschedules@gmail.com) no later than 11:59 p.m. the Thursday prior to the Area meeting.
- j. It is suggested that Area/District Committee Chairs provide the Area Archives Committee with a digital or hard copy of archival materials such as reports, minutes, flyers, meeting schedules, guidelines, budgets, financial reports, convention and event recordings, and convention programs. Digital materials may be e-mailed to [wscarchives@gmail.com](mailto:wscarchives@gmail.com).
- k. Provides a pass-it-on report and one-on-one training to the next Chair.

#### **ACTIVITIES**

- a. Meets the qualifications and fulfills the responsibilities listed under Committee Chair.
- b. One year continuous sobriety.
- c. Six months active service in C.A.
- d. Organizes dances, group outings and other entertainment events.
- e. Creates flyers for activities.
- f. Maintains a calendar of the upcoming C.A. events and provide timely updates to Area.
- g. Provides the Public Information and Internet Committees with flyers and information on upcoming events.

#### **ARCHIVES**

- a. Meets the qualifications and fulfills the responsibilities listed under Committee Chair.
- b. One year continuous sobriety.
- c. One year of active service in C.A.
- d. Procures and preserves property of Area for future historical reference. Per the motion passed in October 2019, Area will continue paying for the Archives storage unit through 2020 and beyond, unless alternate arrangements are made for the storage of Area's archives. Rent is due on or before the first of each month and is paid via auto-debit using the Treasurer's debit card. Accordingly, the auto-debit information needs to be updated whenever a new debit card is issued.
- e. Property consists of written material (Area minutes, reports, newsletters, etc.) and Area memorabilia.
- f. Manages the e-mail and Google drive account [wscarchives@gmail.com](mailto:wscarchives@gmail.com).

#### **CHIPS AND LITERATURE**

- a. Meets the qualifications and fulfills the responsibilities listed under Committee Chair.
- b. One year continuous sobriety.
- c. Six months active service in C.A.
- d. One-year commitment.

- e. Maintains Area chip & literature inventory in a secure, dry location.
- f. Maintains a record of all chip & literature sales and Starter Kits provided.
- g. Upon receiving an order for chips & literature, packages together all requested items, providing an invoice/receipt upon request. Coordinates meeting to drop off the order, collecting payment upon delivery.
- h. Reports on all funds collected from sales at each Area meeting, turning in the funds to the Treasurer (or Vice Treasurer in the Treasurer's absence). Funds collected should be stored securely in between Area meetings.
- i. Prior to chip & literature stocks running low, coordinates with Area Treasurer to place an order with the World Service Office (WSO) as follows:
  - Reviews inventory, confirming quantity of chips/coins/literature needed to replenish stocks;
  - Logs into <https://ca.org/> using credentials shared with the Treasurer;
  - Adds needed inventory to cart;
  - Communicates to Treasurer that an order is in the cart, so the Treasurer can complete the purchase using the Area debit card. (If the order exceeds the Chips and Literature budget, or if it would reduce the Area bank account balance below the prudent reserve, the Chips and Literature person shall reduce the total cost so that it does not exceed the maximum amount specified by the Treasurer).
- j. Upon request by a new meeting within the Area, provides a "Starter Kit" containing:
  - 10 Newcomer Chips
  - 10 One-Week Chips
  - 5 30-Day Chips
  - 5 60-Day Chips
  - 5 90-Day Chips
  - 5 6-Month Chips
  - 5 9-Month Chips
  - 5 1-Year Chips
  - 10 of each pamphlet
  - 20 meeting schedules
  - Current Conference-approved meeting format
  - Copy of WSCA Guidelines (either hard copy or digital)
  - *Hope, Faith & Courage Volume I*
  - *Hope, Faith & Courage Volume II*
  - *A Quiet Peace*

(This list is based on materials currently provided by the World Service Office.)

## CONVENTION

- a. Meets the qualifications and fulfills the responsibilities listed under Committee Chair.
- b. One year continuous sobriety.
- c. Six months active service in C.A.
- d. Coordinates conventions to carry the message of recovery, unity and service to members of Cocaine Anonymous as more fully explained in the Washington State Cocaine Anonymous Convention Committee Guidelines (see Appendix K).

## **EVENT RECORDING**

- a. Meets the qualifications and fulfills the responsibilities listed under Committee Chair.
- b. Two years continuous sobriety.
- c. Six months active service in C.A.
- d. Stores and maintains Area-owned recording equipment, including microphone, mixer, CD duplicator, and all appropriate cabling.
- e. Attends and records speaker meetings, workshops and other events as requested.
- f. Arranges purchase of all blank media for recording.
- g. Duplicates and stores recordings of speaker meetings.
- h. Designs CD graphics and adhere to printed CDs.
- i. Sells recordings to members and turns proceeds in to the Area Treasurer.

## **FUNDRAISING**

- a. Meets the qualifications and fulfills the responsibilities listed under Committee Chair.
- b. One year continuous sobriety.
- c. Six months active service in C.A.
- d. Gainfully employed and/or financially stable.
- e. The responsibility of this Committee is to raise funds for the Area.
- f. Holds raffles within the Fellowship.
- g. Sells memorabilia and other fundraising items to members of the Fellowship.
- h. Is mindful to abide by all Washington State laws.
- i. Keeps in mind our Seventh Tradition, which states that we are fully self-supporting, declining outside contributions.

## **HOSPITALS AND INSTITUTIONS**

- a. Meets the qualifications and fulfills the responsibilities listed under Committee Chair.
- b. One year continuous sobriety.
- c. One year of active service in C.A.
- d. Responsible for the coordination of and active participation in Twelve Step work within hospitals and institutions as more fully explained in the C.A. World Service Conference Hospitals and Institutions Committee Guidelines and Information.

## **INTERNET**

- a. Meets the qualifications and fulfills the responsibilities listed under Committee Chair.
- b. One year continuous sobriety.
- c. One year of active service in C.A.
- d. Has a working knowledge of the World Service Conference Information Technology (IT) Committee Workbook and Guidelines (hereinafter "IT Guidelines"), which can be found in the Service section of the C.A. World Services website, [www.ca.org](http://www.ca.org).
- e. Updates and maintains Area/District website in accordance with the IT Guidelines.
- f. Posts meeting schedule updates and event information e-mailed to [caofwa@gmail.com](mailto:caofwa@gmail.com) as appropriate. Gathers additional meeting and event details, pertinent contacts, and other information as needed for inclusion on the website. Approval of at least two Delegates and/or Alternate Delegates is required before flyers are posted on the Area website.

- g. When necessary, confers with Delegates, the WSC IT Committee and/or the World Service Board of Trustees if there are questions about whether the site as a whole or any specific content conforms to C.A. Traditions.
- h. Updates memberships on any e-mail or other online groups or file sharing systems used to facilitate Area/District business and sharing of information.
- i. Updates forwarding addresses on Area/District e-mails related to specific service commitments.
- j. Ensures that e-mail sent to [caofwa@gmail.com](mailto:caofwa@gmail.com) is answered in a timely manner, forwarding to other committees and/or trusted servants as appropriate.
- k. Maintains digital archives of approved Area/District minutes. Care should always be taken to ensure that minutes are redacted to protect our members' anonymity.
- l. Administers Area social media presence(s) to facilitate membership and ensure that all posts are C.A.-related and in compliance with the 12 Traditions.
- m. Provides the Area/District Chair with a current list of all logins and passwords needed to administer the website, e-mails, groups, social media, etc.

### **PUBLIC INFORMATION**

- a. Meets the qualifications and fulfills the responsibilities listed under Committee Chair.
- b. Two years continuous sobriety.
- c. One year of active service in C.A.
- d. Responsibilities include distributing literature and information to the public.
- e. Responsible for the provision of information and assistance to individuals seeking aid by phone and with the communication of messages received for other Committees.
- f. Responsible for a unique brand of 12-Step work by carrying the message of recovery to professionals, who in their line of work may have some sort of supervisory capacity over or direct contact with individuals with a cocaine problem.
- g. The Committee informs the professional community about C.A.; what we are, where we are and what we can and cannot do to help the addict who still suffers.
- h. The Committee attempts to establish communication between C.A. members and the professional community to find productive methods for cooperation, not affiliation, within the C.A. Traditions.
- i. To be Chair of this Committee you would need to fulfill the requirements listed under Committee Chair except that there is a two-year sobriety requirement.

### **SCHEDULES & PRINTING**

- a. Meets the qualifications and fulfills the responsibilities listed under Committee Chair.
- b. One year continuous sobriety.
- c. One year of active service in C.A.
- d. Maintains the Area Meeting Directory (hereinafter referred to as the "schedule") in the format approved by Area, making updates as needed to accurately reflect the status of all regular (non-H&I) meetings in the Area. Area and District service meetings shall also be included as space permits.
- e. Works with the Internet Committee to make sure Area flyers and a current copy of the schedule are always linked to the website.
- f. Sells schedules at the price determined by Area. In accordance with the 7th Tradition, all necessary materials and printing services should be paid for by Area and/or donated

- by C.A. members, not by any outside entities. Being mindful of the environment, care should be taken to print only as many materials as are reasonably necessary and to recycle any unused materials once they are out-of-date.
- g. Prints schedules, minutes, reports, flyers, convention-related materials and other documents as may be necessary for Area business meetings and Area committees. All printing and schedule requests should be e-mailed to [caofwaschedules@gmail.com](mailto:caofwaschedules@gmail.com) no later than 11:59 p.m. the Thursday prior to the Area meeting. Printed materials should be delivered at least 15 minutes prior to the start of each Area meeting to allow time for them to be distributed.
  - h. Gives monthly reports at Area regarding printing expenses and income from schedule sales.

## **STRUCTURE AND BYLAWS**

- a. Meets the qualifications and fulfills the responsibilities listed under Committee Chair.
- b. One year continuous sobriety.
- c. One year of active service in C.A.
- d. Formulates bylaws, guidelines, and structures by which the Area (or District, as applicable) can operate day-to-day.
- e. Maintains current versions of the Guidelines and incorporates any amendments or changes made to them during the year.
- f. Drafts new or amended Guidelines as needed for approval by Area.
- g. Coordinates with the Secretary of Area to confirm all passed motions resulting in Guideline changes.
- h. Provides an updated copy of the Guidelines for posting on the Area website and/or hard copy printing.
- i. Facilitates annual pass-it-on/orientation meeting to ensure that incoming trusted servants have the information they need to succeed in their new commitments.

## **UNITY**

- a. Meets the qualifications and fulfills the responsibilities listed under Committee Chair.
- b. One year continuous sobriety.
- c. One year of active service in C.A.
- d. 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.
- e. Sponsors workshops and other events to promote C.A. unity such as Celebrate Around the World, always being mindful of Tradition One: “Our common welfare should come first; personal recovery depends upon C.A. unity.”

## **USE OF C.A. NAME AND LOGO**

C.A. World Services, Inc. owns the legal rights to the name “Cocaine Anonymous,” the block letters “C.A.,” the official Cocaine Anonymous logo (hereinafter “logo”), future variations of the logo, the book titles: *A Quiet Peace*; *Hope, Faith & Courage: Stories from the Fellowship of Cocaine Anonymous* (the “C.A. Storybook”), *Hope, Faith & Courage Volume II: Stories and Literature from the Fellowship of Cocaine Anonymous* (“HFC II”), and the motto “We’re here and we’re free.” It is therefore important that the Area, its Districts, its Groups and individual C.A.

members be mindful of the following Statement of Policy whenever using the C.A. name and/or logo on flyers, memorabilia or for any other purpose.

For ease of reference, the entire Statement of Policy from the 2019 edition of the World Service Manual is copied below. Please be advised that this language is subject to change by the World Service Conference in any given year. You are therefore encouraged to always check for the latest edition of the World Service Manual online at [www.ca.org](http://www.ca.org). Please also see the Flyer Approval Process section below.

### **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, Inc. (a California corporation) and Cocaine Anonymous World Services, Inc. (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.”
- 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.
- 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.
- G. Although not officially adopted, when using the green color traditionally used by CAWSO Inc., the Pantone # is 3292 and the calibrated CMYK values be used.

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<sup>1</sup>, the books “ALCOHOLICS ANONYMOUS,” “TWELVE STEPS AND TWELVE TRADITIONS,” and “The A.A. Service Manual, combined with the 12 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.

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<sup>1</sup> See Appendix J to the WSCA Guidelines.

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 color. The block letters “CA” may only be used alone when they bear no resemblance to the inner circle type style of the official logo.



## **FLYER APPROVAL PROCESS**

The Delegates and Alternate Delegates are responsible for reviewing any flyers to be distributed to the local C.A. Fellowship to make sure that they include any necessary disclaimers and comply with both the 12 Traditions and the Statement of Policy in the World Service Manual. Approval of at least two Delegates and/or Alternate Delegates is required before flyers are distributed to the Fellowship in hard copy, via any District/Area social media, or posted on the Area website.

## WORLD SERVICE CONFERENCE DELEGATE

### DELEGATE

- a. Four years continuous sobriety.
- b. Four-year commitment, ending December 31<sup>st</sup> of the fourth year following election.
- c. Two years of active service in C.A.
- d. Working knowledge of the Twelve Steps, the Twelve Traditions, the Twelve Concepts of Service and the World Services Conference Charter.
- e. Submits proposed budgets for travel and fund-raising events to Area for approval.
- f. Shares pertinent information from delegate mailings with Area members, such as materials distributed pursuant to SR-14 and items such as draft literature which are likely to be voted on at the Conference. The information should be distributed as soon as possible via Area and District meetings, as well as to individual groups. Within 45 days of receiving the SR-14 mailing, the delegates are to hold a forum for questions, feedback and discussion.
- g. Prepares and provides both verbal and written reports to Area within 45 days after returning from the World Service Conference and Regional Assembly. The reports should summarize business conducted and matters discussed which directly affect or are most likely to be of interest to the local Fellowship. Written reports should be distributed in hard copy and/or electronically prior to or at the Area meeting during which they are discussed.
- h. It is suggested that reports and any other archival materials related to the delegate position be provided to the Area Archives Committee. Digital materials may be e-mailed to [wscarchives@gmail.com](mailto:wscarchives@gmail.com).
- i. Turns in receipts and any unused funds to the Treasurer within 30 days following the Conference and Regional Assembly.
- j. Reviews and approves flyers in accordance with the Flyer Approval Process.
- k. Ensures that e-mail sent to [wacadelegates@gmail.com](mailto:wacadelegates@gmail.com) is answered in a timely manner.
- l. Additional responsibilities as set forth in the World Service Conference Delegate job description in the World Service Manual.

### ALTERNATE DELEGATE

- a. Two years continuous sobriety
- b. Two-year commitment, ending December 31<sup>st</sup> of the second year following election, with a maximum of two consecutive two-year terms.
- c. One year of active service in C.A.
- d. Additional qualifications as set forth above and in the World Service Conference Delegate job description in the World Service Manual.

The Area may have a maximum total of six Delegates and/or Alternate Delegates (three Delegates and three Alternate Delegates is suggested, but that proportion may change in the event an Alternate is moved up to Delegate between regular elections). Pursuant to the Election Procedure, the election will be on written ballots with a 2/3rds majority needed for election.

Following the spirit of rotation, new Delegates or Alternate Delegates shall be elected as needed. Whenever a Delegate term ends, the most senior Alternate Delegate will move into the vacated Delegate position, subject to approval on written ballots by a 2/3rds majority.

Determination of seniority is based on two factors: time of service as Alternate Delegate and number of Conferences and/or Regional Assemblies previously attended. If none of the Alternate Delegates has seniority, or if there is a tie, the Area will vote to decide which Alternate will move up to Delegate. If none of the Alternate Delegates receive the required 2/3rds approval to move up to Delegate, nominations will be sought from the Fellowship.

Each Delegate and Alternate Delegate shall be ratified annually as part of the regular Area election process, or between elections if the Area service body deems it necessary. The Delegates and Alternate Delegates shall first conduct an internal ratification vote, which shall then be brought back to Area for approval. It is suggested that the annual ratification take place between the end of the World Service Conference and the October Area meeting. Ratification shall be done by written ballot, with 2/3rds approval required for ratification. If a Delegate or Alternate Delegate is not ratified, his or her term shall end immediately, and the position shall be filled pursuant to the process set forth above.

To promote productivity through consistency, any Alternate Delegate and/or newly elected Delegate moving into a Delegate position vacated because of term completion, non-ratification or resignation will be allowed to serve a new and full Delegate's term of four years, ending December 31<sup>st</sup> of the fourth year following election. However, following the spirit of rotation, it is suggested that no Delegate or Alternate attend more than four consecutive Conferences.

The number of Delegates and/or Alternate Delegates attending each Conference or Regional Convention may vary, based upon their availability and Area's financial status, but the maximum number of votes to be distributed among them shall be determined pursuant to the World Service Manual. Whenever possible, at least one Delegate or Alternate Delegate with prior experience shall attend the WSC and Regional Assembly. Funding projections and policies are as follows:

World Service Conference: All Delegates attend (if financially feasible for Area)

Airfare: 1 round-trip ticket per Delegate

Hotel: ½ room rate (including taxes and fees) per night per Delegate

Per Diem: \$40/day per Diem per Delegate (including travel time)

Registration: 1 registration per Delegate

Notebook: 1 notebook (or digital storage media) per Delegate

Regional Convention: One (or more) Delegate(s) attend(s), as Area finances permit

Travel: Depending on the distance to be traveled, 1 round-trip airfare per delegate or IRS Standard mileage rate for miles driven in service of charitable organizations

Hotel: ½ room rate (including taxes and fees) per night per Delegate

Per Diem: \$40/day per Diem per Delegate (including travel time)

Registration: 1 basic registration per delegate

Per Diem is paid at the rate of \$40 per day for meals and incidental expenses. Meals include amounts spent for food, beverages, taxes, and related tips. If a Delegate wishes to participate in group meals at the Conference or Regional Convention, the cost will be subtracted from the per diem. Incidental expenses include emergency personal hygiene items and tips for hotel staff and transportation. Significant travel expenses, such as baggage (for a maximum of one checked bag) and shuttle fees, shall be paid separately. Personal expenses, such as tobacco products,

memorabilia or other souvenirs, are the Delegate's own responsibility. No other expenses will be paid by WSCA unless approved at the Area meeting (for example, a Delegate from eastern Washington may need a hotel room night and possibly airfare when the Regional Convention is hosted in western Washington).

It is the Delegates' responsibility to attend the entirety of each Regional Assembly and World Service Conference, and their travel plans should be made accordingly. With that qualification in mind, Delegates are encouraged to explore and take advantage of any reasonable opportunities to assist in lowering their travel expenses, including fund-raising within the Area.

**WSCA AREA MEETING AGENDA FOR THE MONTH OF \_\_\_\_\_, 20**

Open with a moment of silence, followed by the Serenity Prayer

Reading of the 12 Traditions

Chair asks if anyone would like to be added to the agenda for new business or open discussion, and then reads the following statement:

“Anyone present may speak for or against a motion, as well as ask questions. Those entitled to vote are Area officers, Delegates and Alternate Delegates, Area Committee Chairpersons, District Service Representatives and Group Service Representatives. An Alternate GSR may vote only if the GSR is not present. Merely reporting on a meeting does not confer a vote; an individual must have been elected by the Group to act as its representative. Likewise, an Alternate DSR may vote only if the DSR is not present. Each of the aforementioned service positions is entitled to one vote, with a maximum of two votes per person. The Chairperson only votes in case of tie. When voting, raise a closed fist for one vote and two raised fingers for two votes. In accordance with Concept 12, voting members are encouraged to reach important decisions by discussion, vote, and whenever possible, by substantial unanimity.”

**GSR Roll Call**

*[List all meetings, in alphabetical order; insert first name and last initial for each person reporting; use paragraph numbering to automatically count potential group votes; GSRs report any activities, donations, issues, etc., through DSRs]*

Meeting A  present  absent; representative name \_\_\_\_\_  GSR  Alt GSR  
Meeting B  present  absent; representative name \_\_\_\_\_  GSR  Alt GSR

Are there any new meetings present?

Chair and Vice Chair tally and announce number of votes present (for all meetings + Area trusted servants)

**Minutes:** Secretary reads minutes of the last meeting. Floor is then open for any corrections, followed by a motion to accept the minutes either as read or as amended.

**Officer Reports** *[insert first name and last initial for each person reporting throughout agenda]*

**Chair** (\_\_\_\_\_):

**Vice Chair** (\_\_\_\_\_):

**Secretary** (\_\_\_\_\_):

**Treasurer (\_\_\_\_\_):**

Motion to approve Treasurer's report

**Vice Treasurer (\_\_\_\_\_):**

**Delegate Reports**

*[List in order of seniority by first name and last initial; if no seniority, list alphabetically]*

**Alternate Delegate Reports**

*[List in order of seniority by first name and last initial; if no seniority, list alphabetically]*

**Committee Reports** *[List all active committees, in alphabetical order]*

**Activities (\_\_\_\_\_):.**

**Archives (\_\_\_\_\_):**

**Chips and Literature (\_\_\_\_\_):**

**Convention (\_\_\_\_\_):**

**Event Recording (\_\_\_\_\_):**

**Fundraising (\_\_\_\_\_):**

**Hospitals and Institutions (\_\_\_\_\_):**

**Internet (\_\_\_\_\_):**

**Public Information (\_\_\_\_\_):**

**Schedules & Printing (\_\_\_\_\_):**

**Structure and Bylaws (\_\_\_\_\_):**

**Unity (\_\_\_\_\_):**

**\*\* Break \*\***

**DSR Reports**

**District 1 (\_\_\_\_\_):**

**District 2 (\_\_\_\_\_):**

**District 3 (\_\_\_\_\_):**

**District 4 (\_\_\_\_\_):**

**Old Business**

**New Business**

Motion to close new business

**Open Discussion**

**WSCA AREA MINUTES FOR THE MONTH OF \_\_\_\_\_, 20**

Open with a moment of silence, followed by the Serenity Prayer

12 Traditions read by:

**GSR Roll Call**

*[List all meetings, in alphabetical order; insert first name and last initial for each person reporting; use paragraph numbering to automatically count potential group votes; GSRs report any activities, donations, issues, etc., through DSRs]*

Meeting A  present  absent; representative name \_\_\_\_\_  GSR  Alt GSR

Meeting B  present  absent; representative name \_\_\_\_\_  GSR  Alt GSR

Total number of votes present: \_\_\_\_\_

**Minutes**

Read by:

Amendments:

Motion to accept minutes by:

**Officer Reports** *[insert first name and last initial for each person reporting throughout agenda]*

**Chair** (\_\_\_\_\_):

**Vice Chair** (\_\_\_\_\_):

**Secretary** (\_\_\_\_\_):

**Treasurer** (\_\_\_\_\_):

Motion to approve Treasurer's report by:

**Vice Treasurer** (\_\_\_\_\_):

**Delegate Reports**

*[List in order of seniority by first name and last initial; if no seniority, list alphabetically]*

**Alternate Delegate Reports**

*[List in order of seniority by first name and last initial; if no seniority, list alphabetically]*

**Committee Reports** *[List all active committees, in alphabetical order]*

**Activities** (\_\_\_\_\_):.

**Archives (\_\_\_\_\_):**

**Chips and Literature (\_\_\_\_\_):**

**Convention (\_\_\_\_\_):**

**Event Recording (\_\_\_\_\_):**

**Fundraising (\_\_\_\_\_):**

**Hospitals and Institutions (\_\_\_\_\_):**

**Internet (\_\_\_\_\_):**

**Public Information (\_\_\_\_\_):**

**Schedules & Printing (\_\_\_\_\_):**

**Structure and Bylaws (\_\_\_\_\_):**

**Unity (\_\_\_\_\_):**

**\*\* Break \*\***

**DSR Reports**

**District 1 (\_\_\_\_\_):**

**District 2 (\_\_\_\_\_):**

**District 3 (\_\_\_\_\_):**

**District 4 (\_\_\_\_\_):**

**Old Business**

**New Business**

Motion to close new business

**Open Discussion**

**AREA \_\_\_\_\_ COMMITTEE MEETING AGENDA**

Date: \_\_\_\_\_

Open with a moment of silence, followed by the Serenity Prayer

Introductions (go around the room, with everyone stating his or her name, home group and pertinent service positions held)

Reading of the 12 Traditions

Secretary reads minutes of the last meeting. Floor is then open for any corrections, followed by a motion to accept the minutes as read or amended.

Officer Reports (will vary by committee):

Chair (Name):

Vice Chair (Name):

Secretary (Name):

Treasurer (Name):

(motion required to approve report)

Vice Treasurer (Name):

Subcommittee Reports

Old Business (based on previous month's new business and any previously tabled or otherwise outstanding motions)

New Business (requires motion to close)

Open Discussion

Meeting closes with the Serenity Prayer

# **TRADITIONS GROUP INVENTORY**



**CAWSO**  
**Cocaine Anonymous World Service Office**  
**3740 Overland Avenue, Suite C**  
**Los Angeles, Ca 90034**  
**Tel: (310) 559-5833 Fax: (310) 559-2554**  
**Website: <http://www.ca.org>**

## Traditions Group Inventory

The Twelve Traditions are to the group what the Steps are to the individual. The traditions help keep the program of recovery alive and successful. They support and maintain the balance and integrity of our individual and collective program of recovery. These traditions are fully explained in **Twelve Steps and Twelve Traditions**. We know there are no “musts” in our fellowship, but to how many of these questions can your group or you as an individual answer “Yes”? We urge you to read this with an open mind.

### **Tradition 1: Our common welfare should come first; personal recovery depends upon CA unity.**

Do I refrain from talking about people behind their backs? Do I walk away when others begin to gossip?

Do I focus on my own program of recovery?

Am I patient and tolerant of those who offend me?

Do I encourage and support harmony within the group?

Do I withhold negative remarks about other groups or fellowships?

Do I show others the same respect I want for myself?

When I attend meetings, do I participate by reading, sharing, and helping others?

Am I willing to share all aspects of my experience, strength, and hope at CA meetings?

Do I attempt to change my behavior when I notice it conflicts with the traditions?

Do I maintain a feeling of gratitude for being a recovering addict?

### **Tradition 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.**

Am I supportive of my group's trusted servants?

Do I trust the group process, including group conscience, sharing, decisions, voting, elections, etc.?

Am I willing to do CA service work?

Do I accept responsibility for my 12-step work and my CA commitments?

Do I ever perform service work anonymously?

Am I able to support a majority decision opposed to my own?

Do I feel the group conscience is informed?

Do I refrain from sounding off on subjects about which I know nothing?

Am I able to perform CA service work without seeking personal reward?

**Tradition 3: The only requirement for CA membership is a desire to stop using cocaine and all other mind-altering substances.**

Do I accept newcomers to Cocaine Anonymous unconditionally?

Am I tolerant of a newcomer's inexperience at sharing?

Am I able to carry a CA message to any addict, despite race, religion, education, age, gender, sexual orientation, or social standing?

Am I able to welcome all newcomers alike, no matter their status or profession?

Do I understand that a newcomer's desire to be sober need not be sincere or honest?

Do I help make newcomers feel welcome by doing such things as

- . . . remembering their names and saying hello?
- . . . starting a conversation with them after the meeting?
- . . . giving them my telephone number?
- . . . offering them a ride to a meeting?
- . . . introducing them to other addicts?
- . . . inviting them out for coffee, etc., after the meeting?

**Tradition 4: Each group should be autonomous except in matters affecting other groups, or CA as a whole.**

When making autonomous decisions, does my group consider other CA groups and CA as a whole?

Do I make an effort to familiarize myself with other CA groups and open the lines of communication?

Do I understand that there are many ways to look at an issue?

Do I understand that there are many ways of doing things?

Do I realize that to some non-members who know I am in the fellowship, my actions and behavior may represent Cocaine Anonymous as a whole?

**Tradition 5: Each group has but one primary purpose - to carry its message to the addict who still suffers.**

Do I believe I have something to offer another addict?

Am I willing to explain firmly to a newcomer the limitations of CA help?

Do I help my group in every way possible to fulfill its primary purpose?

Am I mindful that CA old-timers can also be addicts who still suffer? Do I try to help them as well as learn from them?

Am I willing to do 12-step work regardless of what is in it for me?

Do I share my knowledge of CA tools with others?

Do I make certain to carry the CA message and not just my own opinion?

**Tradition 6: A CA group ought never endorse, finance, or lend the CA name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.**

Do I understand that doing anything that does not fulfill our primary purpose may harm the group?

Am I aware that non-CA fundraising functions/activities divert us from our primary purpose?

Am I aware that endorsing or financing a clubhouse or related facility may imply affiliation and can harm CA as a whole?

Am I aware that lending the CA name to any outside business or enterprise can take the focus off Cocaine Anonymous?

**Tradition 7: Every CA group ought to be fully self-supporting, declining outside contributions.**

Do I contribute all I can to help maintain the group's ability to support itself?

Have I ever put extra money into the basket because I knew a newcomer could not contribute?

Do I take an interest in the treasurer's report?

Do I realize that service work for the group helps CA remain self-supporting?

**Tradition 8: Cocaine Anonymous should remain forever nonprofessional, but our service centers may employ special workers.**

Do I remember when I share that I am not an expert on recovery, addiction, medicine, sociology, psychology, relationships, or God?

Am I aware of the differences between CA step work and that which is done by professional counselors, doctors, and clergy?

**Tradition 9: CA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.**

Am I willing to give up control of my CA group and those around me?

Do I exercise patience and humility when performing service work in CA?

When performing service work, do I view the people I serve as individual members of CA?

Am I aware of the importance of the spirit of rotation? Am I able to end my term of service and exit gracefully?

**Tradition 10: Cocaine Anonymous has no opinion on outside issues; hence the CA name ought never be drawn into public controversy.**

Am I ever mindful that Cocaine Anonymous has no opinion on outside issues, especially when I share my personal experiences concerning treatment centers, churches, hospitals, jails, and my opinions about such topics as alcohol, legalizing marijuana, religion, etc.?

Do I understand that if Cocaine Anonymous expressed any opinions on outside issues, it could create exclusion and controversy?

Do I make every effort not to breach this tradition, even in the slightest way?

Do I continually remind myself that I cannot control anyone's thinking or beliefs, especially other addicts, sponsees, etc.?

At the group level, do I refrain from expressing my opinions on outside issues?

**Tradition 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.**

Are the qualities of my sobriety and recovery program attractive to other addicts?

Do I understand the importance of personal anonymity when dealing with the media?

**Tradition 12: Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.**

Do I anonymously help others and perform service work seeking no recognition?

Do I respect the anonymity of an addict who shares a confidence with me?

Do I refrain from complaining about other members' negative behavior?

When it will help another addict, am I willing to share that I am a member of Cocaine Anonymous?

Do I refrain from fanatically promoting CA?

Conference Approved Literature  
Cocaine Anonymous World Services, Inc.  
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## 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, staffs 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 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 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 programs 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 active 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 a 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 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 or power; that sufficient operating funds and reserve 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.*

## ROBERT'S RULES OF ORDER OVERVIEW

The World Service Manual contains a brief summary of parliamentary procedure drawn largely from Robert's Rules of Order (see Appendix H). Below is a brief overview of Robert's Rules and typical Area business meeting practices.

1. How do we keep the business meeting orderly?
  - a. Raise your hand to be recognized.
  - b. Chair keeps a list; once acknowledged by Chair, lower your hand.
  - c. Respect others by listening with an open mind and not talking over each other.
  - d. Understand that some people need more discussion/information than others.
  - e. You never know who might say something that makes all the difference.
2. What happens when a motion is made?
  - a. Maker must be recognized to speak by Chair.
  - b. Motion must be seconded; if not, there is no motion.
  - c. Once motion is seconded, Chair restates it ("A motion has been made and seconded that...").
  - d. Once motion has been made and seconded, it belongs to the body of the business meeting and may not be amended or withdrawn without approval of the body—nor may the Chair close debate at will.
  - e. Once motion is seconded, if it is debatable (see Table of Motions, Appendix G), Chair gives maker first option to speak in favor, then asks if there is any further discussion.
  - f. Begin your debate by saying whether you're in favor or opposed ("I'm in favor of/opposed to this motion because \_\_\_\_\_").
  - g. Each person wishing to speak should have the opportunity to do so before anyone speaks twice (which is why Chair should keep a list).
3. Friendly amendments:
  - a. Offered instead of debate.
  - b. If maker of motion accepts, Chair asks if there is any objection from the floor.
  - c. If there is no objection, motion is amended.
  - d. If there is an objection, motion stands as originally made.
  - e. If person offering friendly amendment feels strongly enough, they may make a motion to amend.
4. What about calling for the vote?
  - a. This is a motion to close debate (essentially, a vote on whether to vote).
  - b. Requires a second, is not debatable, and requires 2/3 majority to pass.
  - c. Chair should rule out of order if no one else on list to debate (to save time).
  - d. First vote on motion to close debate; if it passes, then vote on main motion.
5. The voting process:
  - a. Motion should be restated by Chair (or Secretary, at Chair's request) immediately prior to vote.
  - b. Chair asks for those in favor to raise their hands, then those opposed.
  - c. Threshold for approval (whether 2/3 or majority) is based on votes cast, not votes in the room.
  - d. Standard procedure does not require asking for abstentions.

6. What about the minority opinion (5<sup>th</sup> Concept)?
  - a. If someone who did not vote w/the prevailing side feels strongly about the motion, they may ask to state a minority opinion (or 5th Concept statement).
  - b. Chair does not need to stop and ask for minority opinions every time, but needs to respect a member's desire to make one.
  - c. Should not be abused.
7. Types of motions (see Table of Motions, Appendix G):
  - a. To suspend the rules (such as to entertain a motion to extend the time)—not debatable; if seconded, vote immediately; if it passes, then main motion is made.
  - b. To reconsider—must be made and seconded by members voting with prevailing side; debate is limited to why motion should be reconsidered, not the underlying motion itself; simple majority to pass.
  - c. To rescind—must be used if motion passed during a previous day or if maker did not vote with prevailing side; debate can go into merits of underlying motion; requires 2/3 majority (if at least 1 day's notice is given, simple majority).
  - d. To table—not debatable; simple majority to pass.
8. When may I speak without being recognized by the Chair? (see Table of Motions, Appendix G)
  - a. Point of order.
  - b. Parliamentary inquiry.
  - c. Objection to consideration.
  - d. Challenge the Chair.
  - e. Motion to reconsider.

## TABLE OF MOTIONS

Motions (In Order by Precedence)	Requires a Second?	Does Mover Need to be Recognized?	Is Motion Debatable?	Voting % Required to Pass	NOTES/applies to motions:
To Adjourn (Close Meeting) or Recess	Yes	Yes	No	Majority	None
Point of Order or Parliamentary Inquiry	No	No	No	—	Any motion, act, or decision
To Appeal from a Decision (Challenge the Chair)	Yes	No	Yes	Majority	Any decision by Chair (or Parliamentarian)
To Suspend the Rules	Yes	Yes	No	2/3	Must qualify by stating why rules should be suspended; simple suspension (to consider a motion out of its order on the agenda) requires majority only
To Withdraw a Motion	Yes	Yes	No	Majority	Any motion
To Object to Consideration (RARE)	No	No	No	2/3	Main motion
To Table	Yes	Yes	No	Majority	Main motion, appeals, reconsideration
To Close Debate (Call for the Vote) or Limit Debate	Yes	Yes	No	2/3	Any debatable Motion
To Refer to Committee	Yes	Yes	Yes	Majority	Main motion
To Amend (generally offer friendly amendment 1st; move to amend if rejection/objection)	Yes	Yes	Yes	Majority	Main motion, limit debate, refer
MAIN MOTION	Yes	Yes	Yes	Majority	No other motions
To Reconsider (previous vote or motion – including motions which failed)	Yes	No	Yes	Majority	Any except adjourn, table, suspend rules. Must be made and seconded same day by members who voted with prevailing side. Debate limited to why motion should be reconsidered, not underlying motion itself.
To Rescind (previously passed motions)	Yes	Yes	Yes	2/3**	Must be used if motion passed during a previous day or if maker did not vote w/prevailing side. **If at least 1 day's notice is given, only a simple majority is required.

# WSC PARLIAMENTARY PROCEDURE GUIDELINES

(Adapted from Robert's Rules of Order)

(As of the close of the 2019 C.A. World Service Conference)

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 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 [and minimally edited for inclusion with the WSCA District 3 Guidelines]. 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; and
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.

## 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.

## 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 a 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. 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. 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.

2. 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.
3. 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 we recess until 1 PM for lunch.

EXAMPLE: I move we recess 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 Chairperson casts deciding vote.

## 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 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.

## **WSC-APPROVED MEETING FORMATS**

This Appendix contains the current C.A. World Service Conference-approved meeting formats and readings in their entirety.

Groups may modify and adapt the meeting formats in accordance with their group conscience. In addition to the attached readings, groups may choose to read from any of the literature listed in Appendix J.

Please note that none of the attached Conference-approved readings or the literature referenced in Appendix J may be modified at the Group, District or Area level; they are copyrighted by C.A. World Services and must be read as-is.

Please further note that the attached meeting formats and readings are subject to change from time to time by the C.A. World Service Conference. The copyright date at the end of each document reflects the date it was initially approved and/or last modified. Future updates to the formats and readings may be obtained from the World Service Office or via the Meetings section of the CAWSO website at <https://ca.org/meetings/>.

## SUGGESTED PARTICIPATION MEETING FORMAT

Welcome to the (\_\_\_\_\_) meeting of Cocaine Anonymous. My name is (\_\_\_\_\_) and I am an addict.

Would you please join me in a moment of silence followed by the Serenity Prayer?

Are there any other addicts present? Welcome! Not to embarrass you, but so that we could get to know you better, will those of you in your first 30 days of sobriety please let us know who you are? Would you please state your name and your disease? If you're visiting from out of town or new to the Area, please introduce yourself.

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.

It is a custom in Cocaine Anonymous to read *We Can Recover*, taken from *Hope, Faith & Courage*. I've asked (\_\_\_\_\_) to read for us.

The Twelve Traditions are to the group what the Twelve Steps are to the individual. I've asked (\_\_\_\_\_) to read for us.

(OPTIONAL) It is also a custom to read *Who is a Cocaine Addict?*, *Who is a C.A. Member?*, or *Alcohol*. I have asked (\_\_\_\_\_) to read for us.

(OPTIONAL: LEADER QUALIFIES FOR 5-10 MINUTES) This is a 1½-hour participation meeting. We encourage newcomers to ask any questions they may have regarding the program and recovery. Please do not share if you have had any drugs or alcohol in the last 24 hours. There is no cross-talk at this meeting, and all questions should be directed at the speaker. Please limit your sharing to 3-5 minutes. Who would like to start?

(FIVE MINUTES BEFORE COFFEE BREAK) We are fully self-supporting through our own contributions. At this time we will observe the 7th Tradition. Please remain quietly seated while the baskets are being passed.

---

\* Adapted with permission of the A.A. Grapevine, Inc.

(OPTIONAL) (AFTER BASKETS ARE COLLECTED) We will now have a 5-minute coffee break.

(AFTER COFFEE BREAK)

(OPTIONAL) We give chips at this meeting for 30, 60 and 90 days, 6 and 9 months, 1 year, 18 months, and 2 or more years of continuous sobriety—free from all mind-altering substances. Please keep your sharing brief so that we may have time for participation afterward. Is there anyone here in their first 30 days of sobriety who wishes to take a newcomer chip? 30 days? 60 days? 90 days? 6 months? 9 months? 1 year? 18 months? 2 or more years?

(OPTIONAL) We give a cake for every 365 days of continuous sobriety. We have (\_\_\_\_\_) birthdays.

Now we will continue with participation.

(TEN MINUTES BEFORE THE MEETING ENDS) Our time is up. If you have any questions that went unanswered, or if you feel the need to share, please introduce yourself to someone after the meeting and exchange phone numbers. We are all here to help. Are there any secretary's announcements?

(AFTER SECRETARY'S ANNOUNCEMENTS) I would like to close by having (\_\_\_\_\_) read *The Promises*, *A Vision for You*, *Reaching Out* or *Unity* (from the *Unity* pamphlet).

After a moment of silent meditation for the addict who still suffers, would (\_\_\_\_\_) lead us in the prayer of his/her choice?



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## SUGGESTED STEP STUDY MEETING FORMAT

Welcome to the (\_\_\_\_\_) meeting of Cocaine Anonymous. My name is (\_\_\_\_\_) and I am an addict.

Would you please join me in a moment of silence followed by the Serenity Prayer?

Are there any other addicts present? Welcome! Not to embarrass you, but so that we could get to know you better, will those of you in your first 30 days of sobriety please let us know who you are? Would you please state your name and your disease? If you're visiting from out of town or new to the Area, please introduce yourself.

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.

It is a custom in Cocaine Anonymous to read *We Can Recover*, taken from *Hope, Faith & Courage*. I've asked (\_\_\_\_\_) to read for us.

The Twelve Traditions are to the group what the Twelve Steps are to the individual. I've asked (\_\_\_\_\_) to read for us.

(OPTIONAL) It is also a custom to read *Who is a Cocaine Addict?*, *Who is a C.A. Member*, or *Alcohol*. I have asked (\_\_\_\_\_) to read for us.

It is the format of this meeting to read from the *Twelve Steps and Twelve Traditions* of Alcoholics Anonymous. This is followed by a discussion of the reading. Tonight we are on Step \_\_\_\_\_.

(LEADER READS STEP) We will now go around the room and each read a paragraph.

(AFTER READING OF THE STEP) We are fully self-supporting through our own contributions. At this time we will observe the 7th Tradition. Please remain quietly seated while the baskets are being passed.

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\* Adapted with permission of the A.A. Grapevine, Inc.

(OPTIONAL) (AFTER BASKETS ARE COLLECTED) We will now have a 5-minute coffee break.

(AFTER COFFEE BREAK)

(OPTIONAL) We give chips at this meeting for 30, 60 and 90 days, 6 and 9 months, 1 year, 18 months, and 2 or more years of continuous sobriety—free from all mind-altering substances. Please keep your sharing brief so that we may have time for participation afterward. Is there anyone here in their first 30 days of sobriety who wishes to take a newcomer chip? 30 days? 60 days? 90 days? 6 months? 9 months? 1 year? 18 months? 2 or more years?

(OPTIONAL) We give a cake for every 365 days of continuous sobriety. We have (\_\_\_\_\_) birthdays.

We now have time for participation. We ask that you limit your sharing to your experience, strength and hope as it relates to the Step that was read. If you have not taken the Step, we welcome you to ask any questions regarding this Step. We also ask that you not share if you have had any drugs or alcohol in the last 24 hours. There is no cross-talk at this meeting, and please limit your sharing to 3-5 minutes. Who would like to start?

(TEN MINUTES BEFORE THE MEETING ENDS) Our time is up. If you have any questions that went unanswered, or if you feel the need to share, please introduce yourself to someone after the meeting and exchange phone numbers. We are all here to help. Are there any secretary's announcements?

(AFTER SECRETARY'S ANNOUNCEMENTS) I would like to close by having (\_\_\_\_\_) read *The Promises*, *A Vision for You*, *Reaching Out* or *Unity* (from the *Unity* pamphlet).

After a moment of silent meditation for the addict who still suffers, would (\_\_\_\_\_) lead us in the prayer of his/her choice?



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## SUGGESTED GENERAL SPEAKER MEETING FORMAT

Welcome to the (\_\_\_\_\_) meeting of Cocaine Anonymous. My name is (\_\_\_\_\_) and I am an addict.

Would you please join me in a moment of silence followed by the Serenity Prayer?

Are there any other addicts present? Welcome! Not to embarrass you, but so that we could get to know you better, will those of you in your first 30 days of sobriety please let us know who you are? Would you please state your name and your disease? If you're visiting from out of town or new to the Area, please introduce yourself.

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 to 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.

It is a custom in Cocaine Anonymous to read *We Can Recover*, taken from *Hope, Faith & Courage*. I've asked (\_\_\_\_\_) to read for us.

The Twelve Traditions are to the group what the Twelve Steps are to the individual. I've asked (\_\_\_\_\_) to read for us.

(OPTIONAL) It is also a custom to read *Who is a Cocaine Addict?*, *Who is a C.A. Member?*, or *Alcohol*. I have asked (\_\_\_\_\_) to read for us.

This is a Speaker Meeting. We ask that you relate to the feelings being shared so that you can better identify with our stories. This is followed by a question/answer, participation period. Our speaker tonight is \_\_\_\_\_.

(REMIND SPEAKER WHEN TIME IS UP)

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\*Adapted with permission of the A.A. Grapevine, Inc.

(FIVE MINUTES BEFORE COFFEE BREAK) We are fully self-supporting through our own contributions. At this time we will observe the 7th Tradition. Please remain quietly seated while the baskets are being passed.

(OPTIONAL) (AFTER BASKETS ARE COLLECTED) We will now have a 5-minute coffee break.

(AFTER COFFEE BREAK)

(OPTIONAL) We will now begin participation. We encourage newcomers to ask any questions they may have regarding the program and recovery. Please do not share if you have had any drugs or alcohol in the last 24 hours. There is no cross-talk at this meeting, and all questions should be directed at the speaker. Please limit your sharing to 3-5 minutes. Who would like to start?

(OPTIONAL) We give chips at this meeting for every 30, 60 and 90 days, 6 and 9 months, 1 year, 18 months, and 2 or more years of continuous sobriety - free from all mind-altering substances. Please keep your sharing brief so that we may have time for participation afterward. Is there anyone here in their first 30 days of sobriety who wishes to take a newcomer chip? 30 days? 60 days? 90 days? 6 months? 9 months? 1 year? 18 months? 2 or more years?

(OPTIONAL) We give a cake for every 365 days of continuous sobriety. Tonight we have (\_\_\_\_\_) birthdays.

Now we will continue with participation.

(TEN MINUTES BEFORE THE MEETING ENDS) Our time is up. If you have any questions that went unanswered, or if you feel the need to share, please introduce yourself to someone after the meeting and exchange phone numbers. We are all here to help. Are there any secretary's announcements?

(AFTER SECRETARY'S ANNOUNCEMENTS) I would like to close by having (\_\_\_\_\_) read *The Promises, A Vision for You, Reaching Out* or *Unity* (from the *Unity* pamphlet).

After a moment of silent meditation for the addict who still suffers, would (\_\_\_\_\_) lead us in the prayer of his/her choice?



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## WE CAN RECOVER

Welcome to Cocaine Anonymous. We are all here for the same reason—our inability to stop using cocaine and all other mind-altering substances. The first step towards solving any problem is admitting that there *is* a problem.

The problem, as we see it, consists of an obsession of the mind and an allergy of the body. The obsession is a continued and irresistible thought of cocaine and the next high. The allergy creates an absolute inability to stop using once we begin.

We wish to assure you that there *is* a solution and that recovery *is* possible. It begins with abstinence and continues with practicing the Twelve Steps of recovery, one day at a time. Our program, the Twelve Steps of Cocaine Anonymous, is the means by which we move from the problem of drug addiction to the solution of recovery.

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.\*

Cocaine Anonymous is a spiritual program, not a religious one. In C.A. we believe each individual can choose a Higher Power of his or her own. In short, a God of his or her own understanding.

No one comes into Cocaine Anonymous to find God. We came into these rooms to get rid of a terrifying drug habit. Look around this room. You are surrounded by people who came as a last resort. We came into these rooms emotionally, financially and spiritually bankrupt. We have experienced all sorts of tragedies as a result of cocaine, drugs and/or

alcohol. We have lived many of the same horrors you have, yet today we are free from the misery, terror and pain of addiction.

Maybe some of us were worse off than you; maybe some of us didn't hit as low a bottom as you. Still the fact remains that those of us who are recovering have come to believe that a Higher Power of our own understanding can restore us to sanity.

There *is* a solution; we *can* recover from addiction. One day at a time, it is possible to live a life filled with hope, faith and courage.



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*\*The Twelve Steps are reprinted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Steps does not mean that A.A. is affiliated with this program. A.A. is a program of recovery from alcoholism. Use of the Steps in connection with programs and activities which are patterned after A.A. 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.*

## THE TWELVE TRADITIONS

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 C.A. 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 and 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 centers 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.



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*The Twelve Traditions are reprinted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Traditions does not mean that A.A. is affiliated with this program. A.A. is a program of recovery from alcoholism. Use of the Traditions in connection with programs and activities which are patterned after A.A. 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 and 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 centers 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.*

## WHO IS A COCAINE ADDICT?

Some of us can answer without hesitation, “I am!” Others aren’t so sure. Cocaine Anonymous believes that no one can decide for another whether he or she is addicted. One thing is sure, though: every single one of us has *denied* being an addict. For months, for years, we who now freely admit that we are cocaine addicts thought that we could control cocaine when in fact it was controlling us.

*“I only use on weekends,” or  
“It hardly ever interferes with work,” or  
“I can quit, it’s only psychologically addicting, right?” or  
“I only snort, I don’t base or shoot,” or  
“It’s this relationship that’s messing me up.”*

Many of us are still perplexed to realize how long we went on, never getting the same high we got at the beginning, yet still insisting, and believing—so distorted was our reality—that we were getting from cocaine what actually always eluded us.

We went to any lengths to get away from being just ourselves. The lines got fatter; the grams went faster; the week’s stash was all used up today. We found ourselves scraping envelopes and baggies with razor blades, scratching the last flakes from the corners of brown bottles, snorting or smoking any white speck from the floor when we ran out. We, who prided ourselves on our fine-tuned state of mind! Nothing mattered more to us than the straw, the pipe, the needle. Even if it made us feel miserable, we had to have it.

Some of us mixed cocaine with alcohol or other drugs, and found temporary relief in the change, but in the end, it only compounded our problems. We tried quitting by ourselves, finally, and managed to do so for periods of time. After a month, we imagined we were in control. We thought our system was cleaned out and we could get the old high again, using half as much. This time, we’d be careful not to go overboard. But we only found ourselves back where we were before, and worse.

We never left the house without using first. We didn’t make love without using. We didn’t talk on the phone without coke. We couldn’t fall asleep; sometimes it seemed we couldn’t even breathe without cocaine. We tried changing jobs, apartments, cities, lovers—believing that our lives were being screwed up by circumstances, places, people. Perhaps we saw a cocaine friend die of respiratory arrest, and *still* we went on using! But eventually we had to face facts. We had to admit that cocaine was a serious problem in our lives, that we *were* addicts.

*Reprinted from the C.A. pamphlet To the Newcomer.*



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## WHO IS A C.A. MEMBER?

While the name “Cocaine Anonymous” may sound drug-specific, we wish to assure you that our program is not. Many of our members did a lot of cocaine; others used only a little, and some never even tried coke. We have members who drank only on occasion, those who casually referred to themselves as drunks, and others who were full-blown alcoholics. Lots of us used a wide variety of mind-altering substances. Whether we focused on a specific substance or used whatever we could get our hands on, we had one thing in common: eventually we all reached a point where we could not stop.

According to C.A.’s Third Tradition, the only requirement for membership is a desire to stop using cocaine and all other mind-altering substances. ***Whatever you may have been using, if it led you to this meeting, you’re probably in the right place.*** Over time, virtually every single one of us has realized that our real problem is not cocaine or any specific drug; it is the disease of addiction.

It can be tempting to focus on our differences rather than our similarities, but this can blind us to potential sources of support in our recovery. As we hear other members’ stories, the most important question to ask ourselves is not, “Would I have partied with these people?” but rather, “Do these people have a solution that can help me stay sober?” We encourage you to stick around and listen with an open mind.

With its all-inclusive Third Tradition and First Step, Cocaine Anonymous welcomes anyone with a drug or alcohol problem and offers a solution. C.A.’s Twelve Steps are not drug-specific, and Cocaine Anonymous is not a drug-specific Fellowship. It doesn’t matter to us if you drank or what type of drugs you used; if you have a desire to stop, you are welcome here!



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## ALCOHOL

Alcohol is a mind-altering substance in liquid form. Many people don't realize it is no different from cocaine or other drugs in its ability to lead to addiction. One drink is never enough, just as one hit, fix, pill or snort is never enough. We are masters at combining and substituting one drug for another to get high. Many of us never felt that alcohol was part of our problem.



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## THE PROMISES

If we are painstaking about this phase of our development, we will be amazed before we are half way through. We are going to know a new freedom and a new happiness. We will not regret the past nor wish to shut the door on it. We will comprehend the word serenity and we will know peace. No matter how far down the scale we have gone, we will see how our experience can benefit others. That feeling of uselessness and self-pity will disappear. We will lose interest in selfish things and gain interest in our fellows. Self-seeking will slip away. Our whole attitude and outlook upon life will change. Fear of people and of economic insecurity will leave us. We will intuitively know how to handle situations which used to baffle us. We will suddenly realize that God is doing for us what we could not do for ourselves.

Are these extravagant promises? We think not. They are being fulfilled among us—sometimes quickly, sometimes slowly. They will always materialize if we work for them.



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## A VISION FOR YOU

Our book is meant to be suggestive only. We realize we know only a little. God will constantly disclose more to you and to us. Ask Him in your morning meditation what you can do each day for the man who is still sick. The answers will come, if your own house is in order. But obviously you cannot transmit something you haven't got. See to it that your relationship with Him is right, and great events will come to pass for you and countless others. This is the Great Fact for us.

Abandon yourself to God as you understand God. Admit your faults to Him and to your fellows. Clear away the wreckage of your past. Give freely of what you find and join us. We shall be with you in the Fellowship of the Spirit, and you will surely meet some of us as you trudge the Road of Happy Destiny.

May God bless you and keep you—until then.



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## REACHING OUT

I made it into this program because someone else worked their Twelfth Step on me. Someone passed it on to me. Someone was out there after they got clean and sober, caring about others. I need to never, ever forget that. Had they simply gone on with their lives and forgotten about people like me who were still out there using and suffering, I wouldn't be here today. My gratitude begins with that fact. It is with that gratitude in mind that I reach out to others, especially the newcomers. I need to have them in my life. That is where my spirituality begins.

For me, spirituality comes from caring about others. I have found that the more I focus on improving the quality of the lives of others, the less I am into myself and my will. I feel a freedom and peace from within. The gifts I am beginning to receive in my life are greater than I could have ever imagined.

Something else I have done is that I have forgiven myself. I have forgiven myself for being an addict. I have forgiven myself for all the damage I did to my life, to my physical health, and to my career and finances. But most of all, I have forgiven myself for all of the horrible, negative and unloving things I have felt about myself. It was not until I offered and accepted my own forgiveness, that I was truly able to grow in my sobriety.



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# UNITY

**Unity** is a common bond that transcends all differences. We've discovered no matter how different our circumstances or the paths that brought us here, we all suffer from the same disease: addiction.

We admitted our lack of power and accepted that we could not recover alone. The strength and direction of our recovery is found in our unity.

We are people who might never have mixed. Addiction and recovery are the threads that bind us. We relate to such feelings as grandiosity, insecurity, jealousy, and false pride and are reminded we are all alike. By sharing our experience with other addicts and working the Twelve Steps of C.A., we come to know humility, security, acceptance, and self-worth.

Through applying the Twelve Steps and the Twelve Traditions, we grow in love, tolerance, and respect for each other. This spiritual growth allows us to rise above prejudice, regardless of religion, ethnicity, economic status, age, gender, or sexual orientation, to carry the C.A. message. Though we are different, we are the same. Regardless of the author, we share the same story.

Recovery is possible—together.

**Unity** preserves our C.A. Fellowship.

**Unity** preserves our legacy of Hope, Faith, and Courage.

**Unity** preserves our personal recovery, our reunited families, and our rediscovered dreams.

Simple steps toward unity include:

- Carrying the C.A. message;
- Encouraging the practice of love and tolerance of others;
- Sponsoring workshops, activities, and functions that promote unity;
- Enhancing communication among members by emphasizing principles before personalities;
- Encouraging participation in service by all members;
- Encouraging greeters to welcome newcomers at all levels;
- Encouraging group inventories.



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## WSC-APPROVED LITERATURE, BOOKS AND GUIDELINES

(As of the close of the 2019 C.A. World Service Conference)

As explained in the Statement of Policy in the WSM, 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 below, the books *Alcoholics Anonymous* (the "Big Book"), *Twelve Steps and Twelve Traditions* (the "12 & 12"), the *A.A. Service Manual, combined with the 12 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.

### WSC-APPROVED LITERATURE, BOOKS, AND GUIDELINES

#### **Books:**

*A Quiet Peace*

*Hope, Faith & Courage Volume I: Stories and Literature 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 Message to Professionals*

*A New High from H&I*

*Anonymity*

*Being a GSR*

*Being of Service*

*C.A. is Also for the Gay, Lesbian, Bisexual, or Transgender Addict*

*C.A. Lifeline*

*Cocaine Anonymous Self-Test*

*Choosing Your Sponsor*

*Crack*

*Do's & Don'ts for 12th-Step Calls for Addicts*

*Having Fun in Recovery*

*Honest, Open-Mindedness & Willingness*

*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**

1. Cocaine Anonymous World Service Conference Committee Guidelines
2. Cocaine Anonymous World Service Conference Hospitals and Institutions Committee Guidelines and Information
3. Cocaine Anonymous World Service Convention Committee Guidelines
4. Cocaine Anonymous World Service Literature, Chips, & Formats Committee Guidelines
5. Cocaine Anonymous World Service Manual
6. Cocaine Anonymous World Service Public Information Workbook
7. Cocaine Anonymous World Service Structure & Bylaws Guidelines
8. Financial Guidelines for Groups, Districts & Areas of Cocaine Anonymous
9. Information Technology Workbook and Guidelines
10. 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 book *The A.A. Service Manual Combined With 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 members in their recovery.”

# **Washington State Cocaine Anonymous Convention Committee Guidelines**



## **STATEMENT OF PURPOSE**

In accordance with the WSCA Area Guidelines, the Convention Committee is responsible for the coordination of conventions to carry the message of recovery, unity and service to members of Cocaine Anonymous.

## **STATEMENT OF POLICY**

In keeping with both the 12 Traditions and the spirit of service work in Cocaine Anonymous, it is important for C.A. members involved in service to be careful in their dealings with outside vendors, businesses and/or services. Specifically, quite often what is service work to the C.A. member is business (i.e., money) to the business being dealt with.

Consequently, the business may provide, or at least attempt to provide, certain "perks" (i.e., benefits, gifts, etc.) to the C.A. member or members responsible for the decision as to third-party vendors for the particular C.A. event/activity. What is important here is that the Fellowship receives the benefit of impartial decisions based upon what is best for the Fellowship. Whenever a decision-maker is the recipient of "outside benefits," there is always the possibility that his or her judgment may be affected.

Moreover, even when the receipt of such benefits does not in fact influence the C.A. member, it nevertheless gives the appearance of inappropriate influence to others, both inside and outside the Fellowship. Such an appearance can only lead to unnecessary controversy. When such discounts as travel expenses, free hotel rooms, etc., are standard benefits of doing business with the particular business involved, such benefits belong to the fellowship of Cocaine Anonymous and as such must be treated accordingly (i.e., the property of C.A. is managed and/or disbursed via the group conscience of the Convention Committee and/or the Area).

Certainly, none of us would ever knowingly "take" the property of C.A., much less ever want outside businesses to believe that a C.A. member in service could be so influenced. Such action could only lead C.A. as a whole to have a tarnished reputation within the business community.

In light of the above, it seems only appropriate that members in service agree with and acknowledge this Statement of Policy.

## **CONVENTION STATEMENT OF ANONYMITY**

Anonymity is one of the most important issues in the structure of Cocaine Anonymous. Therefore, in observance of the Eleventh Tradition of Cocaine Anonymous: "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." We earnestly request that those gathered here honor this condition of anonymity. In keeping with our traditions, we request that no photographic or video recording of the convention be distributed, published, or downloaded in any general public forum including the internet and/or any other electronic communications network. We specifically request that members refrain from posting on any social networking site any convention photos or videos which identify any activity, entity or person as being associated with Cocaine Anonymous. If you should happen to recognize someone here who identifies themselves as an addict, please keep that knowledge strictly to yourself.

## **CHAIR**

**SOBRIETY REQUIREMENT:** Two years continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Prior experience on a C.A. Convention Committee.

**QUALIFICATIONS:** Strong leadership skills. Working knowledge of the Twelve Steps, Twelve Traditions, the Twelve Concepts for World Service and Roberts Rules of Order. The necessary time available to engage in the C.A. service activity required of this position.

### **DUTIES:**

1. Schedules all committee meetings and conference calls (taking group conscience into consideration when applicable) and reserves meeting space as needed.
2. Attends all committee meetings and conference calls.
3. Presides over committee meetings and arranges agenda.
4. Oversees and assists other committee members as needed.
5. Upholds the Statement of Purpose and the 12 Traditions.
6. As an ad-hoc member of all committees, the Chair votes in the main Convention Committee meetings only in the event of a tie.
7. Gives monthly reports at the Area business meeting.
8. Provides to Area a copy of the committee's updated guidelines by February of each year.
9. Convenes a post-convention 'wrap' meeting to receive verbal wrap reports from all committee members. Oversees the preparation and submission by each subcommittee chair of a pass-it-on report to be incorporated in the Chair's final pass-it-on report. The wrap meeting should be held within three weeks of the conclusion of the convention and the final pass-it-on report should be submitted to the Area and uploaded to the Convention Committee Yahoo group within one month after the wrap meeting. Financial figures shall be provided to the Area as soon as possible after the convention, but no later than the second Area meeting following the close of the convention.

## **VICE CHAIR**

**SOBRIETY REQUIREMENT:** Two years continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Prior experience on a C.A. Convention Committee.

**QUALIFICATIONS:** Strong leadership skills.

### **DUTIES:**

1. Attends all Convention Committee meetings and conference calls.
2. Assists Chair as necessary.
3. Voting member of Convention Committee and in the absence of Chairperson will be acting Chair.
4. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee.

## **SECRETARY**

**SOBRIETY REQUIREMENT:** One year of continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Prior experience on a C.A. Convention Committee.

**QUALIFICATIONS:** Secretarial skills (i.e., computer).

**DUTIES:**

1. Attends all Convention Committee meetings and conference calls.
2. Prepares and types minutes and agendas, coordinating with the Area Schedules & Printing Chair to make sure they are printed for each committee meeting.
3. Maintains minutes and attendance records.
4. Prepares and maintains roster of all Convention Committee members.
5. Maintains the Convention Committee Yahoo group, subscribing and unsubscribing members as necessary and posting all meeting and conference call dates to the group calendar, with reminders as necessary.
6. Posts meeting minutes, agendas and contact lists to the Convention Committee Yahoo group.
7. Responsible for miscellaneous correspondence.
8. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee.
9. Assists the Chair as needed with preparation of the final pass-it-on report.

**TREASURER**

**SOBRIETY REQUIREMENT:** Two years continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Prior experience on a C.A. Convention Committee. Acted as a treasurer at a previous C.A. convention and/or at a District, Area or World level in C.A...

**QUALIFICATIONS:** Strong leadership skills. Accounting experience, computer skills & gainful employment. Must qualify as a signatory on a bank account.

**DUTIES:**

1. Attends all committee meetings and conference calls.
2. Maintains records and accounts for all funds received and dispersed (via cash, checks and credit/debit cards). Ensures that credit card information is stored and disposed of appropriately.
3. Assures checks and balances in the handling of cash prior to and during the actual convention. Supervises cash handling procedures during pre-convention fundraisers as well as during the actual convention.
4. Receives and deposits contributions from meetings and fund-raising events.
5. Keeps an accurate bookkeeping system.
6. Maintains and regularly balances convention bank account(s).
7. Gives financial report at Convention Committee meetings and to Area as needed.
8. Pays all expenses.
9. Prepares final profit and loss report following the convention once all income has been collected and all expenses have been paid.
10. Passes on seed money to next convention as needed.
11. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee.

**AUCTION CHAIR**

**SOBRIETY REQUIREMENT:** Two years continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Prior experience on a C.A. Convention Committee.

**QUALIFICATIONS:** Organizational skills, fundraising skills, leadership skills, and familiarity with auction procedures and requirements.

**DUTIES:**

1. Attends all committee meetings and conference calls.
2. Researches potential auction items and presents budget to main Convention Committee for approval. It is suggested that pass-it-on reports from prior years be reviewed to see what types of items were most successful.
3. Coordinates live and silent auctions held at the convention, determining which items are best suited for each auction.
4. Coordinates donations of baskets from local groups for the silent auction, coordinating with the Area Schedules & Printing Chair to generate and distribute flyers.
5. Ensures that proper state and local procedures are followed.
6. Ensures that all applicable cash and legal requirements are followed.
7. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee.

**DECORATIONS CHAIR**

**SOBRIETY REQUIREMENT:** One year continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Prior experience on a C.A. Convention Committee.

**QUALIFICATIONS:** Strong leadership skills; artistic and creative.

**DUTIES:**

1. Attends all committee meetings and conference calls.
2. Submits decoration ideas, including a list of all necessary expenditures, to the main Convention Committee for approval.
3. Once the decorations theme and budget are approved, coordinates with the Convention Treasurer regarding the purchasing of decorations and related supplies.
4. Communicates with Hotel Liaison for set up requirements.
5. Arranges decorations for banquet, podium, entertainment, registration and memorabilia tables, etc.
6. Responsible for packing up all reusable decorations at the close of the convention, preparing a closing inventory to be included in the pass-it-on report, and for storing leftover decorations until they can be turned over to the following year's Convention Committee.
7. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee.

**ENTERTAINMENT CHAIR**

**SOBRIETY REQUIREMENT:** Two years continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Prior experience on a C.A. Convention Committee.

**QUALIFICATIONS:** Leadership skills and familiarity with the entertainment industry.

**DUTIES:**

1. Attends all committee meetings and conference calls.
2. Proposes entertainment for approval by the main Convention Committee. Provides relevant background information on entertainers proposed, including, but not limited to, cost, prior C.A. or other 12-step convention experience, samples of past performances, etc. Final selections will be made by group conscience of the main Convention Committee.
3. Coordinates sound equipment needs.
4. Awareness of any electrical and union requirements.
5. Coordination of entertainment-related travel and accommodations if necessary.
6. Communicates to Hotel Liaison any Entertainment Committee needs.

7. Oversees staffing and collection of tickets and monies taken at the door, ensuring that monies are immediately delivered to the Convention Treasurer.
8. It is recommended that entertainment does not overlap with speaker meetings, workshops or other convention activities (with the exception of marathon meetings).
9. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee.

### **FUND-RAISING CHAIR**

**SOBRIETY REQUIREMENT:** Two years continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Prior experience on a C.A. Convention Committee.

**QUALIFICATIONS:** Strong leadership skills.

**DUTIES:**

1. Attends all committee meetings and conference calls.
2. Coordinates creative events and fund-raising projects prior to convention to promote enthusiasm, unity and financially support the convention (i.e., dances, banquets, barbecues, special trips, cookouts, talent shows, pre-convention memorabilia, raffles, etc.).
3. Coordinates with Area Schedules & Printing Chair to generate and distribute flyers regarding fund-raising projects (should coordinate with Printing Committee).
4. Responsible for collection of and accounting for funds collected from each fund-raising project.
5. Oversees 50/50 and any other fund-raising raffles held on-site at the convention.
6. Coordinates purchasing of fund-raising items and deposits of funds collected with the Convention Treasurer.
7. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee.

**\*\*NOTE\*\*** *Fundraising is a vital part of the financial success of any convention. Upholding the 7th Tradition is of the utmost importance.*

### **HOSPITALITY CHAIR**

**SOBRIETY REQUIREMENT:** One year continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Prior experience on a C.A. Convention Committee.

**QUALIFICATIONS:** Good organizational skills.

**DUTIES:**

1. Attends all committee meetings and conference calls.
2. Responsible for hosting and establishing schedule of greeters, supplies, and all other areas of good housekeeping practices related to hospitality suite.
3. Set up hospitality suite before registration opens.
4. Stocks and maintains the hospitality suite for convention attendees during the convention. Hours of operation shall be determined by group conscience of the main Convention Committee.
5. Communicate the needs of the Hospitality Committee to the Hotel liaison.
6. Coordinates with Convention Treasurer to purchase needed hospitality supplies and materials both prior to and during the convention.
7. Monitors amount of coffee that is delivered (if applicable) and saves receipts of each delivery. Transfers said receipts to the Treasurer for accounting purposes.

8. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee.

### HOTEL LIAISON

**SOBRIETY REQUIREMENT:** Two years continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Prior experience on a C.A. Convention Committee.

**QUALIFICATION:** Strong leadership skills; related business experience and organizational skills.

#### DUTIES:

1. Attends all committee meetings and conference calls.
2. Researches potential convention sites (including food and beverage menus, room rates and dates available) and presents information to main Convention Committee for approval.
3. Once a site has been selected, the hotel liaison is responsible for communications between the Convention Committee and the hotel to finalize the contract. **\*\*NOTE\*\* No contracts should be signed until they have been reviewed and approved by the main Convention Committee.**
4. Communicates information between hotel staff and Convention Committees.
5. Keeps a copy of the hotel contract in their possession at all Convention Committee meetings and the actual convention.
6. Ensures all agreements with hotel are in writing and signed by appropriate hotel representative.
7. Responsible for coordination of hotel space and required materials with individual subcommittee chairs.
8. Coordinates rooms charged to the master account. Subject to the group conscience of the main Convention Committee, rooms may be placed on the master account for:
  - a) Speakers;
  - b) Hospitality;
  - c) Convention room giveaway (pursuant to a fund-raising raffle).
9. Coordinates delivery and payment of the final hotel bill with the Convention Treasurer. **\*\*NOTE\*\* It should be remembered that these rooms are the valuable assets of C.A. and should be treated as such. The hotel should be asked to disable long-distance calling and pay-per-view services in the hospitality suite. Guests staying in other rooms on the master account should be responsible for their own incidentals.**
10. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee.

### MARATHON MEETINGS CHAIR

**SOBRIETY REQUIREMENT:** One year continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Prior experience on a C.A. Convention Committee.

**QUALIFICATIONS:** Strong leadership and organizational skills.

#### DUTIES:

1. Attends all committee meetings and conference calls.
2. Coordinates with Registration Committee Chair and/or Area Schedules & Printing Chair to insure that "Do you wish to chair a marathon meeting?" and space for contact information (phone number and/or e-mail) is placed in the registration form.
3. Coordinates with the Program Committee Chair regarding the marathon meeting schedule. Typically marathon meetings start at the same time registration opens on the first day of the

convention and run every hour, on the hour, around the clock until the convention is over. It is suggested that no marathon meetings be scheduled during speaker meetings to encourage everyone to hear the speaker.

4. Coordinates with Registration Committee Chair to receive a list of all registrants indicating they are willing to chair a marathon meeting. Contacts said individuals as far in advance of the convention as possible to obtain their commitment to a specific marathon meeting time slot. Solicits additional participation as needed, including local meetings and on-site at the convention, to ensure that each marathon meeting has someone committed to chair it.
5. Prepares a written schedule to be posted at registration and/or outside the marathon meeting room showing marathon meeting time slots throughout the convention and the person chairing each meeting.
6. Ensures that marathon meeting chairs understand their responsibilities in leading the meeting, including use of the format and readings provided, adhering to the 12 Traditions, and collecting the 7th Tradition.
7. Oversees collection of all marathon meeting 7th tradition contributions and ensures that they are delivered to the Treasurer.
8. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee.

**\*\*NOTE\*\*** *Marathon meeting leaders should be chosen from as wide a geographic area as possible to maximize participation and the diversity of the Fellowship. Marathon meetings are considered "open" C.A. meetings and as such will follow the 7th Tradition. Each marathon meeting will utilize the meeting format approved by the main Convention Committee. The minimum sobriety requirement to lead a marathon meeting is 90 (ninety) days of continuous sobriety.*

## **MEMORABILIA CHAIR**

**SOBRIETY REQUIREMENT:** Two years continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Prior experience on a C.A. Convention Committee. Previous work on Memorabilia Committee.

**QUALIFICATIONS:** Strong leadership skills; buying or merchandising experience (retail); experience in getting bids from manufacturers.

### **DUTIES:**

1. Attends all committee meetings and conference calls.
2. Communicates with Theme/Artwork Chairperson regarding art work.
3. Researches potential memorabilia ideas to be submitted to the main Convention Committee, preferably at least 120 days prior to the convention.
4. Researches bids of chosen products to be submitted to the main Convention Committee within thirty (30) days after selection of products.
5. Upon approval of products, coordinates the placement of orders for production of products with the Convention Treasurer.
6. Inspects and follows up regarding quantity and quality of ordered products.
7. Receives shipments and coordinates storage of memorabilia prior to convention.
8. Coordinates schedule for on-site selling of memorabilia and display of price list. Organizes and oversees staffing of memorabilia table throughout convention. It is suggested that at least two people staff the table at all times memorabilia is scheduled to be open. **\*\*NOTE\*\*** **Prices should be approved by the main Convention Committee.**
9. Funds collected from memorabilia sales shall be regularly transferred to the Convention Treasurer as per cash handling procedures.

10. Communicates size and set-up requirements as well as equipment needed to the Hotel Liaison.
11. Coordinates with Registration Chairperson for any giveaways in the registration packages.
12. Responsible for packing up all memorabilia at the close of the convention, preparing a closing inventory to be included in the pass-it-on report, and for storing leftover memorabilia until it can be turned over to the following year's Convention Committee.
13. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee.

### **OUTREACH CHAIR**

**SOBRIETY REQUIREMENT:** Six months continuous sobriety.

**PAST SERVICE WORK REQUIRED:** None.

**QUALIFICATIONS:** Organizational skills; computer and internet-friendly.

**DUTIES:**

1. Attends all Convention Committee meetings and conference calls.
2. Distributes registration forms and other information about the convention as needed within the Washington State Area.
3. Works with the Area's delegates and Alternate Delegates to distribute registration forms and other information about the convention as needed throughout the Pacific North Region.
4. Utilizes resources from previous Area conventions (such as form letters and e-mail addresses of previous attendees).
5. Reaches out and informs the local professional community (hospitals and Institutions and their health treatment staff, etc.) within the Washington State Area.
6. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee. This report should include all contact information (e-mail and mailing addresses) and form letters or e-mails used.

### **PROGRAM CHAIR**

**SOBRIETY REQUIREMENT:** One year continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Prior experience on a C.A. Convention Committee.

**QUALIFICATIONS:** Strong leadership and organizational skills, familiarity with computers.

**DUTIES:**

1. Attends all committee meetings and conference calls.
2. Prepares program listing time, description and location of each convention activity (speaker meetings, marathon meetings, hospitality, entertainment, etc.) for review and approval by the main Convention Committee.
3. Maintains hard copies of formats and readings for each meeting and workshop to be held at the convention. Formats and readings shall be determined by group conscience of the main Convention Committee each year. The Program Chairperson shall confirm that the most recent, Conference-approved version of each reading is used at the convention.
4. Coordinates physical production of the program with Area Schedules & Printing Chair.
5. Ensures that formats and readings are available on-site and delivers them to the appropriate location prior to each meeting and workshop.
6. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee.

## REGISTRATION CHAIR

**SOBRIETY REQUIREMENT:** Two years continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Prior experience on a C.A. Convention Committee.

**QUALIFICATIONS:** Strong leadership, organizational and computer skills.

### DUTIES:

1. Attends all committee meetings and conference calls.
2. Establishes and maintains system for tracking registrations, including number and types of packages purchased, meals sold, marathon meeting volunteers, etc.
3. Coordinates with Convention Treasurer the collection of registration proceeds, including processing credit cards, both prior to the convention and on-site.
4. Organizes and oversees assembly of registration packets prior to convention.
5. Organizes and oversees staffing of registration table throughout convention. It is suggested that at least two people staff the table at all times registration is scheduled to be open.
6. Responsible for packing up all registration materials at the close of the convention and for disposing of (or recycling) materials that cannot be re-used.
7. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee.

## SPEAKERS & WORKSHOPS CHAIR

**SOBRIETY REQUIREMENT:** Two years continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Experience with C.A. workshops and/or prior experience on a C.A. Convention Committee.

**QUALIFICATIONS:** Working knowledge of the 12 Traditions.

### DUTIES:

1. Attends all committee meetings and conference calls.
2. Proposes speakers, workshop facilitators and workshop topics for approval by the main Convention Committee. Provides relevant background information on all speakers proposed, including, but not limited to, length of sobriety, C.A. service work, etc. Final selections will be made by group conscience of the main Convention Committee.
3. Insures that all speakers and workshop facilitators have a working knowledge of the 12 Steps and 12 Traditions of the program and the Convention Committee statement of purpose.  
**(\*\*NOTE\*\* No promotion of private enterprise.)**
4. Coordinates the transportation of speakers, including transportation from the airport to the convention location if necessary.
5. Responsible for having confirmed in writing from the speakers and workshop facilitators their commitment to the convention, as well as details for travel and accommodations. Coordinates with the Convention Committee Treasurer to purchase airfares at the lowest possible rate.
6. Insures that the following disclaimer must be made by each leader at the opening of each workshop: "This is not a meeting of Cocaine Anonymous. The opinions expressed in this workshop are those of the speaker and are not necessarily representative of Cocaine Anonymous as a whole."
7. Coordinates recording of speaker meetings and workshops, presenting vendor options and costs to the main Convention Committee for approval.
8. While on-site at the convention, the recording vendor should catalog, sell and display only C.A. speakers and workshop recordings. No flyers or other material from other 12-step fellowships should be displayed.

9. In the event a workshop is recorded, it is the responsibility of the Speakers & Workshops Committee representative in attendance that the above mentioned disclaimer be heard at the beginning of the recording.
10. Recommends reading the Twelfth Tradition at the end of all speaker meetings. Materials to be used during Workshops should be submitted in advance for review and approval by the Speakers & Workshops Committee (and the main committee if possible) to assure there are no Tradition violations.
11. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee.

**\*\*NOTE\*\*** *All speakers should meet our 3rd. Tradition (i.e. "The only requirement for membership is a desire to stop using cocaine and all other mind altering substances"). It is suggested to draw speakers from within C.A. Please refer to the Unity Committee Guidelines, Suggestions on Dealing with Diversity.*

### **THEME/ARTWORK CHAIR**

**SOBRIETY REQUIREMENT:** One year continuous sobriety.

**PAST SERVICE WORK REQUIRED:** Prior experience on a C.A. Convention Committee is suggested.

**QUALIFICATIONS:** Artistic and creative skills, including computer graphics capabilities.

**DUTIES:**

1. Attends all committee meetings and conference calls.
2. Devises and oversees a method of creating the theme and convention artwork (typically a contest within the fellowship).
3. Facilitates distribution of theme and artwork submissions amongst the committee so that an informed group conscience can be taken.
4. Creates artwork for registration flyers and memorabilia based on the approved theme.  
**\*\*NOTE\*\* any accepted artwork becomes the property of Washington State Cocaine Anonymous.**
5. Submits final artwork to the Convention Committee for approval.
6. Produces camera-ready art for necessary committees, coordinating needs with the Convention Registration and Memorabilia subcommittees, as well as the Area Schedules & Printing Chair.
7. Prepares a written pass-it-on report following the close of the convention, to be submitted prior to the deadline established by the committee.

### **ELECTION PROCEDURE**

If the Convention Committee Chair was not elected by Area, the first order of Convention Committee business shall be to elect a Chair. It is suggested that other positions be filled in the order listed herein. Nominations for each position shall be made and seconded. Each nominee will then give a brief presentation of their qualifications. The nominee(s) will then be asked to leave the room to allow for discussion, if necessary, and voting. If any position remains unfilled after the first Convention Committee meeting, the vacancy should be announced to the fellowship.

## **FILLING VACATED POSITIONS PROCEDURE**

Upon the unfortunate circumstance that any officer or subcommittee chair is unable or unwilling to fulfill their responsibilities (i.e. consistent attendance at committee meetings, report presentations, etc.) the Convention Committee Chair responsible for contacting them and asking for their recommitment to the position. If the trusted servant resigns and there is no elected alternate already in place, the committee shall hold a new election to fill the position on an expedited basis. If the individual does recommit but continues to be unable or unwilling to fulfill the responsibilities of the position, the committee is responsible for replacing the individual in the manner described above. At all times, the utmost care must be taken to balance the individual's opportunity to serve with the need for accountability.

## **CASH HANDLING PROCEDURES**

1. The on-site convention cash pick-up schedule shall be determined by the Convention Treasurer.
2. Whenever possible, funds shall be counted by the Convention Treasurer and a member of the applicable committee at the time of pickup.
3. Funds should be placed in an envelope, labeled with the time and location of pickup, and then sealed.
4. All funds should be secured in the hotel's safety deposit box or an in-room safe.
5. Funds should be deposited in the bank as soon as possible following the convention.

### **NOTES:**

- No co-mingling of any funds raised on behalf of the convention and personal funds.
- No loans shall be contracted on behalf of the convention.
- Attendees must pay in full for all purchases made at the convention (i.e., "no fronts").

## **SUGGESTED CONVENTION CONTRACT NEGOTIATING TOOLS**

1. Free or discounted coffee and iced tea and the ability to charge for coffee and iced tea, if necessary.
2. Address the issue of internet/discounted room rates.
3. One free room with each 40 to 50 room nights based on "total room nights."
4. Free meeting space.
5. Hotel to provide A/V equipment at no charge.
6. No fees paid for set-up or break down.
7. Room rate to be in effect 2 days prior and 2 days after the convention.
8. Late check out on final day of convention.
9. Free or reduced parking rates.
10. Have the right to bring food and beverages into hospitality suite.
11. Complimentary meeting space for Convention Committee monthly for up to 3 months prior to event.
12. 24-hour use of pool, spa, health club.
13. Whenever possible, hotel room rates should not exceed \$125 per night.

## GENERAL GUIDELINES

1. It is suggested that officers and committee heads be selected from as wide a local geographical area as is feasible to maximize group representation and participation.
2. Each subcommittee chair is responsible for submitting budget requests to the main Convention Committee for approval. Once a budget has been established, no motion is necessary for expenditures which fall within that budget. Income raised by a subcommittee is considered to 'replenish' that subcommittee's budget.
3. Each officer and subcommittee chair is responsible for attending the convention wrap meeting and preparing a written pass-it-on report to be incorporated in the Chair's final pass-it-on report.
4. It is suggested that the convention start on a Friday evening and continue until that Sunday at approximately noon.
5. All contracts should be made in the name of Washington State Cocaine Anonymous, a Washington nonprofit corporation.
6. Each subcommittee chair is responsible, as part of their commitment, to be available for a period of two years after the end of the convention, to serve as a resource for future conventions.
7. In consideration of smokers and non-smokers, we are guided by the local laws of the area or rules of the facility. Where smoking is allowed, accommodations should be made for smoking and non-smoking sections with appropriate ventilation.
8. These Convention Committee Guidelines are not comprehensive and cannot cover all specific situations that might occur in the future. When questions arise that are not addressed in these guidelines, the Convention Committee should reach a group conscience to resolve the issue as many aspects of a convention have the potential to affect the fellowship as a whole.
9. It is recommended that the Convention Statement of Anonymity be read at the beginning of each speaker meeting.
10. The closing prayer at each speaker meeting should be left to the discretion of the Convention Committee, while always remembering the diversity of our Fellowship and our preamble which states that we are not allied with any sect, denomination, organization or institution.
11. Any raffles/drawings held at or related to a convention should observe the state, local, county or any other applicable laws and are subject to the approval of the main Convention Committee.
12. It is suggested that donations to the scholarship fund be distributed as basic registrations only. Once the convention is underway, if it turns out that meals have been purchased that did not sell, the Convention Committee may take a group conscience regarding giving those meals away.
13. Speaker meetings are open to anyone who wishes to hear the message.
14. It is recommended that registrations or 'save the date' forms be distributed at any World Service or Regional events taking place prior to the convention.
15. Any flyers, newsletters, registration forms or other printed material should include the registered C.A. logo.

# Convention Pass-It-On Fact Sheet

(To be filled out by Convention Committee Chairperson)

Name of Host City

Hotel Name

Dates of Convention

1. Total attendance for convention
2. Total room nights rented
3. Local registration
4. Out of area registration
5. Income From

Registration

Memorabilia

Fund Raising

Special Events

TOTAL INCOME:

6. Expenses:

Hotel

Memorabilia

Registration

Printing

Outreach

Other Expenses

TOTAL EXPENSES:

7. Profit

8. List memorabilia items ordered, sold by quantity and type:

9. List fundraisers and special events held and each profit:

10. COMMENTS (*i.e., how effective were the Convention Guidelines?*)

Would you recommend any changes that would make the guidelines more effective?

How would you rate the facilities and would you recommend that we use the same hotel chain?

How would you rate the convention overall?