

Welcome to the new and improved Phoenix District Guidelines. The guidelines are currently undergoing a revision process. Our goal is to provide the fellowship in the Phoenix District with an updated document that will be a comprehensive and useful tool for all levels of service.

As the changes and revision are reviewed and approved by the District Service Committee, they will be included in this online document. You will be able to identify the new sections as they will be labeled with a watermark. The sections that have not been revised will remain unmarked. An example of this watermark is shown below.

Example:

Approved

Please note that once approved, the revised section immediately supersedes the previous version of that section and will take precedence over any discrepancies that may arise as the revision process evolves. Proper page and Section numbering and the Index will be corrected in the final version.

We would like to thank all those that are helping to make this a reality. We look forward to meeting all of you in our service work of carrying the message of CA.

In Love and Service,

The Phoenix District Structure and Bylaws Committee



Phoenix District of Cocaine Anonymous Service Manual

Sun Valley Intergroup (SVI)

**Currently Under Revision
Latest Revision: 4-1-2014
(Approved Revisions as Noted)**

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General Guidelines

This Manual is intended to provide guidance for our activity in a spiritual program of recovery. Suggestions are just that and decisions by individuals, groups, districts and areas should be considered within the context of our Twelve Steps, Traditions and Concepts. We should remember that each group is autonomous and that the group conscience is the guiding principle. We hope that you will remember when reviewing this document that this Manual is a compilation of our shared experiences, good and bad. If you have any questions or concerns about its contents, please contact your District Service Representative, Area Delegate or Regional Trustee.

SECTION 1

The Twelve Steps, Traditions and Concepts of Cocaine Anonymous

THE TWELVE STEPS OF COCAINE ANONYMOUS

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

The Twelve Steps are reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Steps does not mean AA is affiliated with this program. AA is a program of recovery from alcoholism. Use of the Steps in connection with programs and activities which are patterned after AA, but which address other problems, does not imply otherwise.

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

THE TWELVE TRADITIONS OF COCAINE ANONYMOUS

1. Our common welfare should come first; personal recovery depends upon CA unity.
2. For our group purpose there is but one ultimate authority — a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using cocaine and all other mind-altering substances.
4. Each group should be autonomous, except in matters affecting other groups or CA as a whole.
5. Each group has but one primary purpose — to carry its message to the addict who still suffers.
6. A CA group ought never endorse, finance or lend the CA name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every CA group ought to be fully self-supporting, declining outside contributions.
8. Cocaine Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. CA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Cocaine Anonymous has no opinion on outside issues; hence the CA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, television and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

The Twelve Traditions are reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc.

Permission to reprint and adapt the Twelve Traditions does not mean AA is affiliated with this program. AA is a program of recovery from alcoholism. Use of the Traditions in connection with programs and activities which are patterned after AA; but which address other problems, does not imply otherwise.

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

THE TWELVE CONCEPTS OF COCAINE ANONYMOUS

1. The final responsibility and the ultimate authority for CA world services should always reside in the collective conscience of our whole Fellowship.
2. The CA Groups delegate to the World Service Conference the complete authority for the active maintenance of our world services and thereby make the Conference — excepting for any change in the Twelve Traditions — the actual voice and the effective conscience for our whole Fellowship.
3. As a traditional means of creating and maintaining a clearly defined working relation between the Groups, the Conference, the World Service Board of Trustees and its Service Corporation, staffs, and committees, and of thus insuring their effective leadership, it is here suggested that we endow each of these elements of World Service with a traditional “Right of Decision.”
4. Throughout our Conference structure, we ought to maintain at all responsible levels a traditional “Right of Participation,” taking care that each classification or group of our world servants shall be allowed a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our World Service structure, a traditional “Right of Appeal” ought to prevail, thus assuring us that minority opinion will be heard and that petitions for the redress of personal grievances will be carefully considered.
6. On behalf of CA as a whole, our World Service Conference has the principal responsibility for the maintenance of our world services, and it traditionally has the final decision respecting large matters of general policy and finance. But the Conference also recognizes that the chief initiative and the active responsibility in most of these matters should be exercised primarily by the Trustee members of the Conference when they act among themselves as the World Service Board of Cocaine Anonymous.
7. The Conference recognizes that the Charter and the Bylaws of the World Service Board are legal instruments; that the Trustees are thereby fully empowered to manage and conduct all of the world service affairs of Cocaine Anonymous. It is further understood that the Conference Charter itself is not a legal document; that it relies instead upon the force of tradition and the power of the CA purse for its final effectiveness.
8. The Trustees of the World Service Board act in two primary capacities: (a) With respect to the larger matters of overall policy and finance, they are the principal planners and administrators. They and their primary committees directly manage these affairs. (b) But with respect to our separately incorporated and constantly active services, the relation of the Trustees is mainly that of custodial oversight which they exercise through their ability to elect all Directors of these entities.
9. Good service leaders, together with sound and appropriate methods of choosing them are at all levels indispensable for our future functioning and safety.
10. Every service responsibility should be matched by an equal service authority — the scope of such authority to be always well defined whether by tradition, by resolution, by specific job description or by appropriate charters and bylaws.

11. While the Trustees hold final responsibility for CA's world service administration, they should always have the assistance of the best possible standing committees and service boards, staffs and consultants. Therefore the composition of these underlying committees and service boards, the personal qualifications of their members, the manner of their induction into service, the system of their rotation, the way in which they are related to each other, the special rights and duties of our staffs and consultants, together with a proper basis for the financial compensation of these special workers will always be matters for serious care and concern.

12. General Warranties of the Conference: In all its proceedings, the World Service Conference shall observe the spirit of the CA Tradition, taking great care that the Conference never becomes the seat of perilous wealth or power; that the sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference members shall ever be placed in a position of unqualified authority over any of the

others; that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity; that no Conference action ever be personally punitive or an incitement to public controversy; that though the Conference may act for the service of Cocaine Anonymous, it shall never perform any acts of government; and that, like the Fellowship of Cocaine Anonymous which it serves, the Conference itself will always remain democratic in thought and action.

**The Twelve Concepts are reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Concepts does not mean that A.A. is affiliated with this program. A.A. is a program of recovery from alcoholism. Use of the Concepts in connection with program and activities, which are patterned after A.A. but which address other problems, does not imply otherwise.*

THE TWELVE CONCEPTS OF ALCOHOLICS ANONYMOUS: 1. Final responsibility and ultimate authority for A.A. world services shall always reside in the collective conscience of our whole Fellowship. 2. The General Service Conference of A.A. has become, for nearly every practical purpose, the actual voice and the effective conscience for our whole Society in its world affairs. 3. To insure effective leadership, we should endow each element of A.A. - the Conference, the General Service Board and its Service Corporation, staffs, committees, and executives with traditional "Right of Decision." 4. At all responsible levels, we ought to maintain a traditional "Right of Participation," allowing a voting representation in reasonable proportion to the responsibility that each must discharge. 5. Throughout our structure, a traditional "Right of Appeal" ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration. 6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised primarily by the trustee members of the Conference acting as the General Service Board. 7. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct all of the world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness. 8. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities. 9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustee. 10. Every service responsibility should be matched by an equal service authority, with the scope of such authority always well defined. 11. The Trustees should always have the best possible committees, corporate service directors, executives, staffs and consultants. Composition, qualifications induction procedures, and rights and duties will always be matters of serious concern. 12. The Conference shall observe the spirit of the A.A. tradition, taking care that it never becomes the seat of perilous wealth and power; that the sufficient operating funds and reserves be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it will always remain democratic in thought and action.

SECTION 2

DEFINITIONS

HOW COCAINE ANONYMOUS WORKS IN THE PHOENIX DISTRICT OF CA (Also known as THE SUN VALLEY INTERGROUP or SVI)

In keeping with the Twelve Traditions, the Phoenix District of Cocaine Anonymous (hereafter referred to as the Sun Valley Intergroup, SVI or the District), has developed the following working principles, which guide our actions. Our primary purpose is to carry the message of recovery through the Twelve Steps of CA to the addict who still suffers.

DEFINITION OF A DISTRICT

A District is a geographical unit within an Area containing a number of groups within a close proximity. 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. The Phoenix District is also known as the Sun Valley Intergroup (SVI) and is part of the Arizona Area. As per the Arizona Area Guidelines, the Phoenix District is described as all meetings contained within the Mohave, Coconino, Navajo, Apache, Yavapai, La Paz, Maricopa, Gila and Yuma counties in the State of Arizona.

THE IMPORTANCE OF “ANONYMITY”

Traditionally, CA members have always taken care to preserve their anonymity at the public level: press, radio, television, films and electronic media. 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 CA is free to make his or her own interpretation of CA 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 CA World Service Office sends to all major media a letter describing the Traditions and asking their support in observing it.

A CA 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 CA members.

MEMBERSHIP

In the spirit of Tradition Three, "The only requirement for membership is a desire to stop using cocaine and all other mind-altering substances". An addict is a member of Cocaine Anonymous if they say they are one.

DEFINITION OF A COCAINE ANONYMOUS "GROUP"

A meeting is where two or more people gather together to share their experience strength and hope with each other.

A meeting may call itself a CA group when the following conditions are met:

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 CA.
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. Its members maintain their personal anonymity at the level of press, radio, television, films and all electronic media.

THE CA GROUP

The basic unit in CA is the local Group, which is autonomous except in matters affecting other Groups or CA as a whole. The Group has but one primary purpose, which is to help others to recover through the twelve suggested 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, films and all electronic media.

The importance of the Group and its functions cannot be understated. Maintenance of our recovery depends on the sharing of our experiences, strength and hope with each other, thus helping us to identify and understand the nature of our disease.

Most addicts in CA achieve and sustain their recovery as a result of their participation in the activities of the Group, as well as working the Twelve Steps. The Group is the heart of CA and it is vital to the new members as well as those who have achieved recovery as a result of working the 12 steps of CA.

They may continue to participate and receive assistance from the Group. The Groups total responsibility is perhaps best expressed by the First Tradition:

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

THE CA HOMEGROUP

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

CA MEETINGS

Most meetings follow a more or less set format, although distinct variations have developed. It is our experience that many meetings begin or end with some form of prayer. While each CA group is autonomous, and adopts its own format, CA as such never endorses, opposes or affiliates with, expressed or implied, any sect, denomination, politics, organization or institution. A leader describes the CA program briefly for the benefit of the newcomers, and the meeting begins, typically in one of the styles described below.

Sometime during the meeting, there is usually a period for CA related announcements of interest to the meeting. A collection is taken to cover rent, literature and chips, refreshments, 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. It is also suggested that all members of a meeting understand and adhere to the money handling techniques as outlined in Appendix x of this manual in all their financial processes. Each group is autonomous, and the informed 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, not that of CA. All members are free to interpret the recovery program in their own terms, but none can speak for the local Group or CA as a whole.

In adherence with the District's By-Laws, a meeting needs to be recognized by the District in order for a representative of the meeting to carry a vote at the District Service Committee business meeting. Once recognized, they will be listed as a CA meeting in the Arizona Area and District meeting guides.

MEETING/GROUP TYPES:

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

CLOSED: Attendance is limited to CA members only.

MEETING/GROUP STYLES:

- STEP STUDY:** Participants study and discuss the Twelve Steps with the Group.
- BOOK STUDY:** Participants study and discuss with the Group any of these books: Hope, Faith & Courage Stories from the Fellowship of Cocaine Anonymous (the “CA 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”.
- PARTICIPATION:** Participants discuss their experience, strength and hope with the group one member at a time.
- SPEAKER:** One or more CA members share their personal experience, strength and hope with the group.
- H&I MEETINGS:** Hospitals & Institution (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 CA members through the H&I committee. H&I meetings are basically beginners meetings; with the chairperson of each meeting providing the speakers. They are not usually listed in the area or world meeting directory and they do not observe the 7th Tradition. Certain facilities may require CA members participating in H&I meetings to be subject to sobriety requirements, dress and conduct codes.
- CLOSED HOSPITALS AND INSTITUTIONS MEETING:**
Attendance at a closed H&I meeting is restricted to people on the Hospital and Institutions Committee, their guest speakers, and clients of the hospital or institution. No visitors are permitted at any time. These meetings are not listed in the meeting directory, and the 7th Tradition is not observed.
- OPEN HOSPITALS AND INSTITUTIONS MEETING:**
An Open H&I meeting is a meeting for the purpose of carrying the message to members who are confined or under institutional restriction. Attendance is restricted to CA members only. No visitors are permitted at any time. The 7th Tradition is not observed. At the request of the hospital or institution the meeting may be listed in the CA Meeting Directory.

SECTION 3

TRUSTED SERVANTS - GROUP LEVEL

Welcome to the Group Servants portion of the Phoenix District Guidelines. The information contained in this section has been crafted to assist you in being part of the service structure of Cocaine Anonymous in the Phoenix District. There is a wealth of information contained in these pages. Please keep in mind that the requirements and duties listed are suggestions to help you be of maximum service to the fellowship. Do not be discouraged or overwhelmed. Those who have taken this path before you are not experts or professionals. They are the same as you, addicts looking to stay sober and free from all mood and mind-altering substances. They have found that being of service is a valuable and essential tool in achieving that way of living. The point is that they have been willing to learn a new way of living and a new way of interacting with other addicts and society in general. If you have chosen to be part of our service structure and follow these guidelines to the best of your ability, we welcome you. You will surely benefit yourself and the fellowship with your efforts.

As Tradition Two states, "For our Group purpose there is but one ultimate authority - a loving God as he may express himself in our Group conscience. Our leaders are but trusted servants; they do not govern." Trusted servants do, however, have the responsibility to lead. Group servants at any level should be familiar with the Twelve Steps, the Twelve Traditions and the Twelve Concepts of CA. The following are suggested guidelines for the formation and organization of CA Groups in the Phoenix District. Each CA Group is autonomous, except in matters affecting other groups or CA as a whole, and may organize itself within the Traditions as it sees fit.

GROUP SERVICE REPRESENTATIVE (GSR)

Suggested sobriety time: One year

Term: One year

The GSR holds a very important position in our service structure. The GSR is the vital link between the overall District and the individual groups. Great care should be taken when electing a member to represent the group. The quality of the District and Area Service structure and ultimately World Services can only be as good as those choices the individual Groups make. The GSR's are the voice of the individuals within the groups and they carry that conscience to the District. The GSR's will also inform the Group as to what is going on in our Fellowship at the District, Area and World level. As a new GSR you will find it helpful to review the Basic Parliamentary Procedures printed in these guidelines and ask for assistance from other GSR's and the DSR's (District Service Representatives) at the monthly business meeting.

The GSR will be responsible for voting on business matters at the monthly District Service Committee business meeting. It should be understood that a GSR does not require Group approval to cast a vote at the District level on matters affecting the Group or CA as a whole. It is however, the GSR's responsibility to vote being mindful of the informed Group conscience. (For further details, see Cocaine Anonymous Concept 3) If the GSR cannot attend a meeting, an Alternate should attend. Before accepting a nomination for GSR, the nominee must consider the level of commitment as well as the sacrifice of time involved.

Duties and Responsibilities:

1. Is an active member of the Group. (At least 50% attendance at the meeting)
2. Has the necessary time available to engage in the CA service activity required of this position.
3. Is willing to learn and understand the application of the Twelve Steps, Traditions, and Concepts, the District Guidelines and the CA World Service Manual.
4. Is aware of the Traditions and endeavors to have them followed within the group.
5. Represents the Group at all appropriate business meetings including the monthly District Service Committee business meeting.
6. Carries one vote at the monthly District Service Committee business meeting.
7. Submits a monthly Donations Statement with the donation at the monthly District Service Committee business meeting.
8. Purchases chips and literature for the group at the monthly District Service Committee business meeting.
9. Reads/reviews communications from the District, Area and World Service at the groups' meeting.
10. Actively engages in communication between the Group and the District.

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. The suggested requirements and qualifications are the same as those for the GSR.

GROUP SECRETARY

Suggested sobriety time: 1 year

Term: 6 months

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

Duties and responsibilities:

1. Is an active member of the Group. (At least 50% attendance at the meeting)
2. Has the necessary time available to engage in the CA service activity required of this position.
3. Is willing to learn and understand the application of the Twelve Steps, Traditions and Concepts, the District Guidelines and the CA World Service Manual.
4. Is aware of the Traditions and endeavors to have them followed within the group.
5. Provides the Group conscience approved meeting format for use at the meeting.
6. Assists in the responsibilities of other Group servants.
7. Keeps an accurate and up-to-date record of changes in the group conscience.
8. Keeps an accurate and up-to-date Group contact list.
9. Keeps an accurate and up-to-date record of each service position's election date.
10. Displays CA literature and schedules at the meeting.

GROUP TREASURER

Suggested sobriety time: One year

Term: One year

Suggested prior service experience: Six months

Duties and Responsibilities:

1. Is an active member of the Group. (At least 50% attendance at the meeting)
2. Has the necessary time available to engage in the CA service activity required of this position.
3. Has a working knowledge of the Twelve Steps, the Twelve Traditions, the Twelve Concepts, the District Guidelines and the CA World Service Manual.
4. Keeps an accurate bookkeeping system of all income and expenses, open to all Home Group members upon request and makes this available to the Group Secretary.
5. Gives financial reports to the Group regularly.
6. Pays all Group expenses, including rent, the purchase of literature and chips, coffee, etc.
7. Collects the contributions at each meeting and verifies all funds collected with one of the other Group servants at the close of each meeting.
8. Passes on Group contributions to the District/Area and/or the World Service Office through the GSR.
9. Refers to and adheres to all money handling procedures as set forth in the District Guidelines Appendix titled "Money Handling Techniques".

MEETING CHAIRPERSON

Suggested sobriety time: Minimal; per Group Conscience

Suggested Term: 3 months

Duties and Responsibilities:

1. Presides over the regular meeting of the group and follows the meeting format in accordance with the Group conscience.
2. Be open to assisting in the selection of the speakers if the meeting is a speaker meeting.
3. Works together with the Group Secretary and GSR to see that the meeting is set up, started punctually and closes in a responsible manner.

GREETERS

Suggested sobriety time: Minimal; per Group Conscience

Term: 3 months

Duties and Responsibilities:

Greeters are persons assigned to greet people when they arrive at the meeting, welcome them to the meeting and introduce them to the group. Greeters help to make those who come to the meeting feel welcome.

SECTION 4

GROUP TRUSTED SERVANTS INTERGROUP LEVEL

GROUP TRUSTED SERVANTS - INTERGROUP LEVEL

SUN VALLEY

INTERGROUP PURPOSE

The purpose of the Board of Directors is to serve Sun Valley Intergroup and to guide and counsel the business affairs and services of Cocaine Anonymous in the Phoenix, Arizona District in the spirit of the Twelve Traditions and Twelve Concepts for World Service.

MEMBERSHIP

The membership of Sun Valley Intergroup is composed of a GSR from each C.A. group in the Phoenix, Arizona District, the Chairpersons from each sub-committee, the Area District Service Representatives, the Delegates to the World Service Conference, the Advisors and the Board of Directors. Visitors are welcome to attend and participate, but may not make motions or vote.

VOTING PROCEDURES

Those eligible to vote at Sun Valley Intergroup are the GSRs from each C.A. group in the Phoenix, Arizona District, the Chairpersons from each sub-committee, the Area District Service Representatives, the Delegates to the World Service Conference, the Advisors and the Board of Directors. The members of the Board of Directors have one vote each, except in elections, where the Board of Directors has one vote collectively (*the Chairperson carries no vote except in the case of a tie*). A simple majority of all eligible voters in attendance at a regularly constituted meeting is necessary for the adoption of any motion or resolution. **Each voting member of S.V.I is limited to carrying no more than two votes. A two-thirds (2/3) majority of all eligible voters is required for any changes or revisions to the S.V.I Service Manual.**

ELECTION PROCEDURE

The election procedure is a four-month process. The first month, four months prior to an election, the upcoming election is announced. In the second month, nominations are made and seconded. In the third month, each nominee or their representative will give a two-minute presentation of their qualifications. Each nominee will submit in writing a list of his or her qualifications for each member of S.V.I. In the fourth month, elections will be conducted on written ballots with a 2/3rds majority of voting members 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. Election schedule follows:

- **Advisors** in the months of May - August
- **Structures and Bylaws** in the months of May - August
- **Delegates** in months of September – December
- **Board Members** in the months of September – December
- **Treasurer** in the months of June – September (position begins in Jan. – Training Oct. – Dec.)
- **Finance Chair** in the months of September – December
- **Chips and Literature** Chair in the months of Sept – December
- **District Service Representatives** in the months of December – March.

VACATED POSTIONS APPOINTMENT PROCEDURE

Upon the unfortunate circumstance that any SVI elected position is unable or unwilling to fulfill the responsibilities (i.e. consistent attendance at monthly business meeting, report presentations, etc.), the Board of Directors is responsible for contacting this individual and asking for their recommitment to the position. If this individual does resign, and there is no elected alternate already in place, the BOD is responsible for appointing an individual to fulfill the current position's elected term. If this individual does recommit but continues to be unable or unwilling to fulfill the responsibilities of the position, the BOD is responsible for replacing this individual in the manner described above. At all times, the utmost care must be taken to ensure the elected position the opportunity to serve.

CONSTITUTION OF A QUORUM

A quorum shall consist of 2/3rds of the eligible votes at any regular Intergroup or special Intergroup meeting, held upon proper notification. A quorum will be established at the beginning of each meeting and stay in force for the duration of that meeting's business.

MONTHLY SVI MEETING SCHEDULE

The regular business meeting of Sun Valley Intergroup is held on the second Thursday of each month. Chips and Literature are available during the business meeting. Special meetings may be called by the Chairperson of S.V.I. with proper notification.

MONTHLY
BOD?

SUN VALLEY INTERGROUP BOARD OF DIRECTORS (B.O.D.)

The Sun Valley Intergroup Board of Directors shall consist of seven persons - Chairperson, Vice-Chairperson, Secretary, Treasurer and three Directors-At-Large. Persons shall be elected to the B.O.D. by the voting members of S.V.I.; however, the B.O.D. itself may appoint a person to the Board to fill a vacant position. Election for the Board of Directors of Sun Valley Intergroup is a 4-month process beginning in September, with new Directors taking office in January.

CHAIRPERSON

It is recommended that the candidates for Chairperson be an active member of Cocaine Anonymous. They should also have necessary time available to engage in the C. A. service activity required of this position. A further recommendation is that the nominee shall have served, or is presently serving on S.V.I. The Chairperson is selected by the voting members of S.V.I. It is also suggested that the Chairperson be familiar with basic parliamentary procedures and have a working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts for World Service. The Chairperson is a signer on the S.V.I bank account, and is responsible for signing any contracts entered into by S.V.I or it's sub-committees. The Chairperson chairs the monthly S.V.I. business meeting, but carries no vote except in the case of a tie.

SUGGESTED TERM OF OFFICE – 1 YEAR
SUGGESTED SOBRIETY REQUIREMENT – 3 YEARS

VICE-CHAIRPERSON

It is recommended that candidates for this position be an active member of Cocaine Anonymous. They should also have the necessary time available to engage in the C.A. service activity required of this position. A further recommendation is that the nominee shall have served or is presently serving on S.V.I, and have a working knowledge of the Twelve Steps, the Twelve Traditions and the Twelve Concepts for World Service. In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson. The Vice-Chairperson becomes one of the co-signers on the S.V.I. bank account, and helps to co-ordinate all sub-committee functions. It is suggested that the nominee be familiar with basic parliamentary procedures, as the Vice-Chairperson role includes being the Parliamentarian during the business meetings. The Vice-Chairperson is an elected position from the currently serving Board of Directors at Large. The election is made by the B.O.D. voting members at the regularly scheduled B.O.D. business meeting immediately following the successful S.V.I. election of a Chairperson.

SUGGESTED TERM OF OFFICE – 1 YEAR
SUGGESTED SOBRIETY REQUIREMENT – 3 YEARS

DIRECTORS AT LARGE

It is recommended that candidates for this position be an active member of Cocaine Anonymous. They should also have the necessary available time to engage in the C.A. service activity required of this position. A further recommendation is that the nominee shall have served, or is presently serving in some capacity on the Sun Valley Intergroup level. The nominee should possess a working knowledge of the Twelve Steps, the Twelve Traditions and the Twelve Concepts for World Services.

TERM OF OFFICE FOR B.O.D. — 2 YEARS
SUGGESTED SOBRIETY REQUIREMENT — 3
YEARS

SECRETARY

The Secretary is a trusted servant whose responsibility is to maintain, in good form, certain records and minutes for S.V.I., as described below. It is recommended that candidates for this position have 3 years of sobriety and are active members of Cocaine Anonymous. It is also recommended that the nominee shall have served or is presently serving in some capacity on the S.V.I. level. They shall have a working knowledge of the Twelve Steps, the Twelve Traditions and the Twelve Concepts for World Service. They should also have the necessary time available required of this service position.

Duties and responsibilities include:

- To keep minutes of the S.V.I monthly business meetings and the monthly Board of Directors meetings.
- To prepare a draft agenda and minutes of the previous monthly SVI meeting and supply both items at the monthly BOD meeting.
- To maintain, in good form, all minutes of the S.V.I business meetings to include written reports from those committees responsible to submit written reports.
- To maintain, in good form, all minutes of BOD business meetings.
- To keep records of all election dates and terms of office.
- To keep and publish up to date C.A. calendars.
- To aid the Structures and Bylaws chair by keeping an accurate record of changes to the guidelines.

SUGGESTED TERM OF OFFICE — 2 YEAR
SUGGESTED SOBRIETY REQUIREMENT — 3
YEARS

TREASURER

It is recommended that candidates for this position be Active members of Cocaine Anonymous, be gainfully employed and/or financially solvent. It is further recommended that the nominee shall have served, or is presently serving in some capacity at the SVI level. The nominee should also possess a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts for World Service.

The suggested Treasurer's duties and responsibilities are to:

- Be present at the collection of and record group contributions, while working closely with someone, who has accounting expertise, if required, for monthly reconciliation's and yearly State and Federal Taxes.
- Pay all debts incurred by, SVI.
- Give a monthly financial report to SVI, the Finance Committee and makes records available to the officers of SVI. It is recommended the Monthly Financial Report include a:
 - ✓ Profit and Loss Statement
 - ✓ Balance Sheet
 - ✓ Homegroup Monthly Statement
 - ✓ A reconciled Bank Statement with current balances less any uncleared transactions,(outstanding checks and charges) for an accurate snapshot of funds available.
- Be provided, reconciled monthly bank statement copies, from all standing SVI committees that have a cash or checking account and then make this information available to the Finance Committee for review.

SUGGESTED TERM OF OFFICE — 2 YEAR
SUGGESTED SOBRIETY REQUIREMENT — 5
YEARS

Note: Suggested money handling techniques can be found in the Appendices, section 8.3

DIRECTORS AT LARGE

It is recommended that candidates for this position have at least 3 years of sobriety and are active members of Cocaine Anonymous. They should also have the necessary available time to engage in the C.A. service activity required of this position. A further recommendation is that the nominee shall have served, or is presently serving in some capacity on the Sun Valley Intergroup level. The nominee should possess a working knowledge of the Twelve Steps, the Twelve Traditions and the Twelve Concepts for World Services.

TERM OF OFFICE FOR B.O.D. — 2 YEARS
SUGGESTED SOBRIETY REQUIREMENT — 3
YEARS

ADVISORS

The Advisors make up the Phoenix District Board of Advisors or (P.D.B.A.). This is an advisory board, rather than a directive board. It is to offer guidance to members, groups and committees in matters concerning the Traditions or matters which affect Cocaine Anonymous as a whole. Advisors are encouraged to attend monthly business meetings of S.V.I. as well as sub-committee meetings. For additional information see the Cocaine Anonymous World Service Manual and Service guidelines.

The Advisors do not represent - they serve. Their purpose is to insure the continuation and growth of Cocaine Anonymous in the S.V.I. Arizona District. They are the guardians of the Twelve Traditions.

It is recommended that candidates be active members of C.A., and have a working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts for World Service.

The Advisors do not have the authority to control Cocaine Anonymous, or to change the nature of the Fellowship. Our Second Tradition insures that major policy decisions will be made by the group conscience of S.V.I.

The Advisors, individually or collectively, are to review the C.A. Newsletter "S.V.I. News" for Traditions violations and where its contents may affect C.A. as a whole.

The Advisors, individually or collectively, will approve all flyers to be distributed to the fellowship in the
S.V.I.
District.

TERM OF OFFICE — 3 YEARS
SUGGESTED SOBRIETY REQUIREMENT — 5
YEARS

DELEGATES TO WORLD SERVICE

The Delegate's Job is a Spiritual One!

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

It is recommended that the candidates for this office be active members of Cocaine Anonymous. They should also have the necessary time available to engage in the C.A. service activity required of this position. It is further suggested that nominees for this position have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts for World Service. They **must be prepared to attend the monthly business meeting of SVI**, as well as all Area and District Meetings. **At least one delegate should be prepared to attend the monthly BOD meeting.**

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

The procedure for creating the Delegate Slate* is as follows: Each candidate shall be approved for the slate or not approved. It is suggested that SVI send a slate with at least 2 candidates (and up to 4) for each open position.

Delegate and/or Alternate Delegate elections, as needed, will be as follows:

- ~~September~~ **September** with nomination requests will be taken to the home groups.
- In **October, nominations** will be taken and GSRs will take the nominations back to their home groups.
- In **November, nominees will be required to attend SVI with a resume.** Resumes will then go to the home group for a slate nomination.
- In **December, a slate will be selected** and taken to the Area. Area representatives will then vote for delegates.

***The Delegate slate is sent down to Area for the Delegate election.**

NOTE: See Area delegate election procedures for more details.

**SUGGESTED SOBRIETY REQUIREMENT: 5
YEARS TERM OF OFFICE: 4 VOTING YEARS**

DISTRICT SERVICE REPRESENTATIVES

The District Service Representative is the essential link between the District and the Area. As a member of the District Service Committee, the DSR is exposed to the group conscience of that District, and passes on the District's tenets to the area, as a member of the Area Service Committee. It is recommended that candidates for this position have at least 1 year of sobriety, are active members of Cocaine Anonymous, and be willing to make the necessary time available to engage in the functions of this position. A further recommendation is that nominees shall have served, or are currently serving, in some capacity, at the District level, and should possess a working knowledge of the Twelve Steps, the Twelve Traditions, and the Twelve Concepts for World Service.

SVI requires 8 DSR's, each serving 2-year terms. 4 DSR's rotate off every year.

DSR responsibilities:

1. Attend all District Service Committee meetings.
 - a. Attend all FOCA meetings.
 - b. Recommended to be a member of a standing sub-committee of SVI.
2. Attend all Area Committee meetings and convey back to SVI all:
 - a. Reports from the other Districts.
 - b. Area sub committee reports.
 - c. Delegate reports from World Conference, Regional Caucus, etc.
3. Serve as a liaison between SVI and other Districts in the Area, and maintain ongoing communication with them.
4. Vote at all District and Area Committee meetings' elections.
5. Sponsor service days and workshops.

TERM OF OFFICE FOR DSR – 2 YEARS
SUGGESTED SOBRIETY REQUIREMENT –1
YEAR

SECTION 5

STANDING COMMITTEES OF THE PHOENIX DISTRICT

STANDING COMMITTEES OF THE PHOENIX DISTRICT

Archive Committee

Chips and Literature Committee

Fellowship Outreach Committee

Finance Committee

Fundraising and Entertainment Committee

Information Line Committee

District Information Technology Representative

Hospitals and Institutions Committee

Public Information Committee

Apache Lake Round Up Committee

Structures and Bylaws Committee

Wetreat Committee

Each Standing Committee is directly responsible to the District Service Committee. The Chairperson of each Standing Committee, or their designated representative, shall submit a written report of committee activities for distribution to the board and at each regularly scheduled meeting of the District Service Committee.

Each committee should elect, as Chairpersons, members with considerable sobriety. Many Committees have additional positions available that may not be listed in this manual. Please contact individual committee members if you are interested in service work.

All Standing Committee Chairpersons shall serve a term of 1 year, but shall be eligible for re- election. It is suggested that the Chairperson and Vice-Chairperson be selected by the committee from its seasoned members.

ARCHIVE COMMITTEE

Statement of Purpose:

The Archive Committee is responsible for acquiring and preserving CA material goods for future historical reference. Material goods are to consist of written material (District minutes, reports, newsletters, articles, etc.) and District memorabilia. CA material goods from outside the Phoenix District will be obtained when appropriate and cost effective.

Although the following service position requirements listed below are suggested, it is imperative that we follow Concept 9 of our World Service manual, which states: "Good service leaders, together with sound and appropriate methods of choosing them are at all levels indispensable for our future functioning and safety."

Positions and requirements:

Chairperson

Sobriety requirement: 1 year

Length of term: 1 year

Duties and responsibilities:

- 1) Attends the monthly District Service Committee business meeting.
- 2) Provides a monthly written report to be presented at the monthly District Service Committee business meeting, and whenever possible, forwards a digital copy of this report to the District Secretary prior to the business meeting.
- 3) Carries one vote at the monthly District Service Committee business meeting.
- 4) Submits an annual Budget to the Finance Committee (due in December).
- 5) Presents updated internal committee guidelines at the January District Service Committee business meeting to the Board of Directors and the Structure and Bylaws Committee.
- 6) Keeps a running inventory of material goods on hand.
- 7) Guarantees the safe storage of all material goods and archive material.
- 8) Organizes the archives in such a manner as to be displayed.
- 9) Displays the archives at District, Area and World functions when requested to do so.

Vice-Chairperson

Sobriety requirement: 1 year

Length of term: 1 year

Duties and responsibilities:

- 1) Assist the Chairperson in performing the duties of the committee.
- 2) Carries one vote at the monthly District Service Committee business meeting in the absence of the Chairperson.
- 3) Fulfills the duties and responsibilities of the chairperson if the chairperson is absent.

It is requested that all District Standing Committees donate one memorabilia item with the event logo to the Archive Committee. It is also requested that one each of any surplus items be donated to the District archives.

CHIPS AND LITERATURE COMMITTEE

Statement of Purpose:

The Chips and Literature committee is responsible for ordering chips and literature from C.A. World Services and making them available to the Phoenix District fellowship at the monthly District Service Committee business meeting.

Although the following service position requirements listed below are suggested, it is imperative that we follow Concept 9 of our World Service manual, which states: "Good service leaders, together with sound and appropriate methods of choosing them are at all levels indispensable for our future functioning and safety."

Positions and requirements:

Chairperson

Sobriety requirement: 1 year

Length of term: 2 years

Duties and responsibilities:

- 1) Attends all monthly District Service Committee business meetings.
- 2) Attends the monthly Board of Directors meeting.
- 3) Provides a monthly written report to be presented at the monthly District Service Committee business meeting, and whenever possible, forwards a digital copy of this report to the District Secretary prior to the business meeting.
- 4) Carries one vote at the monthly District Service Committee business meeting.
- 5) Submits an annual Budget to the Finance Committee (due in December).
- 6) Presents updated internal committee guidelines at the January District Service Committee business meeting to the Board of Directors and the Structure and Bylaws Committee.
- 7) Keeps a current and accurate inventory of all chips and literature.
- 8) Keeps in communication with CA World Service regarding the most current literature available.
- 9) Brings a full inventory of current chips and literature to the monthly District Service Committee business meeting for purchases and distribution to the fellowship.
- 10) Maintains accurate records with regard to purchases, sales, and distribution of chips and literature.

Vice-Chairperson

Sobriety requirement: 1 year

Length of term: 2 years

Duties and responsibilities:

- 1) Attends all District Service Committee business meetings.
- 2) Fulfills the duties and responsibilities of the chairperson if the Chairperson is absent.
- 3) Carries one vote at the monthly District Service Committee business meeting if the Chairperson does not attend.
- 4) Assists the Chairperson in performing the duties of the committee.

NOTE: A copy of the chips and literature order form and group donations form may be found in this service manual.

FELLOWSHIP OUTREACH COMMITTEE

The purpose of the Fellowship Outreach Committee is to keep in contact with the C.A. Groups of Sun Valley Intergroup and to provide encouragement and support to groups in sending representation to the monthly business meeting of Sun Valley Intergroup in support of our efforts to acquire an accurate and inclusive “group conscience” of the Fellowship within our district. To assist in the organization and startup of new meetings

It is suggested that the body of the committee be comprised of the eight (8) District Service Representatives, as well as any member of the fellowship who expresses a desire to be a member of the committee and participate in its efforts. Officers for the committee will be nominated from and elected by the committee.

Suggested sobriety:

Chairperson: 3 years

Co-Chair: 2 years

Secretary: 1 year

Length of Term:

1 year

1 year

1 year

*(Additional officer positions may be developed as this committee establishes and/or expands its purpose and/or functions.)

The primary functions of this committee are as follows:

- A) To provide startup kits and offer assistance to new C.A. meetings. To assist new meetings in establishing themselves as a Homegroup, (should they be inclined to do so), and if so, assist with officer elections and provide to these newly elected officers SVI guidelines and related information.
- B) Periodically visit meetings **without representation** at Sun Valley Intergroup to provide them with literature, flyers and other information that otherwise may be unavailable to them.
- C) Periodically visit **all meetings** in the SVI Meeting List to verify list information, (i.e. day/time, location, meeting type), as well as meeting status, etc...
- D) Encourages the local groups' participation at Sun Valley Intergroup.
- E) Report on the activities of this committee at the regular monthly business meeting of Sun Valley Intergroup.

Note: In all matters, the committee shall act in accordance with the Twelve Traditions of Cocaine Anonymous and the By-Laws of Sun Valley Intergroup. Under no circumstances shall the Fellowship Outreach Committee violate the autonomy of the meeting or Homegroup when performing its duties.

FINANCE COMMITTEE

Statement of Purpose

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 Sun Valley Intergroup, (SVI), to Arizona Area of CA, Inc. and to the World Service Office, (WSO). The moment a CA member's hard-earned money is put in the basket at a CA meeting, it is expected that CA's trusted servants will handle these contributions in a responsible manner. It is expected we do everything possible to see that the money is used wisely and cared for judiciously.

The Finance Committee suggested duties and responsibilities are:

1. To help maintain accurate financial records for Sun Valley Intergroup.
2. To utilize a reasonable check and balances procedure to ensure bookkeeping integrity.
3. To be responsible for coordinating with SVI's Accountant and making sure all appropriate state and federal tax forms are filed in a timely manner, to maintain Arizona non-profit status, per 501©-3 regulatory guidelines.
4. To complete all required forms with payments for The Arizona Corporation Commission annual requisites including the timely filing of an Annual Report due in April of each year.
5. To ensure all requisite insurance premiums and correspondences are maintained.
6. To work with an accounting professional, coordinating all Treasury issue resolutions.
7. To coordinate with all SVI standing committees, as oversight, reviewing annual Budget Reports for establishing SVI's annual budget. (An annual Budget will be provided, to SVI and the Board, no later than February, provided all standing committees have, turned in their respective Budgets, to the Finance Committee, by December of the previous year, otherwise, it will be 1 month, from receipt, of the last Budget Report, received.)
8. Establishing a Prudent Reserve formulation, with set percentages, to determine funds in excess of Prudent Reserve, for disbursement, up, to Area and World.
9. To conduct a final count and reconciliation of monies turned in at SVI.
10. Deposit the monies into SVI's banking account the day following SVI. (Deposit slip to be filled out and provided by the Treasurer at SVI.)
11. Review online banking account activity and specifically report on any unusual transactions or that all transactions appear legitimate at SVI.

The Finance Committee Chairperson suggested qualifications:

1. **Will be selected by the SVI Governing Board.**
2. Is recommended, to have at least 3 years of sobriety.
3. Be active members of Cocaine Anonymous.
4. Should possess a working knowledge of the Twelve Steps, Traditions and Concepts for World Service.
5. Will conduct monthly meetings and provide minutes to SVI.

SUGGESTED TERM OF OFFICE – 2 YEARS
SUGGESTED SOBRIETY REQUIREMENT – 3
YEARS

Mismanagement Of Funds:

- Unfortunately, mismanagement of funds has occurred at Sun Valley Intergroup and within other various levels of CA. Adhering to the Treasurer Qualifications is our first defense from this happening again.
- Making certain we are using a responsible member of our local fellowship to handle our money is very important.
- Making sure they are providing us with accurate reports and regular reviews of the financial records is highly recommended.
- Utilizing one who has expertise in accounting can help provide objective third party oversight and guidance to keep the financial health of SVI functional and supportive of our goal in carrying the message of recovery, to all, who would have it.

Suggested Prudent Reserve:

- ☐ Prudent Reserve is a target goal, to be defined as, **4** months of operating expenses, to be calculated, using the previous two years **Total Expenses**, (removing all donations to Arizona Area, and CAWSO, within those previous 24 months expense totals), times 4/24.
- The Savings (money market) account Totals is used as Prudent Reserve.
- Prudent Reserve determination, will take place every February 1st.
- Total Expenses will be calculated from January through December of the previous two years.
- All left over monies in the checking account, the day of the monthly deposit, will be forwarded to Arizona Area and CAWSO using the 70/30 split, respectively, (70% to Arizona Area and 30% to CAWSO). The Treasurer may use his/her discretion in making the above donations if:
 1. There is an expectation of an irregular cash outflow (i.e. seed money, insurance payment) to occur in the next 3 months that would require an excess of cash on hand.
 2. It is reasonable to assume that the current month's deposit will not cover the current month's expenses.

Formula: (Previous two years Total Expenses – (Donations to CAWSO + Donations to AZ Area for those two years)) x (4/24)

EXAMPLE: Prudent reserve for 2007

$$75,345 - 9,970 = 65,375 \times 4/24 = 10,896$$

\$75,345.00 represents 2 years Total expense.

\$9,970.00 represents Donations to CAWSO & AZ Area.

\$65,375 represents the operating expenses from the previous 2 years.

(4/24) represents 4 months of the operating expenses of the previous 2 years.

\$10,896 is the Prudent Reserve.

FUNDRAISING AND ENTERTAINMENT COMMITTEE

Statement of Purpose:

The Entertainment and Fundraising Committee is responsible for organizing entertainment and fundraising events for the Phoenix District.

Although the following service position requirements listed below are suggested, it is imperative that we follow Concept 9 of our World Service manual, which states: "Good service leaders, together with sound and appropriate methods of choosing them are at all levels indispensable for our future functioning and safety."

Positions and requirements:

Chairperson

Sobriety requirement: 2 years

Length of term: 1 year

Duties and responsibilities:

- 1) Attends all District Service Committee business meetings.
- 2) Provides a monthly written report to be presented at the monthly District Service Committee business meeting.
- 3) Carries one vote at the monthly District Service Committee business meeting.
- 4) Submits an annual budget to the Finance Committee (due in December).
- 5) Submits a written monthly report to the Finance Committee at the monthly District Service Committee business meeting summarizing all financial transactions that have occurred.
- 6) Organizes dances, entertainment and fund-raising events.
- 7) Prints and distributes District event flyers in a timely manner following approved guidelines.
- 8) Maintains an up to date calendar of the C.A. events and providing on-going timely updates to the Board of Directors and the District Secretary.
- 9) Coordinates and facilitates scheduling of events sponsored by other Standing Committees.
- 10) Provides the C.A. Information Line, Public Information and Area Internet Committee with digital copies of flyers and information on upcoming events.
- 11) Keeps track of events in other fellowships so as to avoid conflicts whenever possible.
- 12) Assists the PI committee in coordinating the contracting of qualified sign language interpreters for special event C.A. speaker meetings.

Vice-Chairperson

Sobriety requirement: 1 year

Length of term: 1 year

Duties and responsibilities:

- 1) Assists the Chairperson in performing the duties of the committee.
- 2) Carries one vote at the monthly District Service Committee business meeting in the absence of the Chairperson.
- 3) Fulfills the duties and responsibilities of the chairperson if the chairperson is absent.

HOSPITALS AND INSTITUTIONS COMMITTEE

The purpose of the Hospitals and Institutions Committee is to carry our message of recovery to addicts in H & I.

The functions of this committee are as follows:

- When allowed to do so, take C.A. meetings into facilities within the Phoenix, Arizona District.
- Provide a Liaison between treatment facilities and groups on the outside.
- Arrange purchase and distribution of C.A literature for H & I meetings. Literature should coincide with facility guidelines.
- Seek to understand, respect and adhere to all hospital and institutions regulations.
- Provide information about C.A.'s functions and purpose.
- Seek out new facilities which will accept a new C.A. H & I meeting.
- Provide speakers for treatment facilities.
- Plan and put on the Annual H & I Day.
- Inform S.V.I about the activities of the Hospital and Institutions Committee at the regular monthly business meeting.
- Submit an annual budget to S.V.I.
- Bring a monthly finance statement to the monthly business of S.V.I.

NOTE: The Bylaws of S.V.I Inc. have been amended as follows in regards to the Hospital and Institutions Collection, also referred to as the "H & I Can."

The monthly budget for H&I Committee of S.V.I is generated by the "H & I Can" for the previous fiscal year. If the average monthly income from the "H & I Can" is less than the monthly budget for the H&I Committee,

S.V.I shall make up the difference from the General Fund. (S.V.I. 9/91)

The formula for figuring the annual budget for Hospitals and Institutions Committee is as follows:

The previous years budget, plus or minus the increase or decrease in the number of meetings currently being run by this committee. (Example: 15% increase in the number of meetings would result in a 15% increase over the previous year's annual budget.)

In any case, The H&I Committee's monthly budget must be equal to, or greater than the average monthly donation in the "H & I Can" for the past fiscal year. This is to preserve the integrity of The Hospital and Institutions Collection made at regular C.A. meetings.

THE H&I CAN

Because there seems to be some confusion in regards to the method of accounting for, and dispensing of, the money in the H&I Can, the following may be helpful. It is important that everyone thoroughly understands what is going on. At each meeting where the H&I Can is passed, the following statement is read: "The can being passed goes to support H&I's efforts to supply Big Books, Keychains & Literature to Newcomers in Hospitals and Institution." If, through misunderstanding, it is said that the money "does not really go to H&I," then we may expect the donations to drop off drastically. This why it is vital for each of us to understand exactly how the H&I Donations are handled.

Before the H&I Can was started, in November of 1990, 100% of H&I budget came directly out of S.V.I.'s 7th Tradition. As H&I was growing, this was putting an increasing strain on S.V.I.'s resources.

The confusion seemed to be connected with the lag time involved in the way H&I budget is figured, its expenses being one year ahead of it's collections. This was setup this way for two reasons. First, so S.V.I. would have the actual money in its account before it was budgeted back to H&I. S.V.I. would not have to "Front" the money- thereby decreasing the risk to S.V.I. Secondly, so H&I would have a regular, steady source of income. For example, in July, when our donations have always been low, H&I would be able to provide the same amount of key chains and literature as in May when our donations have always been high.

The effect of this arrangement is as

follows: In 1991, \$2957.70 was collected in the H&I Can for H&I.

In 1992, \$2957.70 was paid out to H&I (plus \$197.40 from S.V.I. to cover the rest of H&I's monthly budget.

In 1992, \$5113.32 was collected in the H&I Can for H&I.

In 1993, \$5113.32 was paid out to H&I (plus \$702.00 from S.V.I. to cover the rest of H&I's monthly budget)

In 1993, \$6678.96 was collected in the H&I Can for H&I.

In 1994, \$6678.96 was paid out to H&I (plus \$0.00 from S.V.I. to cover the rest of H&I's monthly budget.

NOTE: The budget for any sub-committee of S.V.I. is contingent upon the availability of funds. Each committee's monthly budget may be adjusted to the needs of C.A. as a whole with the agreement of the Treasurer of S.V.I. and the head of the committee in question. If the head of the committee, and the treasurer cannot agree, the matter will be resolved by S.V.I. itself at the next regularly scheduled business meeting of S.V.I.

COCAINE ANONYMOUS 12 STEP CALLS DO'S AND DON'TS

DO'S

- 1) DO - Ask the caller to call you directly or call them back directly. Do not stay on the line.
- 2) DO - Answer, "Hello, may I help you?" if you choose. It is not necessary to say "Cocaine Anonymous."
- 3) DO - Remember we are representing C.A., avoid profane or abusive language.
- 4) DO - Share your experience, strength and hope.
- 5) DO - Encourage callers to attend a meeting before sending a member to meet them.
- 6) Many 12 step calls can be done on the phone.
- 7) DO- When a 12-step call is necessary; contact one of the people who hold the 12-step call list.
- 8) DO - If physical abuse is an issue; refer the caller to various shelters, available through the Community Information and Referral Service. See next page.
- 9) DO - Refer calls for Public Information, i.e. requests for speakers, new meetings, radio, T.V. or literature the C.A. Public Information Chairperson or Info line chairperson.
- 10) DO - Keep your conversation short and explain that you must keep the line open to help others.
- 11) DO - Suggest that the caller arrives ten minutes early for the meeting and to let someone there know it's their first meeting.
- 12) DO - If the caller is a family member or a friend ask, "Does the addict want help?" if yes, speak directly to the addict. If no, refer the caller to CO-ANON for his or her own help.
- 13) DO - If a situation arises that you are not sure how to handle, take the callers name and number then contact the Information Line Chairperson, or your sponsor.
- 14) DO - Advise callers to call 911 if there is an emergency.
- 15) DO-Ask them if they access to the internet: www.caarizona.org or Google big book (currently the 4th hit is an online copy of the Big Book of A.A.)

COCAINE ANONYMOUS 12 STEP CALLS DO'S AND DON'TS cont'd

DON'TS

- 1) DON'T- (if you are using a cell phone) a. Turn off your phone b. choose ignore (the call must ring 4 times before it will look for another volunteer).
- 2) DON'T- Recommend a specific treatment center or half way house. Refer the caller to the Community Information and Referral Line.
- 3) DON'T- Give medical advice.
- 4) DON'T- Allow the caller to dominate the conversation or try to tell you how they want to begin recovery. Use discretion, many callers tend to ramble on with their opinions. Remind them they called you for help and suggest they listen to what you can offer.
- 5) DON'T - Advise specific action for domestic difficulties, i.e., "I'd kick the bum out." Refer them to CO-ANON. Your G. S.R. will have the CO-ANON numbers, or use the Community
- 6) Information and Referral Line, which will direct them to professional counseling.
- 7) DON'T- Give out anyone's last name or phone number. Always protect the anonymity of C.A. members.
- 8) DON'T- Accept personal messages for another addict or give out any phone numbers.
- 9) DON'T- Tell callers they will be met at their homes. Let the C.A. member making the call arrange a meeting place.
- 10) DON'T- Send someone on a 12 STEP CALL ALONE.
- 11) DON'T- Take a 12 STEP CALL yourself because you think it might lead to a "romantic encounter."

REFERRAL NUMBERS

COMMUNITY INFORMATION AND REFERRAL LINE.....602-263-8856 POLICE EMERGENCY.....911

NOTE: ANY C.A. General Service Representative (G.S.R) will have access to the 12 STEP CALL list as well as the CO-ANON call list.

If you have any questions or are unsure how to handle a situation, call The Information Line liaison, The Public Information Chair or a SVI Board Member.

INFORMATION LINE COMMITTEE

The purpose of this committee is to manage the affairs of the Cocaine Anonymous Information Line.

The functions of this committee are as follows:

- Provide the C.A. answering service with current meeting lists and/or meeting books.
- Keep a schedule of the dates on which the various C.A. Homegroups have committed to answer the C.A. Information Line.
- Contact the G.S.R.'s of these Homegroups to remind them of when they are scheduled to take the C.A. Information Line.
- Maintain, update and distribute copies of the C.A. Information Line Guidelines.
- Report the activities of this committee to the regular meeting of Sun Valley Intergroup.
- Appoint a member of the committee to check **daily** with the answering machine to pick up and clear all messages.
- Get information from the P.I. Committee and Fundraising & Entertainment Committee on upcoming events to give to the phone line.

NOTE: A copy of the Information Line Guidelines may be found in this service manual.

DISTRICT INFORMATION TECHNOLOGY REPRESENTATIVE (DITR)

Statement of Purpose:

The District information Technology Representative (DITR) is a District-elected position serving as a member of the Area IT Committee. The DITR is essential in the exchange of information between the District and the Area using all emerging technologies.

Although the following service position requirements listed below are suggested, it is imperative that we follow Concept 9 of our World Service manual, which states: “Good service leaders, together with sound and appropriate methods of choosing them are at all levels indispensable for our future functioning and safety.

Positions and requirements:

Liaison

Sobriety requirement: 2 years

Length of term: 2 years

Duties and responsibilities:

- 1) Attends all District Service Committee business meetings.
- 2) Provides a monthly written report to be presented at the monthly District Service Committee business meeting, and whenever possible, forwards a digital copy of this report to the District Secretary prior to the business meeting.
- 3) Carries one vote at the monthly District Service Committee business meeting.
- 4) Resides in the Phoenix District.
- 5) Represents the Area IT Committee at the monthly District Service Committee business meeting.
- 6) Is a standing member of the Area IT Committee, and attends all Area IT Committee meetings along with the bi-monthly Area Service meeting, relating pertinent District updates.
- 7) Must have a readily available computer with an internet connection and maintains a frequently monitored email account.
- 8) Has a sufficient computer and word processing skills to fulfill the duties of this position.
- 9) Possesses a working knowledge of the CAWSC Information Technology Committee Workbook and Guidelines, the Twelve Traditions and the Twelve Concepts.
- 10) Gathers data from the District (such as meeting information, event schedules, contact information, District changes, service position changes, etc.) and provides such information to the Area IT Committee for regular website updates.
- 11) Partners with the Area IT Committee on website design, content and planning.
- 12) When necessary, confers with Delegates, Advisors and Trustees with questions or concerns about the Area website conforming to the Twelve Traditions of C.A.
- 13) Maintains weekly communication with the Area IT Chairperson.

Note: It is suggested that the District Information Technology Representative not hold simultaneous service positions as those positions may impede the ability to accurately collect and communicate all the pertinent information.

PUBLIC INFORMATION COMMITTEE

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

Positions and Duties:

CHAIR

Suggested sobriety requirement – 2 years, suggested term of office – 1 year

Sets P.I. Agenda and facilitates P.I. Meeting. Coordinates subcommittee functions. Attends monthly SVI meeting or designates someone from P.I. to attend.

CO-CHAIR

Suggested sobriety requirement – 1 year, suggested term of office – 1 year

Facilitates P.I. meeting when Chair is unable to attend. Helps coordinate subcommittee functions.

SECRETARY

Suggested sobriety requirement – 6 months, suggested term of office – 1 year

Keeps and maintains all minutes of the P.I. Committee meetings. Disseminates minutes in a timely manner so that they are available for the monthly SVI meeting.

MEDIA CHAIR

Suggested sobriety requirement – 1 year, suggested term of office – 1 year

Cooperates with the public and the media to protect the anonymity of the membership and attract new members.

MEETING BOOKS and LISTS CHAIR

Suggested sobriety requirement – 1 year, suggested term of office – 1 year

Updates, and distributes meeting books and meeting lists.

COMMUNITY OUTREACH CHAIR

Suggested sobriety requirement – 6 months, suggested term of office – 6 months

- Keeps list for non-C.A. related events speakers and provides C.A. speakers at the request of organizations outside the fellowship.
- Maintains inventory of literature and items and distributes these to groups.
- Maintains and updates mailing list of treatment centers and other agencies and organizations interested in C.A. and regularly mails out meeting lists and information to such places.

TREASURER CHAIR

Suggested sobriety requirement – 2 years, suggested term of office – 1 year

- An annual budget is to be submitted to the Finance Committee (due in December). Monthly expenditures that fall within the budget will be paid out via the SVI purchase order system. Any special events or expenses that fall outside the budget would be approved by the SVI group conscience.

Suggested sobriety
requirements and terms of office
approved

APACHE LAKE ROUNDUP COMMITTEE

Statement of Purpose:

The Roundup Committee is responsible for planning and hosting the annual C.A. Apache Lake Roundup. The purpose of this event is to financially support the efforts of the Phoenix District in carrying the C.A. message to the addict who still suffers. Specific duties and responsibilities of the sub-committees may be found in the Apache Lake Roundup Committee Guidelines.

Although the following service position requirements listed below are suggested, it is imperative that we follow Concept 9 of our World Service manual, which states: "Good service leaders, together with sound and appropriate methods of choosing them are at all levels indispensable for our future functioning and safety."

Positions and requirements:

Chairperson

Sobriety requirement: 2 years

Length of term: 1 year

Duties and responsibilities:

- 1) Attends all District Service Committee business meetings.
- 2) Provides a monthly written report to be presented at the monthly District Service Committee business meeting, and whenever possible, forwards a digital copy of this report to the District Secretary prior to the business meeting.
- 3) Carries one vote at the monthly District Service Committee business meeting.
- 4) Submits an annual budget to the Finance Committee (due in December).
- 5) Submits a monthly financial statement at the monthly District Service Committee business meeting.
- 6) Presents updated internal committee guidelines at the January SVI business meeting to the Board of Directors and the Structure and Bylaws Committee.
- 7) Submits a final detailed financial report of income and expenses, gross income and net income totals no later than the second monthly District Service Committee business meeting following the Round Up.
- 8) Provides direction and coordination to the Roundup Committee.
- 9) Plans and hosts the Apache Lake Round Up.

Vice-Chairperson

Sobriety requirement: 2 years

Length of term: 1 year

Duties and responsibilities:

- 1) Assists the Chairperson in performing the duties of the committee.
- 2) Carries one vote at the monthly District Service Committee business meeting in the absence of the Chairperson.
- 3) Fulfills the duties and responsibilities of the chairperson if the chairperson is absent.

NOTE: The District Service Committee reserves the right to approve or disapprove nominees for Treasurer of this committee. Nominations for the position of treasurer are made by the convention committee and then submitted to the District Service Committee for ratification.

NOTE: The Co-Chairperson of this committee is eligible to rotate into the Chairperson position of the following Convention if such rotation is approved.

STRUCTURE AND BYLAWS COMMITTEE

Statement of Purpose:

The Structure and Bylaws Committee is responsible for maintaining and updating the District Bylaws and Guidelines and assisting in the formulation of new Bylaws, Guidelines, and other structures that provide guidance to C.A. Groups, trusted servants and the Phoenix District.

Although the following service position requirements listed below are suggested, it is imperative that we follow Concept 9 of our World Service manual, which states: "Good service leaders, together with sound and appropriate methods of choosing them are at all levels indispensable for our future functioning and safety."

Positions and requirements:

Chairperson

Sobriety requirement: 3 years
Length of term: 2 years

Duties and responsibilities:

- 1) Attends all District Service Committee business meetings.
- 2) Provides a monthly written report to be presented at the monthly District Service Committee business meeting.
- 3) Carries one vote at the monthly District Service Committee business meeting.
- 4) Maintains current versions of the Bylaws and Guidelines and incorporates any amendments or changes made during the course of the year.
- 5) Coordinates with the District Secretary to confirm all motions resulting in guideline changes.
- 6) Assists the B.O.D. in reviewing drafts of proposed amendments and changes for continuity of language and form. Assists in determining if the draft is in conflict with any other provisions of the Bylaws or Guidelines.
- 7) Notifies the Area Webmaster of any Guideline changes for inclusion on-line.
- 8) Reviews and, if requested, investigates and reports on structures that may be useful to the Phoenix District.
- 9) Prepares updated guidelines each January for approval and subsequent printing in February.
- 10) Submits an annual budget to the Finance Committee (due in December).

Vice-Chairperson

Sobriety requirement: 2 years
Length of term: 2 year

Duties and responsibilities:

- 1) Assists the Chairperson in performing the duties of the committee.
- 2) Carries one vote at the monthly District Service Committee business meeting in the absence of the Chairperson.
- 3) Fulfills the duties and responsibilities of the chairperson if the chairperson is absent.

FELLOWSHIP OUTREACH COMMITTEE

The purpose of the Fellowship Outreach Committee is to keep in contact with the C.A. Groups of Sun Valley Intergroup and to provide encouragement and support to groups in sending representation to the monthly business meeting of Sun Valley Intergroup in support of our efforts to acquire an accurate and inclusive “group conscience” of the Fellowship within our district. To assist in the organization and startup of new meetings

It is suggested that the body of the committee be comprised of the eight (8) District Service Representatives, as well as any member of the fellowship who expresses a desire to be a member of the committee and participate in its efforts. Officers for the committee will be nominated from and elected by the committee.

Suggested sobriety:

Chairperson: 3 years

Co-Chair: 2 years

Secretary: 1 year

Length of Term:

1 year

1 year

1 year

*(Additional officer positions may be developed as this committee establishes and/or expands its purpose and/or functions.)

The primary functions of this committee are as follows:

- F) To provide startup kits and offer assistance to new C.A. meetings. To assist new meetings in establishing themselves as a Homegroup, (should they be inclined to do so), and if so, assist with officer elections and provide to these newly elected officers SVI guidelines and related information.
- G) Periodically visit meetings **without representation** at Sun Valley Intergroup to provide them with literature, flyers and other information that otherwise may be unavailable to them.
- H) Periodically visit **all meetings** in the SVI Meeting List to verify list information, (i.e. day/time, location, meeting type), as well as meeting status, etc...
- I) Encourages the local groups' participation at Sun Valley Intergroup.
- J) Report on the activities of this committee at the regular monthly business meeting of Sun Valley Intergroup.

Note: In all matters, the committee shall act in accordance with the Twelve Traditions of Cocaine Anonymous and the By-Laws of Sun Valley Intergroup. Under no circumstances shall the Fellowship Outreach Committee violate the autonomy of the meeting or Homegroup when performing its duties.

SECTION 6

**SUGGESTED AND APPROVED
FORMATS AND READINGS**

APPENDIX LIST OF WSC APPROVED LITERATURE:*

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

Books:

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

Pamphlets:

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

Other Materials:

CA Fact File
Traditions Group Inventory

Guidelines and Workbooks:

1. Cocaine Anonymous World Service Conference Committee Guidelines
2. Cocaine Anonymous World Service Conference Hospitals and Institutions Committee Guidelines and Information
3. Cocaine Anonymous World Service Convention Committee Guidelines
4. Cocaine Anonymous World Service Manual
5. Cocaine Anonymous World Service Public Information Workbook
6. Financial Guidelines for Groups, Districts & Areas of Cocaine Anonymous
7. Information Technology Workbook and Guidelines
8. Unity Guidelines/Duties

Advisory Opinions:

In addition, the World Service Conference has passed the following Advisory Opinions:

August 20, 1989: “THE BOOKS ALCOHOLICS ANONYMOUS AND TWELVE STEPS AND TWELVE TRADITIONS OF ALCOHOLICS ANONYMOUS ARE TWO OF OUR MOST VALUABLE TOOLS OF RECOVERY AND AS SUCH, IT IS THE OPINION OF COCAINE ANONYMOUS THAT MEETINGS SHOULD BE ALLOWED TO HAVE THESE BOOKS AVAILABLE TO SUPPORT MEMBERS IN THEIR RECOVERY.”

September 4, 2004: “THE BOOK, “A.A. SERVICE MANUAL”, COMBINED WITH THE “TWELVE CONCEPTS FOR WORLD SERVICE” IS A VALUABLE TOOL OF RECOVERY IN SERVICE, AND AS SUCH, IT IS THE OPINION OF COCAINE ANONYMOUS THAT MEETINGS AND SERVICE MEETINGS WITHIN THE FELLOWSHIP SHOULD BE ALLOWED TO HAVE THIS BOOK AVAILABLE TO SUPPORT THE MEMBERS IN THEIR RECOVERY.”

* Adopted from CA World Service Manual 2011 Edition

SUGGESTED PARTICIPATION MEETING FORMAT

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

Cocaine Anonymous is a Fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others recover from their addiction. The only requirement for membership is a desire to stop using cocaine and all other mind-altering substances. There are no dues or fees for membership; we are fully self-supporting through our own contributions. We are not allied with any sect, denomination, politics, organization, or institution. We do not wish to engage in any controversy and we neither endorse nor oppose any causes. Our primary purpose is to stay free from cocaine and all other mind-altering substances, and to help others achieve the same freedom.*

We use the Twelve Steps of recovery because it has already been proven that the Twelve-Step recovery program works.

It is a custom in Cocaine Anonymous to read *We Can Recover*, taken from the C.A. "Storybook." I've asked () to read for us.

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

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

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

(FIVE MINUTES BEFORE COFFEE BREAK) We are fully self-supporting through our own contributions. At this time we will observe the 7th Tradition. Newcomers need not feel obligated to contribute. Please remain quietly seated while the baskets are being passed.

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

(AFTER COFFEE BREAK)

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

We give a cake for every 365 days of continuous sobriety. We have (_____)

birthdays. Now we will continue with participation.

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

(AFTER SECRETARY'S ANNOUNCEMENTS) I would like to close by having (_____) read

The Promises, A Vision for You, or Reaching Out.

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



SUGGESTED STEP STUDY MEETING FORMAT

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

Cocaine Anonymous is a Fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others recover from their addiction. The only requirement for membership is a desire to stop using cocaine and all other mind-altering substances. There are no dues or fees for membership; we are fully self-supporting through our own contributions. We are not allied with any sect, denomination, politics, organization, or institution. We do not wish to engage in any controversy and we neither endorse nor oppose any causes. Our primary purpose is to stay free from cocaine and all other mind-altering substances, and to help others achieve the same freedom. *

We use the Twelve Steps of recovery because it has already been proven that the Twelve-Step recovery program works.

It is a custom in Cocaine Anonymous to read *We Can Recover*, taken from the C.A. "Storybook." I've asked (_____) to read for us.

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

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

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

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

(AFTER READING OF THE STEP) We are fully self-supporting through our own contributions. At this time we will observe the 7th Tradition. Newcomers need not feel obligated to contribute. Please remain quietly seated while the baskets are being passed.

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

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

(AFTER COFFEE
BREAK)

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

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

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

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

(AFTER SECRETARY'S ANNOUNCEMENTS) I would like to close by having (_____) read *The Promises, A Vision for You, or Reaching Out.*

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



Free™

“We’re Here and We’re

C.A. Conference-Approved Literature Cocaine
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WE CAN RECOVER

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

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

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

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

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

No one comes into Cocaine Anonymous to find God. We came into these rooms to get rid of a terrifying drug habit. Look around this room. You are surrounded by people who came as a last resort. We came into these rooms emotionally, financially and spiritually bankrupt. We have experienced all sorts of tragedies as a result of cocaine, drugs and/or alcohol. We have lived many of the same horrors you have, yet today we are free from the misery, terror and pain of addiction.

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

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

Approved

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



"We're Here and We're Free"™
C.A. Conference-Approved Literature
Cocaine Anonymous World Services, Inc.
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THE TWELVE TRADITIONS

1. Our common welfare should come first; personal recovery depends upon C.A. unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for C.A. membership is a desire to stop using cocaine and all other mind-altering substances.
4. Each group should be autonomous except in matters affecting other groups or C.A. as a whole.
5. Each group has but one primary purpose—to carry its message to the addict who still suffers.
6. A C.A. group ought never endorse, finance, or lend the C.A. name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every C.A. group ought to be fully self-supporting, declining outside contributions.
8. Cocaine Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. C.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Cocaine Anonymous has no opinion on outside issues; hence the C.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, television and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

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WHO IS A COCAINE ADDICT?

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

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

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

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

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

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

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



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WHO IS A C.A. MEMBER?

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

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

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

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



ALCOHOL

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

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THE PROMISES

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

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

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A VISION FOR YOU

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

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

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REACHING OUT

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

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

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

APPROVED



SECTION 7

BASIC PARLIAMENTARY PROCEDURE

Part One - Procedure

Motion - Any list of business brought before Sun Valley Intergroup on which an action or decision is proposed.

- A.) A motion must be seconded before it can be discussed.
- B.) Following discussion on a motion, a call to vote may be made. If the call to vote carries, the motion on the floor may be voted upon.

Eligibility - Those eligible to vote or make motions before Sun Valley Intergroup are G. S .R.(s), Advisors, District Service Representatives, Members of the Board of Directors, Chairpersons of Standing Committees or their representative and Delegates to the World Service Conference. The Board of Directors has one vote each except in elections, where they have one vote collectively.

- 1.) A simple majority of eligible voters is required for the adoption on any motion.
- 2.) In most cases, a vote is by voice, with members signifying either “Aye” or “Nay.” If the vote is not unanimous, then a show of hands is called for.
- 3.) In elections, a written ballot is required.
- 4.) Before the vote is actually taken, the Chairperson calls for the secretary to restate the motion.
- 5.) A motion which passes is “carried.”

A Quorum - consisting of 2/3 of the represented C.A. Homegroups is required for the adoption of any motion or resolution (Bylaws, Article III section 3)

Point of Information - A Point of Information is a question of the Chair, or someone else the Chair designates to answer, regarding the motion on the floor. Points of Information will be taken after debate is heard since many questions are answered during the debate.

Questions - Regarding the motion may be directed to the person making the motion, though the person asking the question still retains the floor.

Point of Order – A Point Of Order can be raised by anyone at any time during the course of the meeting as long as it relates to a breach of the rules. This point takes precedent over anything else.

BASIC PARLIAMENTARY PROCEDURE

Part Two - Types of Motions

- 1.) **Motion to accept the minutes** - A motion to accept and approve the minutes of the previous month's meeting, and add these to the record.
- 2.) **Motion to accept the Treasurers report** - A motion to accept and approve the Treasurer's report and add it to the record.
- 3.) **Friendly Amendment to the motion** - A request to add something to a motion under discussion; it is up to the person making the motion to accept or reject a Friendly Amendment. If a friendly amendment is accepted, it then becomes part of the motion.
- 4.) **Motion to suspend the rules** - A motion to forgo the regular order of business, usually so that a motion can be made.
Example: All motions must be made before 8:45 p.m. at a regular business meeting of S.V.I. A motion to suspend the rules would have to be made, then voted upon and carried to bring a motion to the floor after that time.
- 5.) **Motion to table** - This suspends discussion on the motion until the next scheduled business meeting of S.V.I. (if the motion to table carries), this motion has precedence in that it is the first item discussed under old business at the next meeting of the committee. A motion to table requires a second and a simple majority vote to carry.
- 6.) **Motion to call for a vote** - This suspends all discussion on a motion, and, if carried, requires that the motion currently under discussion be voted upon at once. A second and a simple majority vote are required to carry a motion to call for a vote.
- 7.) **Motion to adjourn** - Along with a second and a vote, is required to adjourn the meeting.
- 8.) **Motion to limit debate** - A motion to limit debate can be made in one of two ways.
 - A) By time - a specific period of time is allotted to discussion, after which the vote is taken.
 - B) By members - a specific number of S.V.I. members may be allowed to present their views, after which a vote is taken.
- 9.) **Motion to reconsider** - Once a motion has passed, it cannot be reconsidered except by a motion to reconsider the vote, or a "Right of Appeal" under the Fifth Concept for World Service.
A motion to reconsider must be made by a person who voted on the prevailing side during the debate.

The Fifth Concept of the Twelve Concepts for World Service, the “Right of Appeal” should always be observed, “assuring us that minority opinion will be heard and that petitions for the redress of personal grievances will carefully be considered.”

10.) **Motion to Withdraw** - A motion may be withdrawn by the person who made it before a vote is taken.

SPECIAL NOTE: In general, Sun Valley Intergroup follows Basic Parliamentary Procedure as described in “Robert’s Rules of Order.” There are however, important exceptions in regards to where these conflict with the Twelve Traditions and/or the Twelve Concepts for World Service, which must always take precedence.

JUST A FRIENDLY REMINDER
PRINCIPLES BEFORE
PERSONALITIES

TABLE OF MOTIONS*

<i>Motions In Order By Precedence</i>	<i>Requires a Second</i>	<i>Mover be Recognized</i>	<i>Is Motion Debatable</i>	<i>Voting % Required</i>	<i>Notes: (or applies to motions)</i>
<u>1. To Adjourn (or Recess)</u>	<u>Yes</u>	<u>Yes</u>	<u>No</u>	<u>Majority</u>	<u>None</u>
<u>2. Rise to a Point of Order</u>	<u>No</u>	<u>No</u>	<u>No</u>	—	<u>Any motion, act or decision</u>
<u>3. To Appeal from a Decision</u>	<u>Yes</u>	<u>No</u>	<u>Yes</u>	<u>Majority</u>	<u>Any decision by Chair/ P-mentarian</u>
<u>4. To Suspend the Rules</u>	<u>Yes</u>	<u>Yes</u>	<u>No</u>	<u>2/3rds</u>	<u>Simple suspension requires majority only</u>
<u>5. To Withdraw a Motion</u>	<u>Yes</u>	<u>Yes</u>	<u>No</u>	<u>Majority</u>	<u>Any motion</u>
<u>6. To Object to Consideration (Rare)</u>	<u>No</u>	<u>No</u>	<u>No</u>	<u>2/3rds</u>	<u>Main motion</u>
<u>7. To Lay on the Table</u>	<u>Yes</u>	<u>Yes</u>	<u>No</u>	<u>Majority</u>	<u>Main motion, appeals, reconsideration</u>
<u>8. To Close (or Limit) Debate</u>	<u>Yes</u>	<u>Yes</u>	<u>No</u>	<u>2/3rds</u>	<u>Any debatable motion</u>
<u>9. To Refer to Committee</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Majority</u>	<u>Main motion</u>
<u>10. To Amend</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Majority</u>	<u>Main motion, limit, debate, refer</u>
<u>11. MAIN MOTION (or Question)</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Majority</u>	<u>No other motions</u>
<u>12. To Reconsider</u>	<u>Yes</u>	<u>No</u>	<u>Yes</u>	<u>Majority</u>	<u>Any except adjourn, table, suspend rules</u>
<u>13. To Rescind (passed motions)</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>2/3rds**</u>	<u>**If 1 day's notice is given, only a simple majority is required</u>

**Adopted from CA World Service Manual (Revised January 25th, 2005)*

SECTION 8

APPENDICES

MONEY HANDLING TECHNIQUES

The following guidelines are suggested for all trusted servants when charged with the responsibility of handling funds in Cocaine Anonymous.

- 1) Under no circumstances shall any member of the fellowship ever borrow from District funds. The money belongs to the Phoenix District fellowship.
- 2) Personal monies and District monies must not be combined or co-mingled at any time.
- 3) All money received at a CA sponsored event must be turned in at the next District Service Committee business meeting.
- 4) When money is turned in to the Treasurer at the District Service Committee business meeting, a receipt will be returned to the person turning in the money before the end of that business meeting.
- 5) All Standing Committees must provide a written financial statement at the District Service Committee business meeting if they either have a bank account or have handled CA money during the previous month.
- 6) All money received at a CA sponsored event must be counted immediately, in the presence of another trusted servant. The totals must be recorded and verified with signatures by a minimum of two members. At no time should any amount of money be collected and counted by one member.
- 7) Deposits of all funds into a bank should be made on the first available business day following the close of the event. Receipts of the transaction shall be kept in a safe place and reconciled with next financial statement received from the institution of deposit.
- 8) The District's main bank accounts shall have three signatories on the account; the District Chairperson, Vice-Chair and Treasurer. The account shall be set up so that the bank only honors checks with two (2) signatures.
- 9) All District Standing Committees with a bank account shall have at least three signatories on the account. The account shall be set up so that the bank only honors checks with two (2) signatures. The Standing Committee shall provide the names, phone numbers, and email addresses of all signatories to the District Finance Chair as soon as they are on the account. The District Finance Chair shall be given read-only access to all Standing Committee bank accounts for monthly oversight and bank account reconciliation.
- 10) It is recommended that a Safety deposit box be maintained as a safe place to keep classified account information. This classified information should not be stored on personal computer hard-drives. Storing the information on a memory stick or disc is recommended for editing purposes. Only one digital copy shall be maintained and kept by the Treasurer with the Treasurer's archival records, preferably under lock and key.
- 11) All requests for reimbursements from members of the District must be accompanied by a detailed receipt. A Check Request form must be filled out and the receipt attached to this form. Included on this form shall be the check number, amount, purpose, purchase order number if needed and to whom the reimbursement check was made out to. All receipts shall be kept for a year. After the amount has been reimbursed to the individual, the treasurer should mark on the receipt: "Paid" and include the date & check number.

- 12) Any expenditure over \$250.00 must be subjected to a Three-Bid process to insure that the District is remaining fiscally responsible in the matter of large purchase items and/or services. The Three Bid process is as follows:
 - a. Bids shall be in written form, signed and dated by the proposed vendor.
 - b. Each bid shall have an accurate description of the services or items to be purchased.
 - c. All three bids must be presented to the responsible Service Committee for selection by an informed group conscience of that Committee.
- 13) The District shall keep a prudent reserve of four months operating expenses. All other monies exceeding this prudent reserve should be passed on to the next level, the Arizona Area Service Committee.
- 14) A financial review of the District's financial records shall take place once a year with the District BOD, District Finance Committee, and all Standing Committee Chairpersons and Treasurers. All bank accounts tied to the District's Tax ID number will be reviewed. Verification will be made that all checks have been written to the appropriate people or institutions in a timely fashion and have been reconciled, receipts are in order and all deposits have been made and recorded correctly.
- 15) The District BOD, Finance Committee, and all Standing Committee Chairpersons should meet once a year for a budget meeting consisting of looking at 3 past years of expenses and credits. Information from this meeting is to be utilized in realizing successful finances for the Phoenix District in the future.
- 16) When a new treasurer is elected, all records will to be turned over to the new Treasurer. The former Treasurer should verify that the new Treasurer will know how to handle the funds appropriately. The former Treasurer should be able to assist the new Treasurer in continuing a successful financial statement for the Area.
- 17) Upon resignation and/or election of a new Treasurer, a new bank signature card shall go into effect no later than 3 business days from the date of the change.
- 18) When the District elects a new Treasurer, the exiting Treasurer will educate the new Treasurer during the months of October – December with regard to the District Treasurer duties and responsibilities. All bank account signatory cards, safety deposit accounts, online bank accounts, CA World Chips and Literature ordering accounts and any other pertinent account information will be updated within the first week of January, beginning the new Treasurer's 2 year commitment.
- 19) Any trusted servant handling District funds will immediately notify the Standing-Committee Chairperson and the District BOD upon discovery of any missing funds.
- 20) A Treasurer elected to serve on any Standing Committee shall attend the next District Service Committee business meeting to present a verbal and written resume and be ratified by the District Service Committee before that person assumes the Treasurer responsibilities of that Committee.

EVENT COORDINATION and FLYER DISTRIBUTION PROCEDURES

The following procedures are suggested to insure a successful CA sponsored event within the Phoenix District:

- 1) Whenever possible, the event coordinator should verify that the proposed date is not in direct conflict with another scheduled event by contacting the Fundraising and Entertainment Committee.
- 2) Upon notification of a scheduled event date, the Fundraising and Entertainment Committee shall:
 - a. Email the webservant at: webservant@caarizona.org to have the event posted on the Area website.
 - b. Email the District Secretary to have the event added to the District calendar.
- 3) Each event coordinator is responsible for researching and securing the proper insurance riders necessary to protect individuals, venues and the fellowship in case of an accident. This information can be obtained by contacting the District Chairperson prior to the event.
- 4) Monitor and maintain proper money handling procedures throughout the planning and execution of the event as per the District's Money Handling Procedures and World Service Guidelines.
- 5) Before distributing any flyers announcing the event to the CA fellowship, all flyers shall be processed in the manner described below.

FLYER DISTRIBUTION PROCEDURES

- 1) All flyers intended for distribution to the CA fellowship shall be submitted to the District Advisors for review with respect to guideline compliance and possible Tradition violations. Only flyers that have gone through this approval process may be distributed to the fellowship.
- 2) Where possible, flyers shall be digitally submitted to the Advisors.
- 3) Advisor approval shall consist of all members of the Advisor body reviewing the flyer.
- 4) Flyers that announce speakers may use only the speaker's first name and the first initial of the speaker's last name but may also include where the speaker is from.
- 5) All flyers shall include the Arizona C.A. logo with the registered trademark symbol.
- 6) All flyers shall include a pull date.
- 7) All flyers shall include the following disclaimer exactly and word for word: *In the spirit of Tradition Six, "C.A. is not allied with any sect, denomination, politics, organization or institution."*
- 8) Flyers shall not include any reference to facilities, outside enterprises, individuals or groups in such a way as to imply any endorsement of these entities. (Exceptions exist per World Service Guidelines when references to such entities are for directional and informational purposes. i.e.: hotels, event locations, etc).
- 9) Flyers submitted for posting to the web shall adhere to the C.A. World Service Information Technology guidelines along with the District Guidelines. (Please contact the Advisors or the Area Webservant for details)
- 10) Remember to allow sufficient time for flyers to:
 - a. Be submitted to the Advisors for approval and any changes that may be necessary.
 - b. Be copied and distributed to the fellowship on a timely basis.
 - c. Be posted on the Area website on a timely basis.
- 11) Please note that Advisor approval is not needed to post event information (as opposed to an actual flyer) on the Area website.

GENERAL GUIDELINES

1. It is suggested that standing committees update their guidelines (if changes have been made) at the beginning of each year (January) and provide the board of Sun Valley Intergroup a copy of the updated guidelines by February of the same year
2. All standing committees with a budget should submit a copy of the committees projected budget to the treasurer and the chair of SVI in the month of December.
3. All standing committees that have a cash or checking account are required to bring a monthly statement similar to the Treasurer's Report
4. ~~All flyers distributed to the fellowship need to be approved by an Advisor prior to general distribution.~~ (Please refer to the flyer appendices for more information)
5. It is suggested that all S.V.I. sub-committees donate one shirt type item with event logo to archive for preservation. If available, one of each item left over from an event to be designated by event committee after event.
6. It is strongly suggested that Treasurers of each standing committee attend the monthly/quarterly Finance Committee meeting.
7. Each sub-committee is directly responsible to Sun Valley Intergroup. The Chairperson of each sub- committee, or their designated representative, shall report their sub-committees activities to the SVI body and provide a written summary for distribution to the board and at each regularly scheduled meeting of Sun Valley Intergroup
8. The Chairperson of each sub-committee, or their designated representative, shall submit a written report of sub-committee activities for distribution to the board and at each regularly scheduled meeting of Sun Valley Intergroup.