

Arizona Area of Cocaine Anonymous Service Manual

Current as of June 2023

These Guidelines are intended to provide guidance for our activities in Cocaine Anonymous within the Arizona Area. Decisions made 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. It is the goal of these guidelines to offer specific insights and clarifications as to the particular needs of the Arizona Area. The adoption of these guidelines represents the conscience of the area as to their use.

When we make decisions, we always try to do so with substantial unanimity. That is the meaning of a true Group Conscience. If you have any questions or concerns about its contents, please contact your GSR, Area Structure and By-Laws Chair, Area Chair, Area Delegate, or Regional Trustee.

¹ Reflects approved Manual thru May 2021

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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 TRADITIONS OF COCAINE ANONYMOUS

1. Our common welfare should come first; personal recovery depends upon C.A. unity.
2. For our group purpose there is but one ultimate authority — a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using cocaine and all other mind-altering substances.
4. Each group should be autonomous, except in matters affecting other groups or C.A. as a whole.
5. Each group has but one primary purpose — to carry its message to the addict who still suffers.
6. A C.A. group ought never endorse, finance or lend the C.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every C.A. group ought to be fully self-supporting, declining outside contributions.
8. Cocaine Anonymous should remain forever nonprofessional, but our service 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.

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 CONCEPTS OF COCAINE ANONYMOUS

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

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

12. General Warranties of the Conference: In all its proceedings, the World Service Conference shall observe the spirit of the C.A. Tradition, taking great care that the Conference never becomes the seat of perilous wealth or power; that 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.*

SECTION 2

DEFINITIONS

DEFINITION OF COCAINE ANONYMOUS

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

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

"We use the Twelve Steps of Recovery, because it has already been proven that they Twelve Step recovery program works."

DEFINITION OF ARIZONA AREA

Arizona Area is a geographical unit containing a number of groups and districts within a close proximity. Arizona Area 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 wellbeing. The Arizona Area is described as all meetings contained within the State of Arizona. While some parts of the state may have Districts to better service their local area, all meetings are considered to be part of the Arizona Area. Any member from a recognized meeting may hold an eligible position.

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.

THE C.A. GROUP

The basic unit in C.A. is the local Group, which is autonomous except in matters affecting other Groups or C.A. as a whole. The Group has but one primary purpose, which is to help others to recover through the 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, what it constitutes and its functions cannot be stressed enough. 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 C.A. achieve and sustain their recovery as a result of their participation in the activities of the Group. The Group is the heart of Cocaine Anonymous and it is vital to the new member. It is

equally important to those who have achieved recovery as a result of the program. They may continue to participate and receive assistance from the Group. The Group's total responsibility is perhaps best expressed by the First Tradition:

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

A meeting may call itself a C.A. Group when:

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

THE C.A. HOMEGROUP

A Home Group may be defined as regularly scheduled meeting that 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.

C.A. 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 C.A. group is autonomous, and adopts its own format, C.A. as such never endorses, opposes or affiliates with, expressed or implied, any sect, denomination, politics, organization or institution. A leader describes the C.A. 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 C.A. related announcements of interest to the meeting. A collection is taken to cover rent, literature and chips, refreshments, contributions to the District, Arizona Area, 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 C.A. All members are free to interpret the recovery program in their own terms, but none can speak for the local Group or C.A. as a whole.

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

STEERING COMMITTEE

A Steering committee generally consist of the Chair, Vice Chair, Secretary, and Treasurer of a committee. They are responsible for handling committee business in-between Committee meetings. They are often called upon to make decisions as a group.

MEETING/GROUP TYPES:

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

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

MEETING/GROUP STYLES:

Meeting styles are not limited to those listed below, but these are the most common.

- STEP STUDY:** Participant's study and discuss the Twelve Steps with the Group.
- BOOK STUDY:** Participant's study and discuss with the Group a recovery related book, examples might be: A Quiet Peace, C.A., 12 Step Companion Guide, Hope, Faith & Courage Stories from the Fellowship of Cocaine Anonymous (the "C.A. Storybook"), Hope, Faith & Courage Volume II Stories and Literature from the Fellowship of Cocaine Anonymous; Alcoholics Anonymous (the "Big Book"), Twelve Steps and Twelve Traditions (the "12 and 12"), The C.A. World Service Manual, and The A.A. Service Manual, combined with the 12 Concepts for World Service".
- PARTICIPATION/ DISCUSSION:** Participants discuss their experience, strength and hope with the group one member at a time.
- SPEAKER:** One or more C.A. members share their personal experience, strength and hope with the group at length.
- ONLINE MEETINGS:** Email meeting: These are email based and run 24 hours a day, 7 days a week.
- Hybrid meeting: Taking place both online (video conferencing) and in person and are similar in format to face to face meetings.
- Voice meeting: These can be video conferencing meetings, with or without video on, and are similar in format to face to face meetings.
- 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 C.A. 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 C.A. members participating in H&I meetings to be subject to sobriety requirements, dress and conduct codes.
- CLOSED H&I:** Attendance at a closed H&I meeting is restricted to people on the Hospitals and Institution 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 H&I:** 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 C.A. members only. No visitors are permitted at any time. The 7th Tradition is not observed. At the request of the hospital or institution the may be listed in the C.A. meeting directory.

SECTION 3

TRUSTED SERVANTS – GROUP LEVEL

The positions listed below are the most common; however, if other positions are needed the group conscience can determine based on the specific meeting's needs.

GROUP SERVICE REPRESENTATIVE (GSR)

Suggested Sobriety Time: 1 year

Suggested Term: 1 year

The GSR holds a very important position in our service structure. The GSR is the vital link between the overall Arizona Area and the individual groups. Great care should be taken when electing a member to represent the group. The quality of the Arizona Area Service structure and ultimately World Services can only be as good as those choices the individual Groups make. GSR candidates should only accept positions for those Groups that they regularly attend. The GSR's are the voice of the individuals within the groups and they carry that conscience to the Arizona Area. The GSR's will also inform the Group as to what is going on in our Fellowship at the Arizona 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 at the monthly business meeting.

The GSR will be responsible for voting on business matters at the monthly Arizona Area business meeting. It should be understood that a GSR does not require Group approval to cast a vote at the Arizona Area level on matters affecting the Group or C.A. 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) A good GSR reviews and becomes familiar with the Arizona Area Guidelines, C.A. World Service Manual and the Twelve Concepts of World Services. If the GSR cannot attend a meeting, an Alternate should attend. The person elected GSR should be trusted with the group vote. Before accepting a nomination for GSR, the nominee must consider the level of commitment as well as the sacrifice of time involved.

Duties and Responsibilities:

- Is an active member of the Home Group
- Has the necessary time available to engage in the C.A. service activity required.
- Be respectful to our Traditions and process of our Service Structure.
- Represents the Group at all appropriate business meetings including the monthly Arizona Area business meeting.
- Carries one vote at the monthly Arizona Area business meeting.
- Submits a monthly Donations Statement with the donation at the monthly Arizona Area business meeting.
- Purchases chips and literature for the group at the monthly Arizona Area business meeting.
- Displays C.A. literature, updated meeting lists, and flyers of upcoming C.A. events at the meeting and/or ensures the C.A. rack is full.
- Reads/reviews communications from the Arizona Area, and World Service at the groups' meeting and conveys that information to their home group.
- Actively engages in communication between the Group and the Arizona Area.
- Communicates with Public Information Committee to ensure that the group and its meetings are appropriately displayed on the meeting list.
- The GSR is encouraged to join a Standing Committee of the Arizona Area.
- At the end of their term as GSR it is highly recommended that they communicate with and support the new GSR coming in so as to better prepare them for their upcoming role and responsibilities.

ALTERNATE GROUP SERVICE REPRESENTATIVE

Suggested Sobriety Time: 6 months

Suggested Term: 1 year

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: 6 months.

Suggested Term: One year

The Group Secretary is a trusted servant whose responsibility it is to document business meetings and facilitate other requirements as defined by the Home Group.

Duties and responsibilities:

- Is an active member of the Home Group.
- Has the necessary time available to engage in the C.A. service activity required.
- Is willing to learn and understand the application of the Arizona Area Guidelines.
- Provides the Group conscience approved meeting format for use at the meeting.
- Assists in the responsibilities of other Group servants.
- Records the minutes of the Home Group's business meeting.
- Keeps an accurate and up-to-date record of changes in the group conscience.
- Keeps an accurate and up-to-date Group contact list.
- Keeps an accurate and up-to-date record of each service position's election date.

GROUP TREASURER

Suggested Sobriety Time: One-year

Suggested prior service time: Six months

Suggested Term: One year

Gainfully employed and/or financially solvent

Duties and Responsibilities:

- Is an active member of the Group
- Has the necessary time available to engage in the C.A. service activity required.
- Has a working knowledge of the Arizona Area Guidelines and the C.A. World Service Manual.
- Keeps an accurate bookkeeping system of all income and expenses, and ensures it is open to all Home Group members upon request and makes this available to the Group Secretary.
- Gives financial reports to the Group regularly.
- Pays all Group expenses, including rent, the purchase of literature and chips, coffee, etc.
- Collects the contributions at each meeting and verifies all funds collected with one of the other Group servants at the close of each meeting.
- Documents the amount collected for 7th and the amount collected for H&I.
- Passes on Group contributions to the Arizona Area through the GSR and the World Service Office where applicable.
- It is suggested to and adheres to all money handling procedures as set forth in the Arizona Area Guidelines Appendix titled "Money Handling Techniques".

GROUP PI LIAISON

Suggested sobriety time: 6 months

Suggested term: 1 year

The purpose of the Group PI Liaison is to attend their local PI committee meeting, collect C.A. literature/posters and distribute these locally. The Group PI Liaison is the one who will carry the information between their group and their local PI committee.

Duties and Responsibilities:

- Familiarize yourself with PI guidelines and C.A.'s 12 Traditions.
- Act as a liaison between your group and your local PI committee.
- Actively support your group by placing literature/posters in your meeting venue/local area on a regular basis.
- Keep group members informed of upcoming PI activities and opportunities for service.

MEETING CHAIRPERSON

Suggested Sobriety Time: Minimal; to be determined by the Group Conscience

Suggested Term: To be determined by the Group

Duties and Responsibilities:

- Presides over the regular meeting of the group and follows the meeting format in accordance with the Group conscience.
- Be open to assisting in the selection of the speakers if the meeting is a speaker meeting.
- 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; to be determined by the Group Conscience

Suggested Term: To be determined by the group Conscience

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.
- Greeter's help to make those who come to the meeting feel welcome.

SECTION 4

ARIZONA AREA

AREA PURPOSE

The primary function of the Arizona Area is to serve the common needs of all Arizona Area Districts and Groups and to facilitate unification of the Fellowship. The Arizona Area committee meets monthly on the second Saturday of each month. Special meetings may be called by the Chairperson with proper notification. These are administrative in nature where reports on day-to-day activities and issues are received, reviewed, and if appropriate, acted upon.

I. ARIZONA AREA FUNCTIONS

- Maintain, update, publish, and distribute an Area meetings and events calendar.
- Distributes chips and literature.
- Maintain ongoing communications with the Districts and Groups.
- Maintain ongoing communication with the World Service Office and World Service Conference, which includes registering/updating its meeting information in the World Directory and communicating information regarding Area functions such as Conventions, C.A. Round-Ups and other special events to promote and ensure unity within the C.A. Fellowship as a whole. (<https://ca.org/events/submit-your-ca-event/>)
- Maintains and updates a list of all Area meetings.
- Publishes and distributes Area Meeting Schedules.
- Coordinates Arizona C.A. Info Line.
- Maintain the Arizona Area web site (www.caarizona.org).
- Elect Delegates to the World Service Conference.
- Elect Area Positions.
- Ratify Area Standing Committees' Steering Committees.
- Sponsor service days and workshops.
- Sponsor Area Conventions.
- Maintain a bank account.
- Assist in funding Delegate, area chair and/or area co-chair travel to the World Service Conference, World Convention and/or Southwest Regional as needed.
- Receive reports from the treasurer, all districts, all standing committees and the Arizona Area Delegates.
- Submit Trustee slate to the Southwest Region.
- Maintain corporate standing, taxes, insurance, etc.
- Standing Committees include:
 - a. Archive Committee
 - b. Arizona Area Convention Committee
 - c. C.A. Round-Up Committee
 - d. Fundraising and Entertainment Committee
 - e. Hospitals and Institutions Committee
 - a. C.A. Hope
 - f. Information Line
 - g. Public Information Committee
 - a. Lifeline
 - h. Structure and Bylaws Committee
 - i. We Treat Committee

MEMBERSHIP

The membership of Arizona Area is composed of the Steering Committee, a GSR from each C.A. Home Group in Arizona, the Chairpersons from each Standing Committee of the Area and the Delegates to the World Service Conference. Visitors are welcome to attend and participate, may make motions, debate, etc., but may not vote.

VOTING PROCEDURES

Those eligible to vote at Arizona Area are the GSRs from each C.A. Home Group in Arizona, Steering Committee members, the Chairpersons from each Area Standing Committee and the Delegates *and Alternate Delegates* to the World Service Conference, **(the Area Chairperson carries no vote except in the case of a tie)** A standing committee member can carry the vote of the standing committee Chair in their absence.

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 Area is limited to carrying no more than one vote**, unless you are a GSR from a remote District. The remote GSR may proxy one additional Home Group vote if that GSR is in person. If there is a virtual connection to the remote District then each GSR only carries one vote. **A two-thirds (2/3) majority of all eligible voters is required for any changes or revisions to the Area Service Manual or the Area Bylaws.**

AREA ELECTION PROCEDURE

The Area position(s) election procedure is a four-month process.

November: Four months prior to an election, the upcoming election is announced.

December: Nominations are made and must be seconded.

January: Each nominee or their representative will give a two-minute presentation of their qualifications. It is suggested that each nominee submit in writing a list of his or her service qualifications.

February: Elections will be conducted on written ballots. A 2/3rds majority of voting members is needed for a candidate to be confirmed. If no nominee has a 2/3rds majority, the two candidates with the highest number of votes after the first ballot are included on a second ballot (if there is a tie and the candidates cannot be narrowed to two candidates, the top three candidates proceed to a second ballot). If no nominee receives a 2/3rds majority after the second ballot, the "Third Legacy" or "God Hat" procedure shall be followed to complete the election. This is where the nominees are put into a hat and the winner is drawn by the Area Chair.

Area positions:

Chair – requires ratification only, if not ratified, normal elections occur

Vice Chair

Secretary

Treasurer

Vice Treasurer

Chips and Literature Chair

Chips and Literature Vice Chair

(For Delegate election procedure; see Delegate Section)

(For Trustee slate election procedure; see Trustee Nominee guidelines)

STANDING COMMITTEE RATIFICATION PROCEDURE

All standing committees should start their election process per their guidelines. (Standing committees should schedule their elections based on their own needs). For example, C.A. Round-Up typically elects at the lake after the event. H & I do theirs in December. After the election, the slate should be submitted at the next regular Area meeting for ratification. All Standing Committee positions are a 1-year term position.

All Standing Committees will be responsible for presenting a Steering committee (Chair, Vice-Chair, Treasurer and Secretary) for ratification to the Area. The steering committee slate will be presented as one slate. If the slate is passed with 2/3 majority the slate is ratified. If the slate does not pass with 2/3 majority, then each position will be voted on. Each position that passes with a 2/3 majority will be ratified and any position not receiving a 2/3rds vote will not be ratified and the Standing Committee will need to bring forth another candidate. The committee or any other member of Area may present another candidate for immediate approval.

VACATED POSITIONS APPOINTMENT PROCEDURE

Upon the unfortunate circumstance that any Area elected position is unable or unwilling to fulfill the responsibilities (i.e., consistent attendance at monthly business meeting, report presentations, etc.), the Chair is responsible for contacting this individual and asking for their recommitment to the position or suggest they resign. The Chair will ask the individual to recommit. (See Delegate guidelines in the case of an Alternate Delegate or Delegate) If this individual does resign, and there is no elected Alternate already in place; the Area Steering Committee 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 Steering Committee is responsible for replacing this individual by appointment as described above. At all times, the utmost care must be taken to ensure the elected member be given the opportunity to serve. All appointees shall be presented to the Arizona Area and ratified, by a 2/3 majority.

DEFINITION OF A QUORUM

A quorum shall consist of 2/3rds of the eligible votes at any regular Arizona Area or special Arizona Area 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. NOTE: an established quorum needs to be maintained to conduct business, but may not represent 2/3rds of the current voting members in attendance. Prior to a vote, a count of voting members may be taken to ensure a quorum is still present and set the number of votes needed for the specific motion or election.

SECTION 5

TRUSTED SERVANTS – AREA LEVEL

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."

CHAIRPERSON

The purpose of the Chair is to serve Arizona Area and to guide and counsel the business affairs and services of Cocaine Anonymous in the Arizona Area. 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 a District or Area level. The Chairperson is rolled-up from the Vice-Chair position, but must be ratified at Area. 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 AREA bank account, and is responsible for signing any contracts entered into by AREA or its standing committees. The Chairperson chairs the monthly Area Business meeting, but carries no vote except in the case of a tie.

CHAIRPERSON REQUIREMENTS AND DUTIES

- Three (3) years of continuous sobriety.
- One (1) year commitment.
- Previously served as Vice-Chair for one year and ratified by the Area.
- In the unlikely event the Vice-Chair is not ratified, the Chair will continue serving as Chair until a new Chair can be elected.
- Shall have served or is currently serving at the Area level.
- Presides over all Area meetings, coordinates agendas with the Area Secretary and follows parliamentary procedures.
- Assumes responsibilities of coordinating all activities within the Area.
- Encourages GSR's and other trusted servants to chair or participate on various Standing Committees.
- Votes only in cases where there is a tie, or during Steering Committee meetings.
- Has the time available to attend the Southwest Regional Assembly which usually occurs in conjunction with the Southwest Regional Convention, but on occasion, may happen during the World Service Convention.
- Carries the Area vote at Regional assembly and caucus.
- Completes the required Delegate Registration forms designating the Delegates / Alternate Delegates that will be attending the World Service Conference per Standing Rule 5 of the C.A. World Service Manual. This form is to be received at the WSO no later than 30 days prior to the Conference. However, it is safest to ensure this information is received at the WSO by the end of April. (Contact the WSO for the form that is applicable for that year)
- Has "read only" access to all Area bank accounts and routinely reviews each statement.
- Has the only master key to the Area Storage room and is responsible for providing non-duplicatable keys to those who have been approved by Area and who have signed a Keyholder Agreement.

NOTE: Generally, the area Chairperson does not voice a personal opinion on the matters being discussed at the Area Business Meetings. In cases where the Area Chair wishes to participate fully in the discussion surrounding a particular topic, the Area Chair must request someone else (usually the Area Vice-chair) to "act as chair" until the matter is table or closed. During this period

the Area Chair gains a voice but not vote; the acting Chair's voting status remains unchanged, but they have no voice on the subject. After the matter is tabled or closed, the Area Chair and Acting Chair resume their normal roles. If a tabled matter is re-opened for business, the Area Chair repeats the process if they so choose.

As a member of the Steering committee the Chair does have a voice and a vote while performing Steering Committee business.

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 AREA, and have a working knowledge of the Twelve Steps, the Twelve Traditions and the Twelve Concepts for World Service. It is suggested that the nominee be familiar with basic parliamentary procedures, as the Vice-Chairperson role includes being the Parliamentarian during the Area Business Meetings. The Vice-Chairperson is elected by the voting members of the Area.

VICE CHAIRPERSON REQUIREMENTS AND DUTIES

- Two (2) years continuous sobriety.
- Two (2) year commitment – one year as vice chair and one year as chair (if ratified).
- In the absence of the Chairperson, performs all duties of the Chairperson.
- Coordinates general Area Committee activities.
- Carries vote by proxy at all Regional/World functions.
- The Vice Chair becomes Chairperson for the term of one year after one year of service as Vice Chair, if ratified.
- Helps coordinate Standing Committees functions.

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

SECRETARY

The Secretary is a trusted servant whose responsibility is to maintain, in good form, certain records and minutes for AREA, as described below. It is recommended that candidates for this position have 1 year 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 Area 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.

SECRETARY REQUIREMENTS AND DUTIES

- Two (2) years of continuous sobriety.
- Two (2) year commitment.
- Six months active service in C.A.
- Keeps accurate minutes of all Area meetings.
- Print and provide copies of last meetings draft minutes for all members at Area Meetings.
- Maintains an updated contact/phone list of all Area members.
- Maintains general communications within the Area.
- Maintain area calendar.
- Keeps record of all elections and term of Office.
- Provides ballots for all elections at Area that require written ballots.
- Aid Structure and Bylaws Chair to maintain guidelines.
- Maintains and manages the C.A. Google Group/Drive for Area.
- Reminds standing committees in November that it is time to update their internal guidelines (if needed) and submit updated guidelines to February Area meeting.
- Uploads Standing Committee guidelines, Area Minutes and any other pertinent information to the Area Google Drive
- Submits Area functions such as Conventions, C.A. Round-Ups and other special events to C.A.W.S (<https://ca.org/events/submit-your-ca-event/>) to promote and ensure unity within the C.A. Fellowship as a whole.

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

TREASURER

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

TREASURER REQUIREMENTS AND DUTIES

- Five (5) years continuous sobriety.
- Two (2) year commitment.
- One year of service at the District or Area Level.
- Financially stable.
- Establishing a Prudent Reserve formulation, with set percentages, to determine funds in excess of Prudent Reserve, for disbursement, up to Area and World.
- Maintains bank account with two signers (second signer is the Area Chair).
- Writes all checks for expenses and secures signatures.
- Receives and deposits contributions from meetings and special events.
- Keeps an accurate bookkeeping system.
- Give a monthly financial report to Arizona Area, makes records available to the officers and members of the Arizona Area. 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 un-cleared transactions, (outstanding checks and charges) for an accurate snapshot of funds available.
- Distributes funds as approved by Area.
- Files tax returns if necessary if Vice Treasurer position is vacant.
- Reports with regulatory agencies, federal and state if Vice Treasurer position is vacant.
- Refers to the C.A. Conference approved “Financial Guidelines for Groups, Districts, and Areas of Cocaine Anonymous” for additional insights and guidance.
- Ensures all standing Arizona Area committees that have a cash or checking accounts be established under the Area Business and Tax ID, and has “read only” or greater access to said accounts.
- Ensures Area Chair and Vice-Treasurer have “read only” access to all Area bank accounts.
- Maintains accurate records with regard to purchases, sales, and distribution of chips and literature.
- Orders free copies of the current NewsGram with each order placed.
- Keeps in communication with the Delegates and C.A. World Service regarding the most current literature available and updates the literature order form.
- Ensure the Vice-Treasurer understands and has all the information they need to fulfill the duties and requirements their position entails.

SUGGESTED TERM OF OFFICE — 2 YEARS

SUGGESTED SOBRIETY REQUIREMENT — 5 YEARS

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

NOTE: To protect the Area's non-profit status, yearly filings are required.

VICE -TREASURER

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

VICE-TREASURER REQUIREMENTS AND DUTIES

- Three (3) years continuous sobriety
- Two (2) year commitment
- To help maintain accurate financial records for Arizona Area.
- Have “read only” access to all Area bank accounts.
- To utilize a reasonable check and balances procedure to ensure bookkeeping integrity.
- To be responsible for coordinating with Arizona Area’s Accountant and making sure all appropriate state and federal tax forms are filed in a timely manner.
- To maintain Arizona Area non-profit status, per 501©-3 regulatory guidelines.
- To complete all required filings and forms with payments for The Arizona Corporation Commission annual requisites including the timely filing of an Annual Report due in April of each year.
- To ensure all requisite insurance premiums and correspondences are maintained.
- To work with an accounting professional, coordinating all tax, accounting, and bookkeeping issue resolutions.
- To coordinate with all Arizona Area standing committees, as oversight, reviewing annual Budget Reports for establishing Arizona Area’s annual budget. (An annual Budget will be provided, to Arizona Area and the Board, no later than February, provided all standing committees have, turned in their respective Budgets, to the Treasurer, by December of the previous year, otherwise, it will be 1 month, from receipt, of the last Budget Report, received.)
- To conduct a final count and reconciliation of monies turned in at Arizona Area.
- Deposit the monies into Arizona Area’s banking account the day following Arizona Area. (Deposit slip to be filled out and provided by the Treasurer at Arizona Area.)
- Review online banking account activity and specifically report on any unusual transactions or that all transactions appear legitimate at Arizona Area.

SUGGESTED TERM OF OFFICE — 2 YEARS

SUGGESTED SOBRIETY REQUIREMENT — 3 YEARS

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

NOTE: To protect the Area’s non-profit status and good standing with the Arizona Corporation Commission, yearly filings are required.

CHIPS AND LITERATURE CHAIR AND VICE-CHAIR

The Chips and Literature positions are responsible for distributing chips and literature to the Arizona Area fellowship at the monthly Arizona Area business meeting.

CHAIRPERSON

- Three (3) years continuous sobriety
- Two (2) year commitment

REQUIREMENTS AND DUTIES

- Attends the monthly Arizona Area business meeting where the Chairperson **or** their vice-chair carries one vote.
- Reports to the Area monthly on any chips or literature shortages or changes.
- Keeps a current and accurate inventory of all chips and literature.
- Keeps in communication with the Delegates and C.A. World Service regarding the most current literature available and coordinates with the Area Treasurer to add to the monthly orders when needed.
- Brings a full inventory of current chips and literature to the monthly Arizona Area business meeting for purchases and distribution to the fellowship.
- Has a copy of the storage room key which should be treated with the utmost care. Agrees to and signs a keyholder agreement form. If the keys are lost or stolen it must be reported to the Area Chair immediately.
- It is suggested that the chair work with Structure and Bylaws each January to update their guidelines to describe their roles and responsibilities

SUGGESTED TERM OF OFFICE — 2 YEARS

SUGGESTED SOBRIETY REQUIREMENT — 3 YEARS

VICE-CHAIRPERSON REQUIREMENTS AND DUTIES

- Two (2) years continuous sobriety
- Two (2) year commitment
- Attends all Arizona Area business meetings.
- Fulfills the duties and responsibilities of the chairperson if the Chairperson is absent.
- Carries one vote at the monthly Arizona Area business meeting if the Chairperson does not attend.
- Assists the Chairperson in performing the duties of the committee.

SUGGESTED TERM OF OFFICE — 2 YEARS

SUGGESTED SOBRIETY REQUIREMENT — 2 YEARS

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

NOTE: These two positions are nominated and voted on the floor of the Area meeting per the election guidelines

STORAGE ROOM CHAIR

Sobriety requirement: Three (3) years

Length of term: Two (2) year

Duties and responsibilities:

- Has a non-duplicatable copy of the storage room key which should be treated with the utmost care. Signs a keyholder/storage room agreement form. If the keys are lost or stolen it must be reported to the Area Chair immediately.
- Presents updated Storage Room guidelines at the January Arizona Area business meeting as part of the Archive Committee Guidelines to the Chair and the Structure and Bylaws Committee.
- Posts and maintains any signage in the storage room regarding best practices for use of the storage room
 - Post pictures or diagrams of how items should be stored and the room should be left.
 - Post signs that items should be stored free of any dirt, debris, water, etc.
 - Provides sign in/sign out sheet to track who has been in the storage room and when
- Provides distinguishable bins for each committee to store their items.
- Responsible to inform the Area Chair immediately should any theft, loss, damage or misuse occur with regard to the keys, the storage room and/or items therein.

DELEGATES TO WORLD SERVICE

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 ARIZONA AREA.**

All Delegates **must be prepared to attend and participate in the World Service Conference (5-day event) 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 Arizona Area.** Delegates must also be prepared to attend the Regional Assembly, which typically happens during the Southwest Regional Convention, but may, on occasion occur during the World Convention.

DELEGATES REQUIREMENTS AND DUTIES

- Suggested Five (5) years continuous sobriety
- Four (4) year commitment
- The Delegate's Job is a Spiritual One!
- The count of Delegates from the Area may vary based on the number of meetings in the area and is determined at the World Service Conference (WSC).
- Per the 2019 WSM, each Area shall have three (3) votes which may be carried by up to three (3) Area Delegates or Alternate Delegate(s), in person or by proxy. If an Area has more than 75 meetings per week of its groups (excluding H&I), then that Area will be entitled to one additional vote for every fifty (50) meetings per week of its groups (or portion thereof).
- Elections are to be held annually to elect one new Delegate to replace the Delegate position whose term has expired.
- 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.
- Prior to the Conference, the Delegates transmit SR-14 material to their Area through Area meetings as well as individual groups. It is important that the information about the World Service Office (WSO) and World Service Conference (WSC) be passed on with enthusiasm, encouraging the continued health and growth of C.A.
- Attend the World Service Conference (WSC) prepared, in order to be able to vote knowledgeably. Conference Delegates should be present during all voting times until the end of Conference. 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.
- After the Conference, the Delegate transmits the information back to their Area through Arizona Area Meetings as well as to individual Groups.
- Delegates shall encourage their Areas to generate funds to help support World Services.

- Delegates must be prepared to attend Arizona Area and Southwest Regional service meetings. They must understand the issues in their Areas to be better able to present them to the Conference and the SW Region.
- Delegates cooperate with WSO by providing local meeting schedules and local C.A. information numbers.
- 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 Arizona Area level. Further, in the spirit of rotation, wherever possible, Delegates should only serve one term and not consecutive terms.
- Delegates visit Groups in their Area and are sensitive to their needs and reactions. They should learn how the Groups have reacted to Conference reports. Delegates know communication is a two-way street, with information moving in both directions.
- 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. It is suggested that each Delegate sit on a different committee in order to best represent the Arizona Area at the World level.
- Delegates keep Alternate Delegates fully informed so that the Alternate can replace the Delegate in an emergency.
- Delegates shall help all newly elected WSC Delegates from their Areas by passing on knowledge of WSC procedures.
- Keeps in communication with the Arizona Area Treasurer regarding the most current literature and chips available for possible purchase in upcoming chips and literature orders.
- Communicates with the Arizona Area Structure and Bylaws Chair any changes to the World Service Manual that occurs at the WSC, as well as any newly approved literature and/or changes to formats and readings.
- They are also responsible for contacting the Regional Trustee at least once per quarter to provide the Trustee with Area reports and updates.
- Receive a meeting starter kit as Delegates, and have one on hand at all times.
- Assists the Area Entertainment Committee with hosting and planning the annual Celebrate Around the World event on the 1st Saturday of March.
- Reviews and approves flyers in accordance with the Flyer Distribution Guidelines

TERM OF OFFICE — 4 YEARS
SUGGESTED SOBRIETY REQUIREMENT — 5 YEARS

Delegate Election Procedure

- In the event a Delegate position is vacated prior to the end of their term the most senior Alternate Delegate will move into the vacated Delegate position for the remainder of that term once ratified by Area.
- Whenever a Delegate term ends, new Delegates shall be elected by following the 4-month election cycle process. The most senior Alternate Delegate should be considered for election into that position.
- Determination of seniority is based on two factors: time of service as Alternate Delegate and number of Conferences and/or Regional Assemblies previously attended. If none of the Alternate Delegates has seniority, or if there is a tie, the Area will vote to decide which Alternate will move up to Delegate.

- If no alternate is available to fulfill a vacated Delegate position, following the spirit of rotation, new Delegates shall be elected as needed by following the 4-month election cycle process.
- Upon the unfortunate circumstance that a Delegate or Alternate Delegate is unable or unwilling to fulfill the responsibilities (i.e., consistent attendance at monthly business meeting, report presentations, etc.), the Chair is responsible for contacting this individual and asking for their recommitment to the position or suggest they resign. If they are unwilling to recommit or resign than a vote of no confidence would be warranted.
- 4-month Election cycle: Announce, Nominations, Resumes, Election to begin at the same time as the annual Area Steering Committee elections.

DELEGATE FINANCES AND FUNDRAISING

Delegates are to hold fundraising events, such as assisting the Entertainment Committee to host Celebrate Around the World on the 1st Saturday in March, to help defer costs to the Area for their travel and per-diem to the conventions and conferences. Delegates are encouraged to enlist the help of Standing Committees and other members of C.A. to aid in fundraising efforts. The ability of any Delegate to perform the duties of their position should not be influenced by their financial status. Therefore, it is the responsibility of Area to provide the funds required for the Delegates participation in the following World Service Business meetings. Funding projections and policies below:

World Service Conference:

- All Delegates, including one Alternate Delegate attend (the senior most alt-delegate will be given first choice)
 - Air fare: 1 round trip ticket per Delegate
 - Hotel: 1/2 room each for 5 nights
 - Per Diem: 5 days per diem per Delegate (\$50 Per Diem)
 - Conference registration fee for full registration
 - ⊖ Transportation to and from the airport may be reimbursed if a free shuttle is not available.

World Service Convention:

- Note that if the Southwest Regional Assembly is being held at the World Convention instead of a Southwest Regional Convention, then the Southwest Regional Convention financing guide would apply.

Southwest Regional Convention:

- Active Slate: Send all 5 votes (4 Delegates and the Area Chair) if affordable
- Inactive Slate: Send 3 Votes (2 Delegates, by seniority & the Area Chair or 3 Delegates) if affordable
- To attend Regional Assembly Meeting
 - Air fare: 1 round trip ticket
 - Hotel: 1/2 room for 2 nights
 - Per Diem: Up to two (2) days per diem per Delegate/Chair (\$50 Per Diem)
 - Transportation to and from the airport will be reimbursed if a free shuttle is not available.

The above funding projections represent the maximum amounts that would be funded by the Area for each event. It is the Delegates responsibility to explore and take advantage of any reasonable

opportunities to assist in lowering expenses. The Delegates' expenses will be prepaid only when appropriate reservation paperwork is brought to an Area meeting. If needed, the Area Treasurer can assist in making the reservations on behalf of the Delegate. It is also the responsibility of the Delegates to refund any unused funds at the time that receipts are turned in.

ALTERNATE DELEGATES TO WORLD SERVICE

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 ARIZONA AREA**. All Alternate Delegates **must be prepared to attend and participate in the World Service Conference in the absence of a Delegate for the year of their commitment**.

There are 2 Alternate Delegate positions that are elected annually.

ALTERNATE DELEGATES REQUIREMENTS AND DUTIES

- Suggested Five (5) years continuous sobriety
- One (1) year commitment as Alternate with the intention of eventually rolling into the Delegate position for four (4) additional years per the election guidelines above.
- Following the spirit of rotation, Alternate Delegates should be elected following the 4-month process to begin at the same time as the annual Area Steering Committee elections.
- Whenever a Delegate term becomes vacated, the most senior Alternate Delegate will move into the vacated Delegate position per the procedure outlined above under the Delegate election procedures.
- If an alternate Delegate is moved into a Delegate position or is unable to finish their commitment this will trigger a new four-month election cycle to fulfill the remainder to the alternate Delegates term.
- Fulfills the roles and responsibilities in the temporary absence of a Delegate.
- Aid in fundraising efforts of the Delegates
- Have the necessary time available to attend 5-day World Service Conference.

TERM OF OFFICE — 1 YEARS
SUGGESTED SOBRIETY REQUIREMENT — 5 YEARS

SECTION 6

STANDING COMMITTEES

STANDING COMMITTEES OF THE ARIZONA AREA

Archive Committee

Arizona Area Convention

C.A. Round Up

Fundraising and Entertainment Committee

Hospitals and Institutions Committee
Lifeline

Public Information Committee

Information Line

Structures and Bylaws Committee

We treat Committee

ARCHIVE COMMITTEE

Statement of Purpose:

The Archive Committee is responsible for the collection, organization, categorization, preserving and electronically storing all of Arizona Area of C.A.'s historically valued documents, printed materials, and historical items. Material goods are to consist of written material (Arizona Area minutes, reports, newsletters, articles, etc.) and Arizona Area memorabilia. C.A. material goods from outside the Arizona Area will be obtained when appropriate and cost effective.

Positions and requirements:

CHAIRPERSON

Sobriety requirement: Three (3) years

Length of term: Two (2) years

Duties and responsibilities:

- Keeps a running inventory of material goods on hand and annually provides the list to the Digital Archivist to upload to the Area Google Drive.
- Collects pertinent information and memorabilia created by all standing committees of Area and supports the Digital Archivist in digitizing of these documents based on the World Service Archival Guidelines, and making those digital files available to the Arizona Area Committee.
- Assist the Digital Archivist, if needed, in taking pictures of memorabilia at Area events and submits them to CAWS archives <https://museum.ca.org/submit-an-object/>
- Guarantees the safe storage of all physical information and memorabilia.
- Occasionally communicates with the current World Service Archive Committee or its Chair to keep up with current best practices.
- Reviews the updated World Service Archive Committee guidelines each year.
- Organizes the archives in such a manner as to be displayed.
- Displays the archives at Arizona Area, Regional and World functions when requested to do so.
- Presents updated internal committee guidelines at the January Arizona Area business meeting to the Chair and the Structure and Bylaws Committee.
- If needed, present a budget to Area in December of each year.
- Attends the monthly Arizona Area business meeting where the Chairperson or their designated representative carries the committee's one vote.
- Each standing committee is directly responsible to Arizona Area. The Chairperson or their designated representative, shall provide a verbal and written report of their standing committees' activities at each regularly scheduled meeting of Arizona Area. Whenever possible, forwards a digital copy of this report to the Arizona Area Google Group and the Archives Committee Chair prior to the business meeting.
- It is suggested that each committee form, update and maintain their own guidelines to describe roles and responsibilities of the committee and their trusted servants.
- Presents updated internal committee guidelines at the January Arizona Area business meeting to the Chair and the Structure and Bylaws Committee and uploads the guidelines to the Arizona Area Google Drive.
- If needed, presents a budget to Area in December of each year.
 - **NOTE:** The budget for any Standing Committee of the Arizona Area 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 committee Chairperson and the Treasurer of Arizona Area. If the committee and the Treasurer cannot agree, the matter will be resolved by the Arizona Area at the next regularly scheduled business meeting of Area.

- It is suggested that all Area Standing Committees or Sub-committees donate one shirt with event logo to archives for preservation. If available, one of any additional items left over from the event can be donated to archives.
- Each committee should present a slate of their elected Steering Committee to Area for ratification. See election section.
- All Standing Committee Chairpersons shall serve a suggested term of 1 year
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VICE CHAIRPERSON

Sobriety requirement: Three (3) years

Length of term: 2 (2) years

Duties and responsibilities:

- Assist the Chairperson in performing the duties of the committee.
- Carries one vote at the monthly Arizona Area business meeting in the absence of the Chairperson.
- Fulfills the duties and responsibilities of the chairperson if the chairperson is absent.

It is requested that all Arizona Area Standing Committees that hold events donate one memorabilia item with the event logo to the Archive Committee. It is also requested, if possible or available, that one of each item be donated to the Arizona Area archives.

ARIZONA AREA CONVENTION COMMITTEE

Statement of Purpose:

The purpose of the Arizona Area Convention of Cocaine Anonymous is to promote enthusiasm and unity within the fellowship of Cocaine Anonymous financially support the efforts of the Arizona Area in carrying the message to the addict who still suffers. Specific duties and responsibilities of the standing committee may be found in the Arizona Area Convention Committee Guidelines.

Positions and requirements:

CHAIRPERSON

Sobriety requirement: 3 years

Length of term: 1 year

Duties and responsibilities:

- Plans and hosts the Area Convention.
- Provides direction and coordination to the Area Convention Committee.
- Submits a final detailed financial report of income and expenses, gross income and net income totals no later than the second monthly Arizona Area business meeting following the Area Convention.
- Each standing committee is directly responsible to Arizona Area. The Chairperson or their designated representative, shall provide a verbal and written report of their standing committees' activities at each regularly scheduled meeting of Arizona Area. Whenever possible, forwards a digital copy of this report to the Arizona Area Google Group and the Archives Committee Chair prior to the business meeting.
- Provides a digital copy of the committee's minutes to the Archives Committee each month.
- Has a copy of the storage room key which should be treated with the utmost care. Agrees to and signs a keyholder/storage room agreement form. If the keys are lost or stolen it must be reported to the Area Chair immediately.
- Presents updated internal committee guidelines at the January Arizona Area business meeting to the Chair and the Structure and Bylaws Committee and uploads the guidelines to the Arizona Area Google Drive.
- Attends the monthly Arizona Area business meeting where the Chairperson or their designated representative carries the committee's one vote
- It is suggested that each committee form, update and maintain their own guidelines to describe the roles and responsibilities of the committee and their trusted servants.
- Presents updated internal committee guidelines at the January Arizona Area business meeting to the Chair and the Structure and Bylaws Committee and uploads the guidelines to the Arizona Area Google Drive.
- If needed, present a budget to Area in December of each year.
 - **NOTE:** The budget for any Standing Committee of the Arizona Area 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 committee Chairperson and the Treasurer of Arizona Area. If the committee and the Treasurer cannot agree, the matter will be resolved by the Arizona Area at the next regularly scheduled business meeting of Area.
- All standing committees that have a cash or checking account are required to submit a monthly statement similar to the Treasurer's Report.
- When making flyers or memorabilia it is important to protect the Cocaine Anonymous brand and Logo by always trying to follow the branding guidelines set forth by the World Service Conference which can be found here <https://ca.org/content/uploads/2022/02/C.A.-Brand->

[Guidelines.pdf](#).

- All flyers distributed to the fellowship need to be approved by a Delegate prior to general distribution by sending a digital flyer to flyerapproval.ca@gmail.com. Please refer to the flyer Distribution Procedures section of the Area Guidelines prior to submitting your flyer for approval to avoid potential delays.
- It is suggested that all Area Standing Committees or Sub-committees donate one shirt with event logo to archives for preservation. If available, one of any additional items left over from the event can be donated to archives.
- When any Standing Committee is planning an event, they are encouraged to check the C.A. and other fellowship's calendars to avoid any potential conflicts whenever possible.
- Each committee should present a slate of their elected Steering Committee to Area for ratification. See election section.
- All Standing Committee Chairpersons shall serve a suggested term of 1 year.

VICE CHAIRPERSON

Sobriety requirement: 2 years

Length of term: 1 year

Duties and responsibilities:

- Assists the Chairperson in performing the duties of the committee.
- Carries one vote at the monthly Arizona Area business meeting in the absence of the Chairperson.
- Fulfills the duties and responsibilities of the chairperson if the chairperson is absent.

NOTE: The Arizona Area 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 Arizona Area for ratification.

C.A. ROUND-UP COMMITTEE

Statement of Purpose:

The C.A. Roundup Committee is responsible for planning and hosting the annual C.A. Roundup. The purpose of this event is to financially support the efforts of the Arizona Area in carrying the C.A. message of recovery, unity and service to the members of Cocaine Anonymous. Specific duties and responsibilities of the standing committee may be found in the C.A. Roundup Committee Guidelines.

Positions and requirements:

CHAIRPERSON

Sobriety requirement: 3 years
Length of term: 2 years

Duties and responsibilities:

- Rolls into the position of Advisor for the following year.
- Submits a final detailed financial report of income and expenses, gross income and net income totals no later than the second monthly Arizona Area business meeting following the Round Up.
- Provides direction and coordination to the Roundup Committee.
- Plans and hosts the C.A. Round Up.
- Attends the monthly Arizona Area business meeting where the Chairperson or their designated representative carries the committee's one vote
- Attends the monthly Arizona Area business meeting where the Chairperson or their designated representative carries the committee's one vote.
- Provides a digital copy of the committee's minutes to the Archives Committee each month.
- Each standing committee is directly responsible to the Arizona Area. The Chairperson or their designated representative, shall provide a verbal and written report of their standing committees' activities at each regularly scheduled meeting of Arizona Area. Whenever possible, forwards a digital copy of this report to the Arizona Area Google Group and the Archives Committee Chair prior to the business meeting.
- It is suggested that each committee form, update and maintain their own guidelines to describe roles and responsibilities of the committee and their trusted servants.
- Presents updated internal committee guidelines at the January Arizona Area business meeting to the Chair and the Structure and Bylaws Committee and uploads the guidelines to the Arizona Area Google Drive.
- If needed, present a budget to Area in December of each year.
 - **NOTE:** The budget for any Standing Committee of the Arizona Area 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 committee Chairperson and the Treasurer of Arizona Area. If the committee and the Treasurer cannot agree, the matter will be resolved by the Arizona Area at the next regularly scheduled business meeting of Area.
- All standing committees that have a cash or checking account are required to submit a monthly statement similar to the Treasurer's Report.
- All flyers distributed to the fellowship need to be approved by a Delegate prior to general distribution by sending a digital flyer to flyerapproval.ca@gmail.com. Please refer to the flyer Distribution Procedures section of the Area Guidelines prior to submitting your flyer for approval

to avoid potential delays.

- It is suggested that all Area Standing Committees or Sub-committees donate one shirt with the event logo to archives for preservation. If available, one of any additional items left over from the event can be donated to archives.
- When making flyers or memorabilia it is important to protect the Cocaine Anonymous brand and logo by always trying to follow the branding guidelines set forth by the World Service Conference which can be found here <https://ca.org/content/uploads/2022/02/C.A.-Brand-Guidelines.pdf>.
- When any Standing Committee is planning an event, they are encouraged to check the C.A. and other fellowship's calendars to avoid any potential conflicts whenever possible.
- Each committee should present a slate of their elected Steering Committee to Area for ratification. See election section.
- All Standing Committee Chairpersons shall serve a suggested term of 1 year

VICE CHAIRPERSON

Sobriety requirement: 2 years

Length of term: 1 year

Duties and responsibilities:

- Rolls into the position of Chairperson and then Advisor for the following two years.
- Assists the Chairperson in performing the duties of the committee.
- Carries one vote at the monthly Arizona Area business meeting in the absence of the Chairperson.
- Fulfills the duties and responsibilities of the chairperson if the chairperson is absent.

NOTE: The Arizona Area 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 Arizona Area 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.

FUNDRAISING AND ENTERTAINMENT COMMITTEE

Statement of Purpose:

The Fundraising and Entertainment Committee is responsible for organizing entertainment and fundraising events for the Arizona Area. An entertainment event is to promote unity and enthusiasm within the fellowship while raising money for CA in general or a specific cause.

Positions and requirements:

CHAIRPERSON

Suggested Sobriety requirement: 1 year

Length of term: 1 year

Duties and responsibilities:

- Organizes entertainment and fund-raising events.
- Promotes events in a timely manner following approved guidelines.
- Maintains an up-to-date calendar of the Fundraising and Entertainment events and provides on-going timely updates to the Arizona Area Chair, Secretary, and Webservant for posting on the Area website.
- Plans and hosts the annual Celebrate Around the World event, with the assistance of the Area Delegates, on the 1st Saturday of March.
- Has a copy of the storage room key which should be treated with the utmost care. Agrees to and signs a keyholder/storage room agreement form. If the keys are lost or stolen it must be reported to the Area Chair immediately.
- Provides a digital copy of the committee's minutes to the Archives Committee each month.
- Attends the monthly Arizona Area business meeting where the Chairperson or their designated representative carries the committee's one vote.
- Each standing committee is directly responsible to Arizona Area. The Chairperson or their designated representative, shall provide a verbal and written report of their standing committees' activities at each regularly scheduled meeting of Arizona Area. Whenever possible, forwards a digital copy of this report to the Arizona Area Google Group and the Archives Committee Chair prior to the business meeting.
- It is suggested that each committee form, update and maintain their own guidelines to describe roles and responsibilities of the committee and their trusted servants.
- Presents updated internal committee guidelines at the January Arizona Area business meeting to the Chair and the Structure and Bylaws Committee and uploads the guidelines to the Arizona Area Google Drive.
- If needed, presents a budget to Area in December of each year.
 - **NOTE:** The budget for any Standing Committee of the Arizona Area 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 committee Chairperson and the Treasurer of Arizona Area. If the committee and the Treasurer cannot agree, the matter will be resolved by the Arizona Area at the next regularly scheduled business meeting of Area.
- All standing committees that have a cash or checking account are required to bring a monthly statement similar to the Treasurer's Report.
- All flyers distributed to the fellowship need to be approved by a Delegate prior to general distribution by sending a digital flyer to flyerapproval.ca@gmail.com.

- Please refer to the flyer Distribution Procedures section of the Area Guidelines prior to submitting your flyer for approval to avoid potential delays.
- It is suggested that all Area Standing Committees or Sub-committees donate one shirt with event logo to archives for preservation. If available, one of any additional items left over from the event can be donated to archives.
- When making flyers or memorabilia it is important to protect the Cocaine Anonymous brand and logo by always trying to follow the branding guidelines set forth by the World Service Conference which can be found here <https://ca.org/content/uploads/2022/02/C.A.-Brand-Guidelines.pdf>.
- When any Standing Committee is planning an event, they are encouraged to check the C.A. and other fellowship's calendars to avoid any potential conflicts whenever possible.
- Each committee should present a slate of their elected Steering Committee to Area for ratification. See election section.
- All Standing Committee Chairpersons shall serve a suggested term of 1 year
-

VICE CHAIRPERSON

Suggested Sobriety requirement: 1 year

Length of term: 1 year

Duties and responsibilities:

- Assist the Chairperson in performing the duties of the committee.
- Carries one vote at the monthly Arizona Area business meeting in the absence of the Chairperson.
- Fulfills the duties and responsibilities of the chairperson if the chairperson is absent.

HOSPITALS AND INSTITUTIONS COMMITTEE

Statement of Purpose:

The purpose of the Hospitals and Institutions Committee is to carry the message of recovery Cocaine Anonymous to addicts who are in Hospitals or Institutions and cannot make an outside meeting. Institutions served may include, but are not limited to correctional facilities, sanitariums, detoxification units, treatment centers, juvenile detentions centers, half-way houses, and shelters.

Positions and requirements:

CHAIRPERSON

Sobriety requirement: 2 years

Length of term: 1 year

Duties and responsibilities:

- Hold C.A. meetings in facilities within the Arizona Area.
- Provide a Liaison between facilities and C.A.
- Purchase and distribute C.A. literature and A.A. Big Books for H & I meetings. Literature should coincide with facility guidelines.
- Seek to understand, respect and adhere to all facility regulations.
- Provide information about C.A.'s functions and purpose to facilities.
- Seek out new facilities which will accept a C.A. H & I meetings.
- Plan and host the Annual H & I Day event.
- It is suggested that all Area Standing Committees or Sub-committees donate one shirt with the event logo to archives for preservation. If available, one of any additional items left over from the event can be donated to archives.
- When any Standing Committee is planning an event, they are encouraged to check the C.A. and other fellowship's calendars to avoid any potential conflicts whenever possible.
- All flyers distributed to the fellowship need to be approved by a Delegate prior to general distribution by sending a digital flyer to flyerapproval.ca@gmail.com. Please refer to the flyer Distribution Procedures section of the Area Guidelines prior to submitting your flyer for approval to avoid potential delays.
- When making flyers or memorabilia it is important to protect the Cocaine Anonymous brand and logo by always trying to follow the branding guidelines set forth by the World Service Conference which can be found here <https://ca.org/content/uploads/2022/02/C.A.-Brand-Guidelines.pdf>.
- Occasionally communicates with the current World Service Hospitals and Institutions Committee or its Chair to keep up with current best practices.
- Provides a digital copy of the committee's minutes to the Archives Committee each month.
- Attends the monthly Arizona Area business meeting where the Chairperson or their designated representative carries the committee's one vote.
- Each standing committee is directly responsible to Arizona Area. The Chairperson or their designated representative, shall provide a verbal and written report of their standing committees' activities at each regularly scheduled meeting of Arizona Area. Whenever possible, forwards a digital copy of this report to the Arizona Area Google Group **and the** Archives Committee Chair prior to the business meeting.
- It is suggested that each committee form, update and maintain their own guidelines to describe roles and responsibilities of the committee and their trusted servants.
- Presents updated internal committee guidelines at the January Arizona Area business meeting to the Chair and the Structure and Bylaws Committee and uploads the guidelines to

the Arizona Area Google Drive.

- All standing committees that have a cash or checking account are required submit a monthly statement similar to the Treasurer's Report.
- Each committee should present a slate of their elected Steering Committee to Area for ratification. See election section.
- All Standing Committee Chairpersons shall serve a suggested term of 1 year.

H&I Budget

The monthly budget for the H&I Committee is determined by collections from the "H & I Can" from the previous fiscal year. Additionally, if the current monthly budget is insufficient for the needs of H&I due to an increase in the number of H&I meetings, the committee will submit a request at the monthly Arizona Area Meeting to increase the monthly budget.

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

The previous year's total H&I donations are dispersed in 12 equal monthly distributions over the following year.

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. If the average monthly income from the "H & I Can" in the current year is less than the monthly budget for the H&I Committee, the Arizona Area shall make up the difference from the General Fund.

THE H&I CAN

Because there seems to be some confusion in regard 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 Area's 7th Tradition. As H&I was growing, this was putting an increasing strain on Area'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 its collections. This was setup this way for two reasons. First, Area would have the actual money in its account before it was budgeted back to H&I so Area would not have to "Front" the money- thereby decreasing the risk to Area. Secondly, H&I would now 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.

Example,

\$12,000.00 was collected for the calendar year of 2017, H&I would receive \$1000.00 per month in 2018, totaling \$12,000.00. In 2018, \$15,000.00 was collected during the calendar

year, H&I would receive \$1,250.00 per month in 2019.

C.A. LIFELINE SUBCOMMITTEE

Statement of Purpose:

C.A. Lifeline is a service subcommittee of the Hospitals & Institutions Committee. C.A. Lifeline's primary purpose is to help the newcomer addicts' transition from treatment to the rooms of Cocaine Anonymous. We do this by providing a temporary contact in the newcomer's local area.

Members of Cocaine Anonymous, usually acting in pairs, meet the patients after their release from treatment and accompany them to their first C.A. meeting. Participation in the C.A. Lifeline is always voluntary.

C.A. Lifeline provide vital link between treatment and the fellowship of C.A. The members meet and correspond with representatives of local treatment centers to ask for permission to work with their patients. The members also correspond with patients desiring C.A. Lifeline on release.

Positions and requirements:

CHAIRPERSON

Sobriety requirement: 2 years

Length of term: 1 year

Duties and responsibilities:

- Maintain a list of C.A. volunteers willing to do C.A. Lifeline work.
- Print and distribute appropriate formats.
- Be a Liaison to the Area Meetings.

PUBLIC INFORMATION COMMITTEE

Statement of Purpose:

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

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

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

Positions and requirements:

CHAIRPERSON

Sobriety requirement: 2 years Length of term: 1 year

Duties and responsibilities:

- Sets P.I. Agenda and facilitates P.I. Meeting. Coordinates subcommittee functions. Attends all area meetings or designates someone from P.I. to attend.
- Occasionally communicates with the current World Service Public Information Committee or its Chair to keep up with current best practices.
- Reviews the updated World Service Public Information Handbook each year.
- Participates in the annual Public Information global poster campaign to encourage the fellowship worldwide to become involved in a weeklong event June 1st through the 7th. Order and customize your local posters from PI.CA.ORG.
- Provides a digital copy of the committee's minutes to the Archives Committee each month.
- Attends the monthly Arizona Area business meeting where the Chairperson or their designated representative carries the committee's one vote.
- Each standing committee is directly responsible to Arizona Area. The Chairperson or their designated representative, shall provide a verbal and written report of their standing committees' activities at each regularly scheduled meeting of Arizona Area. Whenever possible, forwards a digital copy of this report to the Arizona Area Google Group and the Archives Committee Chair prior to the business meeting.
- It is suggested that each committee form, update and maintain their own guidelines to describe roles and responsibilities of the committee and their trusted servants.
- Presents updated internal committee guidelines at the January Arizona Area business meeting to the Chair and the Structure and Bylaws Committee and uploads the guidelines to the Arizona Area Google Drive.
- If needed, present a budget to Area in December of each year.
 - **NOTE:** The budget for any Standing Committee of the Arizona Area 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 committee Chairperson and the Treasurer of Arizona Area. If the committee and the Treasurer cannot agree, the matter will be resolved by the Arizona Area at the next regularly scheduled business meeting of Area.
- All standing committees that have a cash or checking account are required to submit a

monthly statement similar to the Treasurer's Report.

- All flyers distributed to the fellowship need to be approved by a Delegate prior to general distribution by sending a digital flyer to flyerapproval.ca@gmail.com. Please refer to the flyer Distribution Procedures section of the Area Guidelines prior to submitting your flyer for approval to avoid potential delays.
- It is suggested that all Area Standing Committees or Sub-committees donate one shirt with event logo to archives for preservation. If available, one of any additional items left over from the event can be donated to archives.
- When making flyers or memorabilia it is important to protect the Cocaine Anonymous brand and logo by always trying to follow the branding guidelines set forth by the World Service Conference which can be found here <https://ca.org/content/uploads/2022/02/C.A.-Brand-Guidelines.pdf>.
- When any Standing Committee is planning an event, they are encouraged to check the C.A. and other fellowship's calendars to avoid any potential conflicts whenever possible.
- Each committee should present a slate of their elected Steering Committee to Area for ratification. See election section.
- All Standing Committee Chairpersons shall serve a suggested term of 1 year

VICE-CHAIRPERSON

Sobriety requirement: 1 years
Length of term: 1 year

Duties and responsibilities:

- Assist the Chairperson in performing the duties of the committee.
- Carries one vote at the monthly Arizona Area business meeting in the absence of the Chairperson.
- Fulfills the duties and responsibilities of the chairperson if the chairperson is absent.

Public Information Committee's Suggested Responsibilities:

MEDIA

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

NEWSLETTERS

- Combines newsletters from all of Arizona's district (such as "Recovery Pipeline – Tucson District".) Publish and distribute to the appropriate outlets.
- Is responsible for **getting the newsletter to the Delegates(s)** so he/she/they can review the newsletters for Traditions violations content that may affect C.A. as a whole.

MEETING BOOKS and LISTS

- Updates, and distributes meeting books and meeting lists.

COMMUNITY OUTREACH

- 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.

INFORMATION LINE COMMITTEE

Statement of Purpose:

The purpose of this committee is to manage the affairs of the Cocaine Anonymous Information Line. They are responsible for the provision of information and assistance to individuals seeking aid by phone, and with the communication of messages received for other committees. The functions of this committee are as follows:

Positions and requirements:

CHAIRPERSON

Sobriety requirement: 2 years

Length of term: 1 year

Duties and responsibilities:

- Coordinate schedule of volunteers.
- Keep updated meeting list available for volunteers.
- Ensures that all volunteers are familiar with the 12 Step Call Do's and Don'ts that can be found in section 7 of the Area Guidelines

VICE CHAIRPERSON

Sobriety requirement: 1 years

Length of term: 1 year

Duties and responsibilities:

- Assist the Chairperson in performing the duties of the committee.
- Carries one vote at the monthly Arizona Area business meeting in the absence of the Chairperson.
- Fulfills the duties and responsibilities of the chairperson if the chairperson is absent.

Webmaster

Statement of Purpose:

The Arizona Area Webmaster is to facilitate and manage all aspects of technology involved in conducting the business of the Arizona Area.

Positions and requirements:

Webmaster

Sobriety requirement: 2 years

Length of term: 1 year

Duties and responsibilities:

- Website content, design and platform.
- Manages the account and platform of the info line (manning the INFO line is under PI Committee)
- Virtual meeting hardware / services and setup
- Keeps Area abreast of all emerging technologies and assist in integrating these tools.\
- Manage any surveys or technical needs of subcommittees
- Resides in the Arizona Area.
- Must have a readily available computer with an internet connection and maintains a frequently monitored email account.

- Has a sufficient computer and word processing skills to fulfill the duties of this position.
- Possesses a working knowledge of the CAWSC Information Technology Committee Workbook and Guidelines, the Twelve Traditions and the Twelve Concepts.
- Gathers data from the Arizona Area (such as meeting information, event schedules, contact information, Arizona Area changes, service position changes, etc.) and provides such information to the Area IT Committee for regular website updates.
- Partners with the Area Convention IT Committee on website design, content and planning.
- When necessary, confers with Delegates, Advisors and Trustees with questions or concerns about the Area website conforming to the Twelve Traditions of C.A.
- Occasionally communicates with the current World Service Information Technology Committee or its Chair to keep up with current best practices.
- Reviews the updated World Service Information Technology Committee guidelines each year.
- Maintain password and accessibility to any technology platforms used by the fellowship in all committees except banking.
- Keep the Secretary abreast of any and all login information changes.
- Manages online Area calendar.

VICE Webmaster

Sobriety requirement: 2
years Length of term: 1 year

Duties and responsibilities:

- Assist the Chairperson in performing the duties of the committee.
- Fulfills the duties and responsibilities of the webmaster if the webmaster is absent.

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.)

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 Information and Referral Line, which will direct them to professional counseling.
- 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	211
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 ARIZONA AREA Board Member.

STRUCTURE AND BYLAWS COMMITTEE

Statement of Purpose:

The Structure and Bylaws Committee is responsible for maintaining and updating the Arizona Area 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 Arizona Area.

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:

- Maintains current versions of the Bylaws and Guidelines and incorporates any amendments or changes made during the course of the year.
- Coordinates with the Arizona Area Secretary to confirm all motions resulting in guideline changes.
- Notifies the Area Webmaster of any Guideline changes for inclusion on-line.
- Reviews and, if requested, investigates and reports on structures that may be useful to the Arizona Area.
- Prepares updated guidelines each January for approval and subsequent printing in February.
- Maintains Structure and Bylaws Google Drive with all updated guidelines for all Area positions and standing committees.
- Communication with the Delegates regarding the most current literature available and changes to the World Service Manual that may need to be updated in the Arizona Area Guidelines.
- Provides a digital copy of the committee's minutes to the Archives Committee each month.
- Attends the monthly Arizona Area business meeting where the Chairperson or their designated representative carries the committee's one vote.
- Each standing committee is directly responsible to Arizona Area. The Chairperson or their designated representative, shall provide a verbal and written report of their standing committees' activities at each regularly scheduled meeting of Arizona Area. Whenever possible, forwards a digital copy of this report to the Arizona Area Google Group and the Archives Committee Chair prior to the business meeting.
- It is suggested that each committee form, update and maintain their own guidelines to describe roles and responsibilities of the committee and their trusted servants.
- Updates internal committee guidelines by the January Arizona Area business meeting and uploads the guidelines to the Arizona Area Google Drive.
- If needed, presents a budget to Area in December of each year.
 - **NOTE:** The budget for any Standing Committee of the Arizona Area 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 committee Chairperson and the Treasurer of Arizona Area. If the committee and the Treasurer cannot agree, the matter will be resolved by the Arizona Area at the next regularly scheduled business meeting of Area.

- Each committee should present a slate of their elected Steering Committee to Area for ratification. See election section.
- All Standing Committee Chairpersons shall serve a suggested term of 1 year

VICE CHAIRPERSON

Sobriety requirement: 2 years

Length of term: 2 years

Duties and responsibilities:

- Assists the Chairperson in performing the duties of the committee.
- Carries one vote at the monthly Arizona Area business meeting in the absence of the Chairperson.
- Fulfills the duties and responsibilities of the chairperson if the chairperson is absent.

WE TREAT COMMITTEE

Statement of Purpose:

The We Treat Committee is responsible for planning and hosting the annual We Treat Event. The purpose of this event is to financially support the efforts of the Arizona Area in carrying the C.A. message to the addict who still suffers. Specific duties and responsibilities of the standing committee may be found in the We Treat Committee Guidelines.

Positions and requirements:

CHAIRPERSON

Sobriety requirement: 3 years

Length of term: 1 year

Duties and responsibilities:

- Plans and hosts the We Treat Event.
- Provides direction and coordination to the We Treat Committee.
- Submits a final detailed financial report of income and expenses, gross income and net income totals no later than the second monthly Arizona Area business meeting following the We Treat Event.
- Provides a digital copy of the committee's minutes to the Archives Committee each month.
- Attends the monthly Arizona Area business meeting where the Chairperson or their designated representative carries the committee's one vote.
- Each standing committee is directly responsible to Arizona Area. The Chairperson or their designated representative, shall provide a verbal and written report of their standing committees' activities at each regularly scheduled meeting of Arizona Area. Whenever possible, forwards a digital copy of this report to the Arizona Area Google Group and the Archives Committee Chair prior to the business meeting.
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- If needed, presents a budget to Area in December of each year.
 - **NOTE:** The budget for any Standing Committee of the Arizona Area 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 committee Chairperson and the Treasurer of Arizona Area. If the committee and the Treasurer cannot agree, the matter will be resolved by the Arizona Area at the next regularly scheduled business meeting of Area.
- All standing committees that have a cash or checking account are required to submit a monthly statement similar to the Treasurer's Report.
- All flyers distributed to the fellowship need to be approved by a Delegate prior to general distribution by sending a digital flyer to flyerapproval.ca@gmail.com. Please refer to the flyer Distribution Procedures section of the Area Guidelines prior to submitting your flyer for approval to avoid potential delays.

- It is suggested that all Area Standing Committees or Sub-committees donate one shirt with event logo to archives for preservation. If available, one of any additional items left over from the event can be donated to archives.
- When making flyers or memorabilia it is important to protect the Cocaine Anonymous brand and logo by always trying to follow the branding guidelines set forth by the World Service Conference which can be found here <https://ca.org/content/uploads/2022/02/C.A.-Brand-Guidelines.pdf>.
- When any Standing Committee is planning an event, they are encouraged to check the C.A. and other fellowship's calendars to avoid any potential conflicts whenever possible.
- Each committee should present a slate of their elected Steering Committee to Area for ratification. See election section.
- All Standing Committee Chairpersons shall serve a suggested term of 1 year

VICE CHAIRPERSON

Sobriety requirement: 2 years

Length of term: 1 year

Duties and responsibilities:

- Assists the Chairperson in performing the duties of the committee.
- Carries one vote at the monthly Arizona Area business meeting in the absence of the Chairperson.
- Fulfills the duties and responsibilities of the chairperson if the chairperson is absent.
-

NOTE: The Arizona Area 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 Arizona Area for ratification.

SECTION 7

GENERAL POLICIES, SUGGESTED FORMATS, AND READINGS

Suggested Prudent Reserve Policy:

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 CAWSO), times 4/24.

- The Savings (money market) account Totals is used as Prudent Reserve. Prudent Reserve determination will be published at the January Area Meeting.
- 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 CAWSO using The Treasurer may use his/her discretion in making the above donations if:
 - 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.
 - 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) x (4/24) = Prudent Reserve

EXAMPLE:

\$70,000 represents the Total Expenses for 2 Years.

\$10,000 represents the donations to CAWSO

\$60,000 represents the Total 2 Years Operating Expenses.

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

\$10,000 is the Prudent Reserve

Budget Conflict Policy

NOTE: The budget for any standing committee of AREA. 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 AREA. The Steering Committee of the committee in question. If the committees, and the treasurer cannot agree, the matter will be resolved by AREA itself at the next regularly scheduled business meeting of AREA.

Arizona Convention Funds Disbursements Policy

Phoenix Fellowship hosts the convention.

70% of proceeds go directly to the Area and the remaining 30% is divided evenly between the other active districts. *

Math

Assuming \$10,000.00 net proceeds

\$7,000.00 to Area

\$1,500.00 to Tucson

\$1,500.00 to Northern

Tucson Fellowship host the convention

50% of net proceeds go directly to Area. The remaining 50% is divided 70/30 between the hosting district and other district(s). With the 70% going to the Tucson fellowship

Math

Assuming \$10,000.00 net proceeds

\$5,000.00 to Area

\$3,500.00 to Tucson

\$1,500.00 to Prescott

Northern Fellowship host the convention

50% of net proceeds go directly to Area. The remaining 50% is divided 70/30 between the hosting district and other district(s). With the 70% going to the Prescott fellowship

Math

Assuming \$10,000.00 net proceeds

\$5,000.00 to Area

\$3,500.00 to Prescott

\$1,500.00 to Tucson

All motions for disbursement of funds should be presented in writing, with detailed explanations to the area for approval.

* **NOTE:** An "active" district in Arizona would be considered a District that regularly (at least 6 times out of the last 12 months) sends representatives to the monthly Area meetings either in person or virtually.

Keyholder/Storage Room Agreement

The Area Chair will be in charge of the master key and will provide all other keyholders with non-duplicatable keys after they have signed the keyholder/storage room agreement. The keyholders to the Area storage room shall be the Archives Committee Chair and/or The Storage Room Chair, the Entertainment Committee Chair, the Area Convention Chair, and the Chips and Literature Chair. All keyholders must agree to and sign this agreement with the following stipulations before being presented with a key.

- Keys that have been issued to me will be kept in my possession and not shared with anyone else, committee member or otherwise.
- When taking items from the storage room I will sign the sign in/sign out sheet with the items I have taken and when.
- When returning items to the storage room I will sign the sign in/sign out sheet with the items I have returned and when.
- I will not store perishable items.
- I will ensure items I am storing will be free of any dirt, debris, water, etc.
- I will restrict the use of the storage room to the areas that have been assigned to my committee. I understand that accessing areas that do not fall into this category to be prohibited.
- I will ensure that when I take the keys away from the premises that they are kept safe and that no other person has access to them.
- I understand that it is my responsibility to inform the Storage Room Chair immediately should any theft, loss, damage or misuse occur with regard to the keys, the storage room and/or items therein.
- I understand that I must return all keys in my possession at the end of my term as committee chair to the Area Chair to be reassigned to the next committee chair upon signage of a new signed keyholder/storage room agreement.
- I understand that I will do my part to keep the storage room clean by removing any trash, empty boxes, etc.
- I understand that once a year my committee will go through our designated bins to remove and discard any unusable or unneeded items.
- I understand that failing to comply with this agreement could result in a decision made by the Area or Area Chair to have my key and access to the storage room revoked.

Committee

Printed Name

Signature

Date

TRUSTEE NOMINATION GUIDELINES

Announcement for nominations will be made 5 months prior to the Regional Convention (If the Convention is in April, the process would begin 5 months prior in December). The Vice Chair should ensure that a one page description of requirement and duties be available at the Area meeting for GSRs.

1. Announcement made at the Area meeting in December
2. Nominations will made at the Area meeting in January.
3. Candidates submit resumes and present at the Area meeting in February.
4. Slate ratification will be done at the Area meeting in March.
5. Slate taken to the Regional Convention in April.

Candidates may email their resume to the Area sectary. At that point the Area will print copies for distribution at the August Area meeting. It is suggested that the candidate bring their resumes with copies for all.

All Districts are encouraged to submit candidates to the Area. However, no District approval is required for a member to submit their resume for consideration.

Other ratification procedures are as follows:

1. Nominees not distributing or submitting resumes prior to the election shall not be considered for slate approval.
2. Each Candidate will be given a few minutes to speak on their behalf. If the Candidate is not present someone may speak on their behalf.
3. Secret ballot will be used.
4. Each individual candidate will be voted on.
5. To be approved for the Regional Slate, a candidate must receive a two- thirds vote of all voting area members. If no one candidate receives a two-thirds vote, the highest vote getter will be placed on the Arizona slate.
6. Arizona will place a minimum of 1 but no more than 4 candidates on the Arizona Trustee slate to be sent to the Regional Caucus. If more than 4 candidates receive a two-thirds vote, the top 4 vote getters will be placed on the slate.

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, Arizona Areas & 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.

(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™

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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 Chairy. The obsession is a continued and irresistible thought of cocaine and the next high. The allergy creates an absolute inability to stop using once we begin.

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

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

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

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

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

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

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THE TWELVE 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!



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ALCOHOL

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



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THE PROMISES

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

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

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A VISION FOR YOU

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

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

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REACHING OUT

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

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

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



SECTION 8

BASIC PARLIAMENTARY PROCEDURE

PART ONE - PROCEDURE

Motion - Any list of business brought before Arizona Area on which an action or decision is proposed.

- 1) A motion must be seconded before it can be discussed.
- 2) 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 Arizona Area are G. S .R.(s) , Members of the Steering Committee, Chairpersons of Standing Committees or their representative and Delegates to the World Service Conference. The Chair has no vote each except in elections,

- 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.

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 AREA. 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 AREA. (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 AREA. 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, Arizona Area 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/ Parliamentarian</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 days' notice is given, only a simple majority is required</u>

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

SECTION 9

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 Arizona Area funds. The money belongs to the Arizona Area fellowship.
- 2) Personal monies and Arizona Area 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 Arizona Area business meeting.
- 4) When money is turned in to the Treasurer at the Arizona Area 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 Arizona Area 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 Arizona Area's main bank accounts shall have three signatories on the account; the Arizona Area Chairperson, Vice-Chair and Treasurer. The account shall be set up so that the bank only honors checks with two (2) signatures.
- 9) All Arizona Area 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 Arizona Area Finance Chair as soon as they are on the account. The Arizona Area 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 Arizona Area 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 Arizona Area 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 Arizona Area 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.
- 14) A financial review of the Arizona Area's financial records shall take place once a year with the Arizona Area CHAIR, Arizona Area Treasurer, and all Standing Committee Chairpersons and Treasurers. All bank accounts tied to the Arizona Area'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 Arizona Area CHAIR, Treasurer, 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 Arizona Area 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 Arizona Area elects a new Treasurer, the exiting Treasurer will educate the new Treasurer during the months of October – December with regard to the Arizona Area 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 Arizona Area funds will immediately notify the Standing-Committee Chairperson and the Arizona Area CHAIR upon discovery of any missing funds.
- 20) A Treasurer elected to serve on any Standing Committee shall attend the next Arizona Area business meeting to present a verbal and written resume and be ratified by the Arizona Area 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 Arizona Area:

- 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 Arizona Area Secretary to have the event added to the Arizona Area 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 Arizona Area Chairperson prior to the event.
- 4) Monitor and maintain proper money handling procedures throughout the planning and execution of the event as per the Arizona Area'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 Arizona Area 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) Delegate approval shall consist of all members of the Delegates 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 Arizona Area Guidelines. (Please contact the Delegates or the Area Web servant 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 Delegate 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 Arizona Area 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 ARIZONA AREA 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 a Delegate prior to general distribution. (Please refer to the flyer appendices for more information)
5. It is suggested that all AREA Standing or 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. Each standing committee is directly responsible to Arizona Area. The Chairperson of each standing committee, or their designated representative, shall report their standing committees activities to the ARIZONA AREA and provide a written summary for distribution to the board and at each regularly scheduled meeting of Arizona Area

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ii Reflects approved Manual thru January 2019