

WSCA

DISTRICT 2

GUIDELINES



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INTRODUCTION

District 2 of the Washington State Area of Cocaine Anonymous has adopted the following Guidelines. These Guidelines are a compilation of our shared experiences and are intended to provide guidance for the District 2 Service Committee, its standing committees, and the groups within District 2. They are intended to be used in conjunction with the C.A. World Service Manual and the WSCA Guidelines.

These District 2 Guidelines are intended to provide guidance for our activity in a spiritual program of recovery. Except for legal matters dealing with logos and the name "Cocaine Anonymous," guidelines and policies determined by third parties (such as hospitals, institutions and meeting facilities), the suggestions herein are just that, and decisions by individuals, Groups, and the District should be considered within the context of C.A.'s Twelve Steps, Traditions and Concepts.

We should remember that each group is autonomous, and the group conscience is the guiding principle. If you have any questions or concerns about the contents of these Guidelines, please contact your GSR, DSR or the District Chair.

A DEFINITION OF "COCAINE ANONYMOUS"

Cocaine Anonymous is a fellowship of recovering addicts throughout the World. The following definition of "Cocaine Anonymous" is found in our Fellowship's literature and is often read at meetings of C.A.:

"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."

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THE IMPORTANCE OF "ANONYMITY"

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

We believe that the concept of personal anonymity has a spiritual significance for us: it discourages the drives for personal recognition, power, prestige, or profit that have caused difficulties in some societies. Much of our relative effectiveness in working with addicts might be impaired if we sought or accepted public recognition.

While each member of C.A. is free to make his or her own interpretation of C.A. Tradition, no individual is ever recognized as a spokesperson for the Fellowship locally, nationally or internationally. Each member speaks only for themselves.

Cocaine Anonymous is grateful to all media for their assistance in strengthening and observing the Tradition of anonymity. Periodically, the C.A. World Service Office sends to all major media a letter describing the Traditions and asking their support in observing it.

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

THE STRUCTURE OF COCAINE ANONYMOUS

Cocaine Anonymous is not organized in the formal or political sense. There are no governing officers, no rules or regulations, no dues or fees.

However, the need for services to addicts throughout the world is very important to the Fellowship. Inquiries from both within and outside the Fellowship have to be answered. Literature has to be written, printed and distributed, and request for help be followed up.

The main service body of the Fellowship is C.A. World Services, which is centered at the World Service Office in Long Beach, California, where employees and service volunteers maintain communications with local Groups and with persons outside the Fellowship who turn to C.A. for information on the program of recovery. C.A. Conference-approved literature and chips are prepared, published and distributed through this office.

The World Service Office is responsible to the World Service Board of Trustees.

The C.A. World Service Conference, consisting of Delegates from C.A. Areas throughout the Fellowship, Trustees of C.A. World Services, and World Service Office Directors and staff members, meet annually, and provide a link between the Groups with the Fellowship and the Trustees who serve as custodians of C.A. Traditions and interpreters of policies affecting the Fellowship as a whole.

The principal of consistent rotation of responsibility is followed by all C.A. service positions. The spirit of rotation is a vital principle within our service structure which allows for non-successive terms on all service positions. This enables more members to experience the true nature of service. Positions in the Service Structure are rotated according to a vote of the Service Structure. Representatives to the local service organization are voted on at the Service Structure level according to a schedule defined by each Service Structure. Officers of the service organization are elected based on the group conscience of that organization.

Formal organization is kept to a minimum at the local Group level. The Group may have a limited number of "officers" whose responsibilities include, but are not limited to, arranging meetings, providing refreshments, handling the Group's budget, and maintaining contact with the local service organization.

STATEMENT OF POLICY

Who may use the name "COCAINE ANONYMOUS," the block letters "C.A.", 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," 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.
 - * Groups within District 2 have the right to use the logo, block letters, motto, and book title for memorabilia and fliers without prior consent from District 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 "C.A.,"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, and/or the motto "WE'RE HERE AND WE'RE FREE" without the written permission of the Cocaine Anonymous World Service Board of Trustees.

Cocaine Anonymous groups, meetings and service committees should only use, display, distribute or sell the following literature and materials: the WSC Approved Literature set forth in the Appendix, the books "ALCOHOLICS ANONYMOUS," "TWELVE STEPS AND TWELVE TRADITIONS," and "The A.A. Service Manual, combined with the 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 CA logo as described above.

Either of the Cocaine Anonymous logos must be used in their entirety as shown below. The first official logo includes the inner circle of the logo that contains the artistic "CA", the outer circle which contains the text "HOPE FAITH COURAGE" or any C.A. WSC approved translation thereof and the registered trademark symbol outside the outer circle. The other official logo includes the inner circle of the logo that contains the artistic text "CA", the outer circle which contains the text "HOPE FAITH COURAGE" or any C.A. WSC approved translation thereof and the registered trademark symbol. No other text or design element may touch, overlap or show through behind the logo other than a solid 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.

DEFINITION OF A COCAINE ANONYMOUS “GROUP”

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

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

THE C.A. GROUP

The basic unit in C.A. is the local Group, which is autonomous except in matters affecting other Groups or C.A. as a whole. The Group has but one primary purpose, which is to help others to recover through the suggested Twelve Steps. Each Group is self-supporting through its own contributions. As the Twelve Steps are our guide to recovery, the Twelve Traditions are our guide to Group unity, growth and discipline. Its members maintain their personal anonymity at the level of press, radio, television and films.

The importance of the Group, what it constitutes and its functions cannot be stressed enough. Maintenance of our recovery depends on the sharing of our experience, strength and hope with each other, thus helping us to identify and understand the nature of our disease.

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

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

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

Sometime during the meeting, there is usually a period for C.A. related announcements of interest to the meeting. A collection is taken to cover rent, literature and chips, refreshments and contributions to the District, Area and World Service Office as per the 7th Tradition. Many groups hold a business meeting monthly or at other intervals to discuss such items as: group finances, distribution of 7th Tradition, meeting format, election of trusted servants, etc.

It is suggested that records be kept of group business meeting decisions. Each group is autonomous, and the group conscience decides how business meetings may be conducted.

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

THE C.A. HOME GROUP

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

MEETING/GROUP TYPES:

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

CLOSED: Attendance is limited to C.A. members only.

MEETING/GROUP STYLES:

STEP STUDY: Participants study and discuss the Twelve Steps with the Group.

LITERATURE STUDY: Participants study and discuss with the Group any of these books: 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; Alcoholics Anonymous (the "Big Book"), Twelve Steps and Twelve Traditions (the "12 and 12"), and The A.A. Service Manual, combined with the 12 Concepts for World Service".

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

MEN'S / WOMEN'S MEETINGS: Gender-specific ("stag") meetings designated as such in the meeting schedule.

ONLINE MEETINGS: Meetings use online video platforms like Zoom or Skype and designated as such in the meeting schedule.

The following Disclaimer should become part of the meeting format and be read at the beginning meeting:

"Due to the technologies being used for these meetings, your anonymity, or the anonymity of others mentioned, could be compromised at a public level. You and our groups as a whole have the responsibility to consider the potential implications, and our level of participation in this meeting. Our group conscience reminds us that Anonymity is the Spiritual Foundation of all our Traditions. Additionally, in the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politics, organization or institution and as such does not endorse and is not affiliated with any of the specific technology providers utilized to facilitate this meeting."

DISCUSSION: A chairperson is designated for a meeting; the chairperson speaks briefly about their "experience, strength and hope". Following this the chairperson may suggest a topic for sharing by other attendees.

SPEAKER MEETINGS: One or more C.A. members share their personal experience, strength and hope with the meeting/group at length.

GROUP SERVICE POSITIONS

C.A. groups may create such service positions, as they deem necessary to carry on the group functions with such job duties and sobriety requirements, as they feel appropriate. It is suggested that at a minimum, each Group elect a Group Service Representative, Alternate Group Service Representative, Secretary, and Group Treasurer

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

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

Suggested Qualifications:

- Suggested sobriety time: One year
- Active practice of the 12 Steps and 12 Traditions.

Duties and Responsibilities:

- One-year commitment.
- Attend the meetings of your home Group on a regular basis.
- Sees that the Traditions are followed within the Group.
- Attends and represents the Group at the District and Area Service Committees, taking notes as needed.
- Conducts communication between the Group, District and Area.
- Reads/reviews communications from the District, Area and World Service.
- Keeps the Group informed about District, Area and World Service Delegate activities.
- Attends all appropriate business meetings.
- Facilitates the Group business meeting (if there is no separate Business Meeting Chair).

ALTERNATE GSR The purpose and responsibility of the Alternate GSR is to assist the GSR and to assume the responsibilities of the GSR when necessary. Suggested requirements and qualifications are the same as those for GSR. The Alternate should assist the GSR as needed and be prepared to act as GSR in the event of the GSR's absence.

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

Suggested Qualifications:

- Suggested sobriety time: Six Months

Duties and Responsibilities:

- Selects a chairperson to share his or her experience, strength and hope. Invitations to chair the meeting are generally made a week or more in advance. A chairperson must be a C.A. member and any materials read must be C.A.-approved literature. The frequency, topic and length of each chairperson's share should be in accordance with the Group's meeting format.
- Follows the meeting format in accordance with the group conscience.
- Passes the Seventh Tradition basket (and H&I can, if applicable) in accordance with the meeting format and sees that contributions are given to the Group Treasurer.
- Signs and returns any court/treatment meeting verification slips. Generally, these slips are placed in the basket during the Seventh Tradition collection. Once the Secretary fills in the requested information (such as the date, meeting name and topic) and signs the slips, they are placed back in the basket to be passed again for pick up.
- Sees that the Traditions are being followed within the Group.
- Sees that the responsibilities of the other Group servants are met.

GROUP TREASURER The Treasurer is the guardian of Tradition Seven and informs the Group on financial matters. Has the ability to project increased costs of the District what is possible as far as future spending, and cost comparisons with past spending. Surveys and points out all money-related issues as they arise.

Suggested Qualifications:

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

Duties and Responsibilities:

- Keeps an accurate bookkeeping system.
- When applicable, maintains Group bank account(s) with checks requiring two signatures.
- Familiarizes themselves with the Financial Guidelines (Appendix B)
- Gives financial reports to the Group regularly.
- Pays all Group expenses.
- Passes on contributions to the District/Area and/or the World Service Office.
- Collects and documents 7th Tradition money.

DESCRIPTION OF A DISTRICT AND DISTRICT SERVICE

DISTRICT

District is a geographical unit within an Area containing a number of groups within a close proximity, which find it necessary to unify. A District has the primary function of the unification of its groups by keeping in frequent contact with them, learning their problems and sharing ways to contribute to their growth and well-being. It is suggested that ten (10) or more groups comprise a District and that each ten (10) groups elect a District Service Representative to sit on the Area Service Committee. When districting or re-districting, approval of the groups within each current or proposed District is essential. The proposed districting or re-districting should be approved by the Area Service Committee. As the number of groups within a District increases, the District should either split into two Districts or elect more District Service Representatives from such groups to the Area Service Committee.

A DISTRICT SERVICE COMMITTEE (DSC)

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

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

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

VOTING MEMBERS AND PROCEDURES

The District Service Committee meeting is conducted using Robert's Rules of Order (see summary later in these Guidelines). It is suggested that the following statement be read by the District 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 District elected Officers, District elected Committee Chairpersons, 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. 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.”

ELECTION PROCEDURES

District officers and standing committee chairs are elected annually. Elections are a three-month process:

In October, elections are announced to the Fellowship, supplemented by a flyer summarizing the qualifications and responsibilities for each open position. If there is any question as to whether the Vice Chair can or should move on to serve as Chair the following year, a ratification vote shall be held in accordance with the election procedure below.

In November, the Chair will open the floor for nominations for each open position. Nominations must be seconded, but nominees do not need to be present. Each nominee (or his/her representative) will give a brief presentation regarding the nominee's specific qualifications for the position.

In December, elections will be conducted. All candidates must be present to confirm that they accept their nomination and to answer questions regarding their qualifications. Any candidate not present will be withdrawn from consideration. The candidates will be asked to leave the room while voting takes place. If a candidate has a vote, he or she may leave it with the Chair before exiting the room. 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 candidates or with anyone else outside the room.

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

FILLING VACATED POSITIONS PROCEDURE

Upon the unfortunate circumstance that any District elected position is unable or unwilling to fulfill the responsibilities two DSC meetings without notifying the District Chairperson and submitting a report, the Chairperson is responsible for contacting him or her and asking for either a recommitment to the position or a resignation.

If a District-elected trusted servant relapses but does not voluntarily resign, the matter should be addressed by the District Service Committee. 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 a District-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 District shall hold a new election to fill the position on an expedited basis. The newly-elected successor shall serve for the remainder of the original term. If this individual does recommit but continues to be unable or unwilling to fulfill the responsibilities of the position, the District officers are responsible for replacing the individual in the manner described above.

DISTRICT SERVICE OFFICERS **DUTIES AND QUALIFICATIONS**

CHAIRPERSON The chairperson is responsible for the smooth running of district assemblies, making sure that all groups are notified, consulting with officers and committee members on the program, and chairing the assembly meetings. District Chairpersons need a sound understanding and appreciation of the Steps, the Traditions, and the Concepts, along with a good fund of experience gained through applying these guiding principles successfully to local problems.

Suggested Qualifications:

- Two years continuous sobriety.
- One year commitment.
- Six months of active service in C.A.
- Working knowledge of Robert's Rules of Order.

Duties and Responsibilities:

- Presides over monthly District business meetings and arranges agenda (see Appendix D).
- The Chairperson is responsible for making sure that each meeting is planned effectively, conducted according to the guidelines and that matters are dealt with in an orderly, efficient manner.
- The Chairperson serves the committee by providing leadership and experience, offering guidance, and supplying the various subcommittee leads with the tools necessary to complete projects in a timely manner.
- Take quorum at each District business meeting. (Both Chairperson and Co-Chair to count and confirm final number with committee)
- Learns Robert's Rules of Order to facilitate the orderly operation of the business meetings.
- Coordinates with Secretary to review minutes of monthly District Committee meetings
- Only votes in case of a tie.
- Supports District-elected trusted servants in fulfilling their commitments.
- Assumes the responsibilities of coordinating all activities within the District.

VICE-CHAIRPERSON The vice-chairperson is responsible to support the Chairperson and the District as a whole. To prepare and learn procedures & guidelines throughout the year for a successful transition to Chairperson the following year.

Suggested Qualifications:

- One year continuous sobriety.
- Two-year commitment (one year as Vice Chair, followed by one year as Chair).
- Six months of active service in C.A.

Duties and Responsibilities:

- Supports and assists Chairperson during and between DSC meetings as needed.
- To take quorum at each District business meeting. (Both Chairperson and Co-Chair to count and confirm final number to share with committee)
- In absence of Chairperson, performs the duties of Chairperson.
- Supports District-elected trusted servants in fulfilling their commitments.

SECRETARY The Secretary records and distributes minutes of monthly District Committee meetings, highlights business from previous meetings and announces any business requiring action, keeps a record of District Committee Actions and Assembly Motions, and assists other area officers in formulating assembly agendas.

Suggested Qualifications:

- One year continuous sobriety.
- One year commitment.
- Six months of active service in C.A.

Duties and Responsibilities:

- Keeps accurate minutes of each District meeting
- Handles correspondence and maintains business records of the District.
- Posts minutes to an-agreed upon shared location for District members (ex. Google docs, Yahoo group, OneDrive, Box, DropBox, etc.) and provides to any District member upon request.
- 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.
- Maintains archive of previous District minutes.
- Provides a copy of the previous month's minutes to the Chair at the District meeting.

TREASURER The Treasurer is the guardian of Tradition Seven and informs the District on financial matters. Has the ability to project increased costs of the District what is possible as far as future spending, and cost comparisons with past spending. Surveys and points out all money-related issues as they arise.

Suggested Qualifications:

- Two years continuous sobriety.
- One year commitment.
- One year of active service in C.A.
- Gainfully employed and/or financially solvent.

Duties and Responsibilities:

- Signer on the District bank account. Maintains bank account(s) with checks requiring two (2) signatures.
- Receives and deposits contributions from meetings and proceeds from special events, sales of chips and literature, etc., as soon as possible.
- Keeps an accurate bookkeeping system
- Presents the current financial report, at each District meeting.
- Familiarizes themselves with the Financial Guidelines (Appendix B)
- Maintains and adds analog and/or digital records (treasurer reports, receipts of expenses, bank statements) from their term to be passed on to their successor.
- Maintains and regularly reconciles District bank account(s).
- If the Treasurer is unable to attend a District meeting, the report shall be provided to the Vice Treasurer to present in their absence.
- Remains mindful of the current prudent reserve, making sure that expenditures do not reduce the bank account balance below the prudent reserve.
- Passes on contributions to the Area and World Service.

VICE TREASURER The Vice Treasurer should assist the Treasurer as needed and be prepared to act as Treasurer in the event of the Treasurers absence.

Suggested Qualifications:

- Two years continuous sobriety.
- One year commitment.
- One year of active service in C.A.
- Gainfully employed and/or financially solvent.

Duties and Responsibilities:

- Co-Signer on the District bank account.
- In the Treasurer's absence, receives and deposits contributions from meetings and proceeds from special events, sales of chips and literature, etc., as soon as possible (within a week at most).
- Is knowledgeable regarding the Treasurer's record-keeping system and able to communicate the District's current financial standing in the Treasurer's absence.
- Familiarizes themselves with the Financial Guidelines (Appendix B)
- In the Treasurer's absence, presents the current financial report, at each DSC meeting. The report should be provided by the Treasurer to the Vice Treasurer prior to the District Meeting.
- In the Treasurer's absence, pays all District expenses, using checks or debit card whenever possible to allow for better tracking of funds than cash.

DISTRICT SERVICE REPRESENTATIVE The District Service Representative (DSR) is the essential link between the groups' GSRs and the Area's Delegates to the World Service Conference. As a member of the District Service Committee, the DSR is exposed to the group conscience of that District. As a member of the Area Service Committee, the DSR passes on the Groups' tenets to the Area's Delegates and the Area Service Committee. A DSR can help create unity amongst the Groups by attending meetings throughout the District, especially those who do not regularly attend the DSC. The DSR can also assist Groups with business meetings, Tradition questions, or other matters as requested.

Suggested Qualifications:

- Two years continuous sobriety.
- One year commitment.
- Six months of active service in C.A. including prior service as a Group Service Representative

Duties and Responsibilities:

- Represents a District in the Area Service Committee.
- Attends all Area and District Service Committee meetings.
- Provides communication between the District and the Area.
- Communicates with other District Service Committee members.
- Obtain reports from all District 2 groups through the GSR's prior to each monthly Area service committee meeting in order to give a complete report for District 2 at Area.
- Keeps GSRs informed about WSC and Area activities, including Area elections and matters requiring Group input.
- Acquaints GSR with the C.A. World Service Manual, the Twelve Concepts for World Service, and all other WSC-approved service materials.
- Makes a regular practice of talking to groups (new and old) on the responsibilities of general service work.

ALTERNATE DISTRICT SERVICE REPRESENTATIVE The purpose and responsibility of the Alternate DSR is to assist the DSR and to assume the responsibilities of the DSR when necessary. Suggested requirements and qualifications are the same as those for DSR. The Alternate should assist the DSR as needed and be prepared to act as DSR in the event of the DSR's absence.

DISTRICT COMMITTEE CHAIR

Suggested Qualifications:

- One year continuous sobriety.
- One-year commitment.
- One year active service in C.A.
- For positions which involve handling money, is gainfully employed and/or financially solvent.

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

- Presides over monthly Committee meetings and arranges agenda. It is important that committees meet regularly to allow members of the fellowship at large to participate. Meetings should be announced with as much advance notice as possible.
 - Attends and provides monthly reports at the District meeting.
 - Works with Social Media Committee to announce committee meetings, events, etc.
 - Is mindful of the Financial Guidelines (Appendix F) and sees that any Committee-related funds are handled appropriately.
 - Submits the Committee's proposed budget to the District for approval.
 - Has a working knowledge of the Twelve Steps, Twelve Traditions, The Twelve Concepts for World Service, and Robert's Rules of Order.
 - Has the necessary time available to engage in the C.A. service activity required for the position.
 - Provides a pass-it-on report to the next chair and assist with transition of position.
-

ACTIVITIES The responsibility of this committee is to organize entertainment events for District. The functions of this committee are as follows:

- Meets the qualifications and fulfills the responsibilities listed under Committee Chairs as it pertains to your position.
- Organizes group outings and other entertainment events for the District.
- Creates flyers for activities, following any approval procedures required by the District and/or Area.
- Print and distribute flyers for their functions.
- Maintain a calendar of the upcoming C.A. events and provide timely updates to Area. Remains mindful of upcoming C.A. events put on by other Districts and the Area in order to avoid scheduling conflicts, which can be disunifying.
- Provide the Public Information Committee and Internet Committee with flyers and information on upcoming events.

ACTIVITIES CO-CHAIR The Activities Co-Chair should possess the same qualifications as the Activities Chair. The Co-Chair should assist the Activities chair with planning & coordination of events, committee meetings, etc. Have been active in C.A. service for six months.

CHIPS AND LITERATURE: Responsible for the distribution of literature and chips to C.A. Districts, Groups, members and interested institutions.

- Meets the qualifications and fulfills the responsibilities listed under Committee Chairs as it pertains to your position.
- Familiarizes themselves with the Financial Guidelines (Appendix B)
- Maintains a record of all chip & literature sales.
- 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.
- Maintains District chip & literature inventory in a secure, dry location.
- Reports on all funds collected from sales at each District meeting, turning in the funds to the Treasurer (or Vice Treasurer in the Treasurer's absence).
- Reviews inventory, confirming quantity of chips/coins/literature needed to replenish stocks.
- Prior to chip & literature stocks running low, coordinates with District Treasurer to place an order with the World Service Office (WSO).

FUNDRAISING: The responsibility of this Committee is to raise funds for the District.

- Meets the qualifications and fulfills the responsibilities listed under Committee Chair.
- Familiarizes themselves with the Financial Guidelines (Appendix B)
- Holds raffles within the Fellowship.
- Sells memorabilia and other fundraising items to members of the Fellowship.
- Is mindful to abide by all Washington State laws.
- Keeps in mind our Seventh Tradition, which states that we are fully self-supporting, declining outside contributions.

FUNDRAISING CO-CHAIR: The Fundraising Co-Chair should possess the same qualifications as the Fundraising Chair. The Co-Chair should assist the Fundraising chair with planning & coordination of fundraising responsibilities. Have been active in C.A. service for six months.

H&I CHAIR: Responsible for the coordination of and active participation in Twelve Step work within hospitals and institutions.

- Meets the qualifications and fulfills the responsibilities listed under Committee Chairs as it pertains to your position.
- Familiarizes themselves with the C.A. World Service Conference Hospitals and Institutions Committee Guidelines and Information.
- Facilitates H&I orientations on a Monthly basis as explained in the C.A. World Service Conference Hospitals and Institutions Committee Guidelines and Information. Prepares the information packets for orientations and keeps a log of orientated individuals.
- Facilitates monthly H&I committee meeting as explained in the C.A. World Service Conference Hospitals and Institutions Committee Guidelines and Information.
- Report to the Area H&I chair on a monthly basis with current committee information.
- 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.

H&I Co-Chair: The H&I Co-Chair should possess the same qualifications as the H&I Chair. To share in the responsibilities for the coordination of and active participation in Twelve Step work within hospitals and institutions.

- Meets the qualifications and fulfills the responsibilities listed under Committee Chairs as it pertains to your position.
- To assist in the responsibilities as listed under H&I Chair.
- Familiarizes themselves with the C.A. World Service Conference Hospitals and Institutions Committee Guidelines and Information.
- 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.

Public Information: Responsible for the distribution of literature and information to the public. As more fully explained in the C.A. World Service Public Information (“P.I.”) Handbook.

- Meets the qualifications and fulfills the responsibilities listed under Committee Chairs as it pertains to your position.
- Familiarizes themselves with the C.A. World Service Public Information (“P.I.”) Handbook.
- Responsibilities include distributing literature and information to the public.
- Responsible for the provision of information and assistance to individuals seeking aid by phone and with the communication of messages received for other Committees.
- 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.
- 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.
- 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.
- The P.I. Committee develops, initiates, and plans the means of communication to the public. Introductory literature/pamphlets, meeting schedules, flyers and/or business cards may be distributed at police stations, courthouses, community centers, fire departments, hospitals, treatment centers, outpatient facilities, detox facilities, mental health facilities, youth detention centers, recovery clubs, jails/prisons, etc.
- Attend Area Public Information Committee meetings. To assist and stay up to date with all Area Public Information activity including the Area hotline, which is to be developed and maintained by subcommittees within the Area P.I. Committee.

Structure & Bylaws: To formulate bylaws, guidelines, and structures by which the organization can operate. To be responsible for storage of documents and memorabilia for archival purposes.

- Meets the qualifications and fulfills the responsibilities listed under Committee Chair.
- Formulates bylaws, guidelines, and structures by which the District can operate day-to-day.
- Maintains current versions of the Guidelines and incorporates any amendments or changes made to them during the year.
- Drafts new or amended Guidelines as needed for approval by District.
- Coordinates with the Secretary of District to confirm all passed motions resulting in Guideline changes.
- Provides an updated copy of the Guidelines for posting on the Area website and/or hard copy printing.
- Has a working knowledge of the CAWS Guidelines, Twelve Steps, Twelve Traditions, and Twelve Concepts for World Service.
- 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: Responsible for the communication and outreach among the diverse elements within the Fellowship at all levels, in the interest of carrying the CA message. As more fully explained in the C.A. World Service Unity Committee Guidelines/Duties.

- 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.
- Familiarizes themselves with the C.A. World Service Unity Committee Guidelines/Duties.
- Hold events to promote C.A. unity such as; Workshops, Marathon Meetings, Sports Games, Dinners, etc. Always being mindful of Tradition One: "Our common welfare should come first; personal recovery depends upon C.A. unity."
- Attend Area Unity committee meetings and assist with annual Celebrate Around the World event.
- Responsible for the coordination of annual Thanksgiving and Christmas Marathon Meetings.

FINANCIAL GUIDELINES

APPENDIX B

INTRODUCTION

These Financial Guidelines and the sample reports attached as Appendices were adapted from the World Service Conference-approved Financial Guidelines for Groups, Districts & Areas of Cocaine Anonymous, which may be found in the WSC Finance Committee section of the C.A. World Services website, www.ca.org.

To carry the message of Cocaine Anonymous, other than reaching out on a personal level, funds are needed to expedite the many functions of the fellowship from the Group to the World Service Office (WSO).

The moment a C.A member's hard-earned money is put in the basket at a C.A. meeting, it is expected that C.A.'s trusted servants will handle these contributions in a responsible manner. It is expected that we do everything possible to see that the money is used wisely, cared for judiciously, and that a prudent reserve is kept. When that has been accomplished, it is suggested that the Group forward the balance to the next level of service. In the case of a District Service Committee, this would mean transferring funds to the Area Service Committee.

These guidelines are intended to serve as an aid to all members of Cocaine Anonymous, particularly those charged with the responsibility of handling funds. If these guidelines are followed closely, our experience tells us that they will help avoid mismanagement of funds, and lessen the chance of financial misfortunes. The hope is that this will help our fellowship achieve financial security. This will maximize our efforts to carry the message of recovery to the still suffering addict.

These Financial Guidelines have been modified from those of the World Conference Finance Committee in direct response to several referrals related to successfully managing finances for the Groups and at District. These are intended as the base framework and can be modified as time goes on.

We are not in the business of fundraising. We are in the business of carrying the message to the addict that still suffers.

We do raise funds as a means to support our efforts in carrying this message of recovery. Through our actions in raising funds, we are being self-supporting whether the funds come from the basket or a Unity Day event. Being self-supporting is the spirit of our 7th Tradition. This Tradition of self-support places us in the position to be useful agents, whether as individuals, Groups, Districts, Areas, conventions, or service offices.

Being ever mindful that ours is a spiritual mission, we should consider well our Traditions and Concepts when planning activities, taking care that we act in accordance with their guidance. The amount of funds generated from our efforts to be self-supporting is secondary to the spiritual connection that unites C.A. members around the world.

GROUP/MEETING MONEY HANDLING TECHNIQUES

- Have more than one person count money, i.e.: Treasurer and GSR or Secretary: It is suggested, especially in larger meetings, that the Treasurer and one other person count the money from the 7th Tradition basket (and the H&I can where applicable). At that point, the money can be put into an envelope, marked with the date, amount(s) received and amount(s) paid out, and initialed by both individuals who counted the money.
- Give monthly financial report: The meeting should be given a monthly Treasurer's report to inform the meeting of how much money has been brought in, how much has been spent, and any upcoming expenditure that the meeting may have coming up in the future. This should be done as a part of the business meeting, and as a part of the business meeting format. It should include any upcoming expenses of which the Treasurer is aware (literature, chips, or schedules, etc. that need to be purchased; possible fund raisers for District, etc.).
- Do not borrow funds from the Group: Under NO CIRCUMSTANCES should ANYONE borrow money from Group funds. The funds belong to the Group, not the individual.
- Do not commingle funds: Be sure to keep any Group funds separate from personal funds by immediately putting Group funds into an envelope, baggie or banker's bag.
- Do not spend funds without Group conscience: Funds belong to the Group, and the Group should know what the money is being spent on. Therefore, before funds go out from the Group treasury, the Group should have an opportunity to vote on this action. There may be Group expenses that are agreed-upon ongoing expenses, such as rent, coffee, etc., and therefore the Treasurer pays these as they come due. All other expenses should be voted on.
- All items paid in and out of the Group Treasury should be accompanied by a receipt: To follow good business practice, a receipt should be provided for expenses such as coffee, literature, copies, etc.
- Maintains the prudent reserve: Groups should decide on what their Group prudent reserve amount is. Usually, that is considered two or three months of Group expenses. The Treasurer should maintain this amount, and all funds over the prudent reserve are donated to the next level as determined by the meeting's group conscience (see Spirit of the 7th Tradition below).
- Bank accounts, and reconciling checking account or record-keeping without a checking account: If your Group has a checking account, the checking account register should be kept up to date, with all deposits and checks shown clearly. Once a month, when the bank statement becomes available, the Treasurer should reconcile that statement and review it with other Group officers. Funds should be deposited as soon as possible. Checks should never be pre-signed. It is wise to have at least two individuals to be signers on the account. If the Group does not have a checking account, clear records should be kept by the Treasurer.
- How to fill in a check register: Check registers should be filled out completely, with correct dates, deposit amounts, check numbers, check amounts and withdrawals filled in. Once per month, the check register should be reconciled with the bank statement and the account balanced.
- Spirit of the 7th Tradition: All monies in excess of the Group's prudent reserve and monthly expenses are traditionally forwarded on to the District and/or Area. Groups, if they choose, can participate in the 70/30 plan, as described in the pamphlet The 7th Tradition. With the 70/30 plan, 70% of the Group's funds in excess of the prudent reserve are donated to the District/Area and 30% are donated to the C.A. World Service Office. Large quantities of cash or large bank account balances for a Group are not necessary and have, in the past, been known to cause problems.

See suggested Group Treasurer Record and Group Treasurer Report below.

DISTRICT MONEY HANDLING TECHNIQUES

- Do not borrow funds from the treasury: The money of the District belongs to the District. There is NO REASON for ANYONE to borrow the District funds.
- Do Not Commingle Funds: Be sure to keep any District funds separate from personal funds by immediately putting District funds into an envelope, baggie or banker's bag.
- Deposit of funds to be made as soon as possible: The District Treasurer should make any deposits of funds received as soon as possible, not to exceed a week. The Treasurer should keep the receipt that is given by the bank in a safe place, and reconcile with the bank statement at the end of the month.
- Maintains bank account(s): It is wise to have at least two individuals who can sign on the account. Checks should never be pre-signed. The suggested signatories on accounts are the Treasurer and Vice Treasurer (or in lieu of a Vice Treasurer, the District Chair or Vice Chair). This will help to protect your District from mismanagement of funds.
- Submit monthly reconciled statements and report to the District Service Committee: When submitting your monthly Treasurer report to the District meeting, it is a good idea to submit a copy of the bank statement (with account numbers blacked out). This will help to verify to your membership that the accounts are being handled correctly.
- All requests for reimbursements must be accompanied by a receipt: All requests for reimbursements from members of the District should be accompanied by a receipt. Receipts should be kept for a year (either a physical or digital copy), and after the amount has been paid back to the individual, the Treasurer should mark on the receipt, "Paid, Date, Check No."
- For any expenditure over \$500.00, there must be a three-bid process: To verify that District is getting the best deal available, the District should get three bids for any large purchase items.
- Upon resignation and/or election of a new Treasurer and/or Vice Treasurer: A meeting should be set up with the bank to switch over banking information from that of the previously elected officer(s) to the newly elected officer(s). Some banks may require all parties to be in attendance for this to occur. This should be handled as soon as possible, not to exceed a week from election/resignation.
- It is suggested that the District keep a prudent reserve determined by District group conscience: All other monies exceeding this prudent reserve should be passed up to the next level (Area Service, or World Services). The keeping of excess funds at the District level is strongly discouraged. Our fellowship maintains the spiritual principle of the 7th Tradition, which talks about moving the funds up and out to carry the message to the still-suffering addict.
- All funds in excess of the prudent reserve should be forwarded on to the next level and the WSO via the 70/30 plan: It is suggested that the District decide to use the 70/30 plan, and send some money to the Area and some money to the World Service office on a semi-annual basis (currently done in June and December).
- A review of the District's financial records should be performed at least once a year by the Treasurer, Vice Treasurer, District Chair, District Vice-Chair and District Secretary: Once per year, the District officers should take a close look at the District financial records, verifying that all checks have been written to the appropriate people, that all receipts are in place, and that deposits have all been made correctly. It is a great time for the District officers to look at which meetings may need assistance with their treasuries. At this time, the District officers may suggest that a budget be created to assist the District in maintaining financial success.
- When a new Treasurer is elected, all records need to be turned over to the new Treasurer: When the District elects a new Treasurer, the Treasurer who is rotating out and the new Treasurer should sit down for a pass-it-on session. The outgoing Treasurer should show the new Treasurer how the District accounting is done. The outgoing Treasurer should verify that the new Treasurer understands all aspects of the District Treasury.

See suggested District Treasurer Report below.

GUIDELINES FOR ONLINE BANKING:

WSCA District 2 uses the Washington State Area's federal tax ID number for the bank account.

- **Who has access to online account?** Two individuals (the Treasurer and another District officer) should have payment access to online banking (and/or account signatories).
- **How are online accounts protected amidst rotations?** Passwords and logins should be changed within three business days of the rotation of trusted servants.
- Recommendations for online billings/payments:
 - Online payments of District bills should only be made to businesses that solely accept online payments. All other payments should be paid by check.
 - All online payments should have pre-authorization by the group conscience at District, unless payment is for a previously-budgeted expense and within that budget (for example, chip and literature orders).
 - Copies of payments made on-line o If the District chooses to receive electronic payment distributions, these MUST be linked to a District Account ONLY and NEVER BE COMMINGLED with a personal account.
 - Wherever necessary, always invoke the Sixth Tradition statement: In the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politics, organization or institution.
 - The Treasurer still needs to print the on-line bank statement, black out all account number information, and submit with the District Treasurer's report so the fellowship has the assurance of proper handling of funds. District Treasurer for bookkeeping purposes.