

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.

[As approved at the Area meeting on 7/14/24]

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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.”

Online disclaimer for when virtual or hybrid meeting is utilized:

“Due to the technologies being used for this meeting, a participant's anonymity, or the anonymity of others mentioned, could be compromised at a public level. The individual participants and our group 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.”

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.

Any area expenditure over \$500, excluding committee and delegate budgets, needs to be taken back to home groups for discussion prior to voting.

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 and transfer of materials and access) 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 and transfer of materials and access) 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 of 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.
- i. Holds one of the two keys to the Area mailbox (the Treasurer holds the other). Coordinates with the Treasurer regarding monthly mail pickup.

VICE-CHAIRPERSON

- a. Refer to Chairperson description
- b. One year of 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.
- g. The Area Vice-Chair is responsible for running the online portion of the business meeting; including audio, and voting.

SECRETARY

- a. One year of continuous sobriety.
- b. One-year commitment.
- c. Six months of active service in C.A.
- d. Keeps accurate minutes of each meeting.
- e. Provides advance copies of minutes as needed to facilitate changes in signing authority and access to Area accounts.
- f. E-mails minutes and any other materials to be printed to caofwaschedules@gmail.com no later than 11:59 p.m. the Thursday prior to the Area meeting.
- g. 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.
- h. General communications throughout the Area.

TREASURER

- a. Three years of 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).
- i. Emails the Treasurer's report, which includes a copy of the Area bank statement (with account numbers blacked out), a breakdown of the previous month's transactions, and updated budgets to the Chair, Vice Chair, Secretary, Vice Treasurer, and the Schedules & Printing and Archives Chairs by the Thursday before the Area meeting.
- 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.
- m. Holds one of the two keys to the Area mailbox (the Chair holds the other). Coordinates with the Chair regarding monthly mail pickup.

VICE TREASURER

- a. Three years of 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 should be e-mailed to 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. Structure 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. All committee budgets run through the month of January of the following service year.
- 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 no later than 11:59 p.m. the Thursday prior to the Area meeting.
- j. Oversees creation of flyers for committee meetings and activities.
- k. Ensures that committee flyers go through the Flyer Approval Process set forth below prior to being sent to the Public Information and Internet Committees and/or posted on social media.
- l. Maintains a calendar of upcoming committee meetings and events, providing timely updates to Area. In the spirit of unity, it is suggested that wherever possible, meetings and events be scheduled so as not to conflict with other local C.A. activities.

- m. 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 wscaarchives@gmail.com.
- n. Provides a pass-it-on report and one-on-one training to the next Chair. All physical and digital materials, logins, passwords, signing authority, keys, etc. should be transferred prior to the next Area meeting.

ACTIVITIES

- a. Meets the qualifications and fulfills the responsibilities listed under Committee Chair
- b. One year of continuous sobriety.
- c. Six months active service in C.A.
- d. Organizes dances, group outings and other entertainment events.

ARCHIVES

- a. Meets the qualifications and fulfills the responsibilities listed under Committee Chair.
- b. One year of 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. In order to have a C.A. member removed or added to the access list on the storage unit, a record of the change must be placed in the Area meeting minutes and a copy of the minutes presented to the storage unit manager. When a new Archives Chair is elected, the previous Archives Chair's access should be removed within 30 days of transferring the position.
- g. Any property removed from the storage unit must be returned within 10 days after the event or date of use unless given express consent from the Archives Committee.
- h. Manages the e-mail and Google drive account wscaarchives@gmail.com.

CHIPS AND LITERATURE

- a. Meets the qualifications and fulfills the responsibilities listed under Committee Chair.
- b. One year of 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).
 - Places large order in the month of November to ensure we have enough stock to carry through the beginning of the next service year; the month of January.
- 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 of 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 Area website for the latest version).

EVENT RECORDING

- a. Meets the qualifications and fulfills the responsibilities listed under Committee Chair.
- b. Two years of 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, conventions 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 of 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 of 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 of 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, 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 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 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.
- n. Maintains a log of all login credentials, passwords, and emails for Area positions.
- o. Responsible for Zoom setup and hybrid facilitation of Area.

PUBLIC INFORMATION

- a. Meets the qualifications and fulfills the responsibilities listed under Committee Chair.
- b. Two years of 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. Committee Chair maintains Area Public Information Facebook page and is the acting admin for the year elected in position.

SCHEDULES & PRINTING

- a. Meets the qualifications and fulfills the responsibilities listed under Committee Chair.
- b. One year of 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. Schedule printing is free to WSCA service bodies and groups. .
- g. In accordance with the 7th Tradition, all necessary materials and printing services should be paid for by Area and/or donated
- h. 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.
- i. 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 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.
- j. Gives monthly reports at Area regarding printing expenses and income from schedule sales.

SPECIAL EVENTS

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

- d. Six months active service in C.A. and previous involvement on the Special Events Committee.
- e. Coordinates special events (including but not limited to the annual Spiritual Retreat and New Year's Eve party) to carry the message of recovery, unity and service to members of Cocaine Anonymous.
- f. Oversees the independent Special Events bank account alongside the Area Treasurer, in compliance with the Financial Guidelines.
- g. Maintains a calendar of the upcoming C.A. events and provide timely update to Area.
- h. Provides the Public Information, Archives and Internet Committees with flyers and information on upcoming events.

STRUCTURE AND BYLAWS

- a. Meets the qualifications and fulfills the responsibilities listed under Committee Chair.
- b. One year of 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.
- j. Manages the e-mail and Google drive account wscaststructurebylaws@gmail.com.

UNITY

- a. Meets the qualifications and fulfills the responsibilities listed under Committee Chair.
- b. One year of 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.

STATEMENT OF POLICY

Please see the C.A. World Service Manual (available at [Tools and Downloads – Washington State Cocaine Anonymous \(caofwa.org\)](https://www.caofwa.org)) for the latest Statement of Policy regarding 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:”

FLYER APPROVAL PROCESS

HARD COPY AND DIGITAL FLYERS

The Delegates and Alternate Delegates are responsible for reviewing any flyers to be distributed to the local C.A. Fellowship in hard copy, via any Group/District/Area social media, or posted on the Area website. Approval of at least two Delegates and/or Alternate Delegates is required before flyers are distributed to the Fellowship.

CRITERIA FOR APPROVAL

The Delegates and Alternate Delegates shall carefully review each proposed flyer to make sure it complies with the following requirements:

- a. The flyer must include the Sixth Tradition disclaimer: “In the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politics, organization or institution.”
- b. The flyer must include the liability disclaimer: “C.A. is not responsible for any theft, injury, damage to or loss of property in conjunction with this event.”
- c. The flyer presents a regularly scheduled C.A. meeting -OR- a properly sanctioned C.A. event/activity.
- d. The flyer contains all the necessary information for members of the Fellowship to find and participate in the meeting or event (day of week, month, date, year, time a.m./p.m., address, cost, contact info, etc.).
- e. Use of the C.A. name and/or logo complies with the C.A. World Service Manual Statement of Policy.
- f. The flyer shows no obvious affiliations with any business, outside enterprise, treatment facility or other Fellowships.
- f. In the flyer, there are no references to issues about which C.A. may have no opinion.
- g. If there is any reference to the A.A. *Big Book*, A.A.’s *Twelve Steps and Twelve Traditions*, or C.A.’s books *Hope Faith & Courage Volume I*, *Hope, Faith & Courage Volume II*, *A Quiet Peace* and/or *Twelve-Step Companion Guide*, it must be properly referenced along with a citation as to where it came from. Also, please add the following: “The A.A. *Big Book*, A.A.’s *Twelve Steps and Twelve Traditions*, and the books *Hope Faith & Courage*

Volume I, Hope, Faith & Courage Volume II, A Quiet Peace and Twelve-Step Companion Guide are used with permission.”

- h. If there is any reference to any material otherwise trademarked or copyrighted by someone else, it cannot be used, quoted or referenced unless the Area has specific permission to use it for publication.
- i. If there are photographs of other people, there is written permission to do so.

A basic flyer template showing the required elements is available on our Area website.

PROCESS FOR APPROVAL AND DISTRIBUTION

- a. Submit the flyer as a pdf or jpg document to wacadelegates@gmail.com and copy caofwa@gmail.com at least two weeks prior to your event. If circumstances are such that written consent of the Area/District chairperson is required per the Statement of Policy, that written consent shall be provided along with the flyer to be approved.
- b. Sender will be notified via email of either approval or suggested revisions.
- c. Approved flyers will be posted to the Area webpage, and the service body creating the flyer will also have permission to post it to Group/District/Area social media and/or distribute it in hard copy.
- d. Event flyers will be removed from the Area website after the event has passed. Flyers for new meetings will be removed after 90 days.

WORLD SERVICE CONFERENCE DELEGATE

DELEGATE

- a. Four years of continuous sobriety.
- b. Four-year commitment, ending December 31st of the fourth year following election.
- c. No delegate or alternate delegate to attend more than six conferences as a voting member and no more than eight total conferences.
- d. Two years of active service in C.A.
- e. Working knowledge of the Twelve Steps, the Twelve Traditions, the Twelve Concepts of Service and the World Services Conference Charter.
- f. Submits proposed budgets for travel and fund-raising events to Area for approval.
- g. 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.
- h. 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.

- i. 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 emailed to wscarchives@gmail.com.
- j. Turns in receipts and any unused funds to the Treasurer within 30 days following the Conference and Regional Assembly.
- k. Reviews and approves flyers in accordance with the Flyer Approval Process.
- l. Ensures that e-mail sent to wacadelegates@gmail.com is answered in a timely manner.
- m. Additional responsibilities as set forth in the World Service Conference Delegate job description in the World Service Manual.
- n. If a Delegate position is vacated mid service year an Alternate Delegate may be elected to the position starting a new Delegate term requiring a 2/3rds majority vote.

ALTERNATE DELEGATE

- a. Two years of continuous sobriety
- b. Two-year commitment, ending December 31st of the second year following election, with a maximum of two consecutive two-year terms.
- c. No Delegate or Alternate Delegate to attend more than six conferences as a voting member and no more than eight total conferences.
- d. One year of active service in C.A.
- e. Additional qualifications as set forth above and in the World Service Conference Delegate job description in the World Service Manual.
- f. In the event that an Alternate Delegate is to be elected mid service year they are not expected to step down from current positions with the exception of Area Chair or Area Vice-Chair.

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 31st 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

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.

TOOLS AND DOWNLOADS

The following materials previously appended to these Guidelines may now be found on [Tools and Downloads – Washington State Cocaine Anonymous \(caofwa.org\)](#), along with other useful resources:

[Area Business Meeting Template](#)

[Area Committee Meeting Agenda Template](#)

[Area Pass-It-On Report Template](#)

[C.A. Brand Guidelines and Logos](#)

[C.A. Meeting Formats](#)

[Group Business Meeting Format](#)

[Robert's Rules of Order Overview](#)

[The Twelve Concepts of Cocaine Anonymous](#)

[Traditions Group Inventory](#)

[WSC Parliamentary Procedure Overview](#)