

Cocaine Anonymous

Manitoba Area Service Manual



2019/2020

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Disclaimer

This Manual is intended to provide guidance for our activity in a spiritual program of recovery. Except for Cocaine Anonymous World Service Conference Charter and the Bylaws of Cocaine Anonymous World Services Inc., legal matters dealing with logos and the name “Cocaine Anonymous” and procedures for elections and participation at the WSC., suggestions are just that and decisions by individuals, groups, districts and areas should be considered within the context of our Twelve Steps, Twelve 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.

<https://camanitoba.org>

(MASC revised Mar 2019)

MASC Manual created 2004

PREFACE

The purpose of this manual and guidelines is to avoid confusion that prevents us from reaching our objective of **considerable unanimity**. Sharing our experience, strength, and hope: and allowing all participants **equal opportunity** to address issues, helps us to **remain united**. Some guidelines are necessary to assist with organizing the discussion to ensure an informed **group conscience** can develop. Our actions should be somewhat flexible to ensure we do not get lost in rules and regulations. When considering a documented procedure, there are several important issues and experiences to keep in mind.

- Some guidelines are necessary to ensure a smooth flow which allows the group conscience to develop
- Guidelines should not restrict open communication; an informed group conscience is the primary objective
- Every member of Cocaine Anonymous has an equal opportunity to bring ideas and issues to the MASC; either through a Standing Committee, Ad-hoc Committee, or from the floor of the Area Meetings.
- The committee system has proven to work well throughout the fellowship of Cocaine Anonymous. Ideas and issues should be addressed to the appropriate committee to review before a recommendation is made to the MASC
- All ideas and issues should received consideration and discussion
- It is essential that all information is researched and presented to the Area group conscience
- Experience has taught us that it is better to have a well researched and discussed idea before a motion is made
- Potentially contentious issues should not be forced to an immediate conclusion. These matters should be discussed at Area and the Home Groups before being brought to a decision
- No decision is ever final. Members have many options to Minority Opinion and options to Appeal Decisions

INTRODUCTION

A DEFINITION OF “COCAINE ANONYMOUS”

Cocaine Anonymous is a fellowship of recovering addicts throughout the World. The following definition of “Cocaine Anonymous” is found in our Fellowship’s literature and is often read at meetings of the 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 to achieve the same freedom.”

We use the Twelve Steps of Recovery; because it has already been proven that the Twelve Step Recovery Program works.

THE IMPORTANCE OF “ANONYMITY”

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

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

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

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

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

SECTION I

DESCRIPTION AND BY-LAWS OF THE MANITOBA AREA SERVICE COMMITTEE

NAME AND MEMBERSHIP:

- The name of this association shall be the Manitoba Area Service Committee of Cocaine Anonymous
- This Area shall be defined as The Mid-west Region covering, Illinois, Indiana, Kentucky, Manitoba, Michigan, Minnesota, Missouri, Nebraska, Western Pennsylvania/Ohio, and Wisconsin.
- Referred to as the MASC in this Manual and our literature
- All Home Groups on the Manitoba Area that are registered with Cocaine Anonymous World Service Office have a vote in the decisions of the MASC
- All members of Cocaine Anonymous are recognized and have an opportunity to speak to the MASC, including bringing motions forward

PURPOSE:

- *Tradition 5- Each group has but one primary purpose-to carry its message to the addict who still suffers*
- To serve the common needs of the Home Groups in the Manitoba Area
- To promote unity of the fellowship of Cocaine Anonymous in the spirit of the Twelve Traditions
- To maintain contact with our Home Groups and CAWSO, knowing that communication is a two-way street with information flowing both directions
- To ensure substantial unanimity (2/3 vote) is achieved for all Area decisions

FUNCTIONS:

- Uses the guidance of the C.A. World Service Manual and Roberts Rules Short Form; where they do not conflict with the MASC Service Manual, to carry out Area functions
- Promote the principles of the 12 steps, 12 traditions, and the 12 concepts to all Home Groups and members
- Maintains open communication with the Cocaine Anonymous World Service Office, for the purpose of registering and updating our meeting information in the World Directory
- Distributes chips and literature to the Home Groups, hospitals, institutions, and the professional community and maintains a prudent reserve of \$1500.00 specifically for this purpose
- Manage the financial contributions received from the Home Groups and Area events and contributes to the CAWSO
- Assist and develop new Home Groups as needed
- Maintain the C.A. Crisis phone-line
- Co-operates with the hospitals, institutions, and the professional community
- Sponsor Manitoba Area Conventions
- Elects Delegates to the World Service Conference of Cocaine Anonymous and sponsors their transportation to and from the Conference (no more than \$1800 of their expenses)
- Publish and distributes meeting schedules of all the Home Groups
- Sponsor service days, workshops, and social events

SECTION I

MEETINGS:

- Hold monthly business meetings
- The MASC meets once a month
- Holds Area group conscience meetings
- Holds a yearly election meeting in January
- Holds a yearly inventory meeting

AREA TABLE OFFICERS:

- Officers are elected by the election procedures outlined in Section II-12
- Officers shall be supportive of and accountable to the MASC and our members *Tradition 2- For our group purpose there is but one ultimate authority- a loving God as He may express himself at our group conscience. Our leaders are but trusted servants they do not govern.*
Tradition 9- C.A. as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
- Officers shall perform all duties imposed upon them in the position description (Section III) and the Area group conscience
- Standing and Ad-hoc Committee chairpersons hold the final responsibility in seeing that the obligations are met
- No officer shall incur any financial obligation on behalf of the MASC without substantial unanimity of the Area group conscience and the written consent of the Chairperson
- Officers shall provide written resignations to the MASC Chairperson
- If an officer is to be removed from service, the MASC Chairperson will notify them in writing
- In the event of a vacancy before the regular scheduled election, the Chairperson shall call for an election to temporarily fill the position until the regular election date
- Temporary officers are automatically nominated at the election. They are not kept from the spirit of rotation.

SECTION II

MASC Business Meeting Procedure Guidelines

(Adapted from the World Services Conference Parliamentary Procedure Guidelines)

These procedures are prepared for use at the Area Meeting of Cocaine Anonymous in Manitoba. It is intended to aid in the orderly conduct of the Area Meeting. It does not take precedence over or replace the principles upon which the 12 Traditions, 12 Steps, or the 12 Concepts are based. Scrupulous and incessant attention to principle is the only way to prevent these guidelines for business meetings from being used to circumvent or unjustly influence the Group Conscience.

1. How a Member is Heard

- a) A member wishing to speak make a motion shall raise their hand until recognized by the Chairperson.

2. Motions

- a) Any motion that brings business before the MASC should be in writing
- b) All motions should be simply worded and not include arguments for their adoption.
- c) Motions should contain only one idea or issue.
- d) Negative motions should be avoided; the motion should initiate a positive action.
- e) The member making a motion may decide to withdraw the motion at any time before a vote if there are no objections. If there is an objection, a vote is needed to withdraw.
- f) All motions must be seconded and are then allowed ample discussion before a vote.
- g) Ad-hoc Committee recommendations do not require a second before discussion.
- h) All motions require substantial unanimity (2/3 vote) for their adoption. (see 5)

3. Discussion

- a) **Discussion, questions and comments should be limited to the motion on the floor.**
- b) Members wishing to comment or question a motion will do so by raising their hand, and wait to be recognized by the Chairperson.
- c) The Chairperson rounds the table clockwise and ends the gallery, calling on each member with their hands up. This will continue until discussion is closed.
- d) The Chairperson allows everyone a first opportunity to speak before anyone has a second opportunity.
- e) All comments should be limited to less than 2 minutes. Under special circumstances, where necessary to clarify an issue, or provide background information, a member may request a specified time extension from the Chairperson before they comment.
- f) If somebody has already made your point there is no need to repeat, agree, or ditto.
- g) Cross talk is disruptive. (see I)
- h) Many motions can arise during discussion. (see 4,6-8,11)

4. Close Debate

Motion to close debate and vote immediately on the motion being discussed must be seconded, is not debatable and requires a Standard Vote to pass. (see13)

SECTION II

5. Voting on Motions

- a) Voting is conducted by the Chairperson.
- b) The secretary re-reads the motion before the vote. The maker of the motion then confirms or corrects the secretary.
- c) For first motions, voting is by show of hands in favor and opposed.
- d) Hands are counted by the Chairperson then the Chairperson reports the decision.
- e) For contentious issues, a secret ballot may be used. (see 15)
- f) Any member may motion for a Standard Vote (see 13) or a Secret Ballot Vote (see 15)
- g) After the vote, the Chairperson allows the minority an opportunity to speak again to the motion.
- h) The Chairperson then asks if anyone from the majority wishes to change their vote.
- i) If the vote remains the same, the Chairperson announces the decision.
- j) If there is a change, the vote is stricken and the motion is tabled to the next Business Meeting.

6. Tabling a Motion

Motions will, at times, require more research by the members before a productive discussion is held. Tabling a motion allows time for all members to do this research before the motion is further discussed.

- a) Must be seconded but is not debateable and requires a Standard Vote to pass.
- b) The date the motion is to be tabled until is to be stated.
- c) A tabled motion is to be revisited on the set date during "Old Business".

7. Refer to Committee

Motions may require the attention of a Standing Committee (which already exists) or an Ad-hoc Committee created especially for this purpose.

- a) Must be seconded but is not debatable and requires a Standard Vote to pass.
- b) Motions referred to a committee may only be revisited after the committee has reviewed the motion.

8. Friendly Amendment

- a) Members are permitted to suggest changes to wording, grammar, punctuation, or minor changes to the content of the motion.
- b) If accepted by the maker of the motion and there are no objections from the floor, the motion is changed accordingly.

9. Amendments

- a) Must be seconded, is debatable and requires a Standard Vote for adoption.
- b) When a motion is amended the original motion dies and discussion continues on the amended motion.
- c) If an amendment to a motion is not accepted, the discussion continues on the original motion.

SECTION II

10. Reconsider

A motion to reconsider a passed motion is to call a motion back to the table.

- a) Must be seconded, is debatable and requires a Standard Vote to pass.
- b) A motion may not be reconsidered twice.
- c) Can be motioned at any time. The same day as the vote was held or months later.

11. Motion to Recess

- a) Must be seconded, is debatable and requires a Standard Vote to pass.
- b) Reason for recess is to be stated. (e.g. a cigarette break, a cool down, or lunch)
- c) Length of break must be stated.

12. Elections

- a) The Chairperson calls for elections where necessary or as the Agenda specifies.
- b) Elections are announced one Business Meeting before nominations are received.
- c) Nominations are received from the floor and must be seconded. Nominees must be present to accept the nomination.
- d) After respectful pause in nominations, the Chairperson calls a Standard Vote to close the nominations.
- e) All candidates must be present for the Q/A forum and the Election. If they are not present, their name will be removed from the ballot.
- f) All candidates will then state their service experience related to the position, willingness to fulfill their duties and answer questions.
- g) The candidates shall leave the room after an ample Q/A forum.
- h) The Chairperson will then call for a vote of two thirds majority.
- i) If one candidate does not receive substantial unanimity, the person with the least amount of votes is called back into the room. The voting will continue in this fashion until there is a successor or two candidates left.
- j) If two candidates are left and a successor cannot be named with a Standard Vote, their names will be placed in a hat and the Chairperson shall draw the final decision from it.
- k) The Chairperson then reports the decision.
- l) The successor assumes the responsibilities immediately.

13. Standard Vote

- a) A show of hands in favor and a show of hands against.
- b) The Chairperson counts each vote and reports the decision.

SECTION II

14. Interpreting the Vote

Once the voting is complete, the action must be interpreted. The results can be interpreted as follows:

- a) Substantial Unanimity, at least two-thirds of the ballots cast (including spoiled ballots), means the course of action should be followed.
- b) If less than one-third is in favor, then we should not follow the action of the motion.
- c) A vote between one and two-thirds indicates a "MAYBE". This could mean not enough information was available and it could be readdressed to the Committee for further research and for reconsideration of the motion.

15. Secret Ballot

It may at times be best to not identify a members' support for or against a motion. A written secret ballot will provide the privacy that may be needed.

- a) Votes are written yes or no
- b) They are collected by the Chairperson
- c) The Chairperson, Vice Chairperson, and Delegate count the votes.
- d) The Chairperson reports the decision.

16. Possible Votes

This list of the current voting positions held in the MASC. As our fellowship grows, this list may change.

17. Table Officers

- | | |
|---------------|--------------------|
| - Chairperson | - Alt. Chairperson |
| - Delegate | - Alt. Delegate |
| - Treasurer | - Secretary |

- a) If a Table Officer is not going to be present, they should supply the Secretary or Chairperson with their written report.
- b) If a Table Officer is not present, neither is their vote.

18. Standing Committee Chairpersons

- | | |
|--|-------------|
| -hospitals and institutions/public information | -convention |
| -chips and literature | -activities |
| -internet communications | -archives |
| -telephones | |

- a) If a standing committee chairperson is not going to be present, they can assign any member of their committee to give a written report and vote for their committee. When possible they should notify the MASC secretary or chair person in advance.
- b) Ad-hoc Committee Chairpersons do not vote, they only report. If the Chairperson is not present, any one member of the Ad-hoc Committee may report.

19. Home Group Service Rep.

Hope, Faith, and Courage
End of The Line
Ounce of Courage
Kateri

Paradise
Serenity
A New Freedom

- a) If the GSR or Alternate GSR from the Home Group is not going to be present, the Group may be represented by preferably a member that holds a service position with that Group.

SECTION III

Position Descriptions

Area Table Officers

1. Chairperson

- a) 2 years continuous sobriety
- b) Has served as Alt. Chairperson
- c) Is willing to fulfill a 2 year commitment
- d) Has a good working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
- e) Has a good knowledge of the current World Service Manual and the current Manitoba Area Service Manual and has a copy of each
- f) Promotes unity throughout the fellowship
- g) Creates the Agenda for each Area Business Meeting and makes it accessible 1 week before Business Meeting
- h) Directs the order of business at the Area Business at the Area Business Meeting
- i) Conducts votes on motions and elections
- j) Exercises an option of interpreting the vote, if the room is split on a motion, and moves the motion to the appropriate Committee for further research and review
- k) Reports the decision of the votes
- l) In the case of a tie during elections, he/she will draw from the hat
- m) Serves on a Standing Committee or an Ad-hoc Committee
- n) Encourages trusted servants to chair a Standing Committee or an ad-hoc Committee
- o) Oversees the actions and productivity of all Standing Committees
- p) Turns over all information and equipment to the succeeding Chairperson when their term is complete
- q) Assists the new Chairperson for one month in the spirit of service sponsorship

2. Alternate Chairperson

- a) 2 years continuous sobriety
- b) Has served for 1 year as an Area Table Officer, GSR, or Standing Committee Chairperson
- c) Is willing to fulfill a 4 year commitment (2 yrs. as Alt. and 2 yrs as Chairperson)
- d) Promotes unity throughout the fellowship
- e) Has a good working knowledge of the 12 Step, 12 Traditions, and 12 Concepts
- f) Has a good knowledge of the current WSM and the current MASM and has a copy of each
- g) Serves as the Parliamentarian for the Area Business Meeting

- h) Replaces the Chairperson in their absence
- i) Serves on a Standing Committee or an Ad-hoc Committee
- j) Encourages trusted servants to chair Standing Committees or Ad-hoc Committees
- k) Oversees the actions and productivity of all standing Committees
- l) Turns over all information and equipment to the succeeding Alt. Chairperson when their term is complete
- m) Assists the new Alt. Chairperson for 1 month in the spirit of service sponsorship
- n) Has a vote at the Area Business Meeting
- o) Has to be re-approved every year

3. Secretary

- a) 1 year continuous sobriety
- b) 6 months of active service in C.A.
- c) Is willing to fulfill a 1 year commitment
- d) Promotes unity throughout the fellowship
- e) Has a good knowledge of the 12 Steps, 12 Traditions and 12 Concepts
- f) Has a good knowledge of the current WSM and the current MASM and has a copy of each
- g) Has a vote at the Area Business Meeting
- h) Keeps accurate minutes of each Area Business Meeting
- i) Receives and reads reports from absent members
- j) Re-reads motions before a vote.
- k) Supplies each MASC member with written minutes from the previous Area Business Meeting, including all reports
- l) Keeps an updated record of names, phone numbers, and mailing addresses for all MASC members
- m) Supplies Archives with appropriate materials to maintain the history of the fellowship
- n) Turns over all information and equipment to the succeeding Secretary when their term is complete
- o) Assists the new secretary for one month in the spirit of service sponsorship

4. Treasurer

- a) 2 years continuous sobriety
- b) 1 year of active service in C.A. as a Treasurer
- c) Is willing to fulfill a 2 year commitment
- d) Promotes unity throughout the fellowship
- e) Has a good working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
- f) Has good knowledge of the current WSM and the current MASM and has a copy of each
- g) Is gainfully employed/financial stable
- h) Has a vote at the Area Business Meeting
- i) Receives and deposits financial contributions to the Area chequing account
- j) Keeps an accurate bookkeeping system
- k) Maintains the Area chequing account, making sure three signing authorities are at the bank needing two signatures
- l) Sends Area contributions to the World Service Office as voted by Area
- m) Distributes money to the appropriate Trusted Servant as determined and requested by the Area Group Conscience.

- n) Reads the previous month's financial statement and supplies the secretary with a written copy to be added to the minutes.
- o) Turns over all information and equipment to the succeeding Treasurer when their term is complete
- p) Assists the new Treasurer for one month in the spirit of service sponsorship
- q) To hold a financial audit at least once or twice a year, from either an outside source or be conducted by two or more standing committee officers
- r) Holding an audit annually, every December before January elections

SECTION III

5. Delegate

- a) The Delegates position is a Spiritual one
- b) 3 years continuous sobriety
- c) Is willing to fulfill a 2 year commitment
- d) Must be reapproved each year
- e) Promotes unity throughout the fellowship
- f) Has a good working knowledge of the 12 steps, 12 traditions, 12 concepts
- g) Has good knowledge of the current WSM and the current MASM and has copy of each
- h) Has a vote at Area business meetings
- i) Notifies the World Service Organization of their election in order to be placed on the mailing list to receive all Conference materials
- j) Is willing to spend many hours required to study the Conference Manuals
- k) Attends the World Service Conference to represent Manitoba Area's vote, when funding is available
- l) Is able to cross any International borders required
- m) Transmits conference information to the Manitoba Area Business Meetings and to the individual groups. It is important that the WSO information and the World Service Conference information be passed with enthusiasm, encouraging and continued health and growth in CA.
- n) Attend Area Business Meetings to learn and better understand the issues which should be presented at the World service Conference
- o) Delegates co-operate with the World Service Organization by providing local meeting schedules and local CA contact numbers
- p) Contacts Regional Trustee quarterly and keeps them informed of all Area activities
- q) Provide CA leadership by helping solve local problems involving the 12 traditions
- r) Visit the individual Groups and learn how the Groups have reacted to the Conference reports
- s) Actively serves on the Area Convention Committee
- t) Turns over all information and equipment to the succeeding (Alternate) Delegate when their term is complete

SECTION III

6. Alternate Delegate

- a) The Alt Delegate position is a Spiritual one
- b) 2 years continuous sobriety
- c) Has served as a GSR, Sub-committee Chairperson
- d) Is willing to fulfill a 2 year commitment
- e) Must be re-approved each year
- f) Promotes unity throughout the fellowship
- g) Has a good working knowledge of the 12 steps, 12 traditions, and 12 concepts
- h) Has a good knowledge of the current WSM and the MASM and a current copy of each
- i) Performs the duties of the Delegate in their absence
- j) Provide CA leadership by helping solve local problems involving the 12 Traditions
- k) Assists the new Alternate Delegate for one month in the spirit of service sponsorship

SECTION IV

Standing Committees

1. Chips and Literature

- a) 1 year continuous sobriety
- b) 6 months of active service in CA
- c) Is willing to fulfill a 1 year commitment
- d) Promotes unity throughout the fellowship
- e) Has a good working knowledge of the 12 steps, 12 traditions, and 12 concepts
- f) Has a good working knowledge of the current WSM, and the current MASM and has a copy of each
- g) Has a vote at Area Business Meetings
- h) Reads their report to Area each month, providing a written copy to the secretary
- i) Orders and distributes CA literature and chips to all Home Groups, members, and interested institutions
- j) Keeps an accurate record of inventory and transactions
- k) Displays memorabilia at functions as requested by the MASM
- l) Notifies the Secretary or the Chairperson if they are going to be absent and if they are sending a stand-in to report and vote
- m) Turns over all information and equipment to the succeeding Standing committee Chairperson when their term is complete
- n) Assists the succeeding Standing Committee Chairperson for one month in the spirit of service sponsorship

SECTION IV

2. Convention Chair

- a) 2 years continuous sobriety
- b) 6 months of active service in CA
- c) Is willing to fulfill a 1 year commitment
- d) Promotes unity throughout the fellowship
- e) Has a good working knowledge of the 12 steps, 12 traditions and 12 concepts
- f) Has a good knowledge of the current WSM and the current MASM and has a copy of each
- g) Has a vote at Area business Meetings
- h) Reads their report to Area each month and provides the secretary with a written copy
- i) Co-ordinates conventions to carry the message of recovery, unity and service to members of Cocaine Anonymous
- j) Notifies the Secretary and Chairperson if they are going to be absent and if they are sending a stand-in to report and vote
- k) Turns over all information and equipment to the succeeding Standing Committee Chairperson when their term is complete
- l) Assists the succeeding Standing Committee Chairperson for one month in the spirit of service sponsorship
- m) Must have a monthly financial report
- n) Preferably has served as Alternate Chair

3. Alternate Convention Chair

- a) 1 year continuous sobriety
- b) 6 months of active service in CA
- c) Is willing to fulfill a 2 year commitment
- d) Promotes unity throughout the fellowship
- e) Has a good working knowledge of the 12 steps, 12 traditions, and the 12 concepts
- f) Has a good knowledge of the current WSM and the current MASM and has a copy of each
- g) Assists the Chair in co-ordinating conventions to carry the message of recovery, unity and service to members of Cocaine Anonymous
- h) Turns over all information and equipment to the succeeding Alt. Convention Chair

4 .Hospitals and Institutions/Public Information

- a) 1 year continuous sobriety
- b) 6 months of active service in CA
- c) Is willing to fulfill a 2 year commitment
- d) Promotes unity throughout the fellowship
- e) Has a good working knowledge of the 12 steps, 12 traditions, and 12 concepts
- f) Has a good knowledge of the current WSM and the current MASM and has a copy of each
- g) Has a vote at Area Business Meetings
- h) Reads their report to Area each month and provides the secretary with a written copy
- i) Co-ordinates and participates in 12 step work within hospitals and institutions
- j) Supplies each home group with schedules of upcoming service opportunities
- k) Distributes literature and information to the public

- l) Notifies the Secretary or the Chairperson if they are going to be absent and if they are sending in a stand-in to report and vote
- m) Turns over all information and equipment to the succeeding Standing Committee Officer
- n) Assists the succeeding Committee Chair for one month in the spirit of service sponsorship

5. Telephone Chairperson

- a) 2 years of continuous sobriety
- b) 6 months of active service in CA
- c) Is willing to fulfill a 1 year commitment
- d) Promotes unity throughout the fellowship
- e) Has a good working knowledge of the 12 steps, 12 traditions and the 12 concepts
- f) Has a good knowledge of the current WSM and the current MASM and has a copy of each
- g) Has a vote at Area Business Meetings
- h) Reads their report to Area each month and provides the secretary with a written copy
- i) Co-ordinates the operation of the telephone
- j) Keeps an updated list of MASM members, Home Group contact numbers, meeting lists, and active Twelve Steppers
- k) Passes names and numbers of callers on the appropriate committees or Twelve Steppers
- l) Notifies the Secretary or the Chairperson if they are going to be absent and if they are sending a stand-in to report and vote
- m) Turns over all information and equipment to the succeeding Standing Committee Chairperson when their term is up
- n) Assists the succeeding Standing Committee Chairperson for one month in the spirit of service sponsorship

SECTION IV

6. Activities Chairperson

- a) 1 year continuous sobriety
- b) 6 months of active service in CA
- c) Is willing to fulfill a 1 year commitment
- d) Promotes unity throughout the fellowship
- e) Has a good working knowledge of the 12 steps, 12 traditions, 12 concepts
- f) Has a good knowledge of the current WSM and the current MASM and has a copy of each
- g) Has a vote at Area Business Meetings
- h) Reads their report to Area each month and provides the secretary with a written copy
- i) Keeps an accurate record of inventory and financial transactions
- j) Notifies the Secretary or the Chairperson if they are going to be absent and if they are sending a stand-in to report and vote
- k) Turns over all information and equipment to the succeeding Standing Committee Chairperson when their term is up
- l) Promotes Unity within the fellowship by providing activities throughout the year

SECTION IV

7. Archives

- a) 1 year continuous sobriety
- b) 6 months of active service in CA
- c) Is willing to fulfill a 1 year commitment
- d) Promotes unity throughout the fellowship
- e) Has a good working knowledge of the 12 steps, 12 traditions, and 12 concepts
- f) Has a good knowledge of the current WSM and the current MASM and had a copy of each
- g) Has a vote at Area Business Meetings
- h) Reads their report to Area each month and provides the secretary with a written copy
- i) Keeps an accurate record of inventory
- j) Stores and updates memorabilia and documents
- k) Displays memorabilia at functions as requested by MASC
- l) Notifies the Secretary or the Chairperson if they are going to be absent and if they are sending a stand-into report and vote
- m) Turns over all archives to the succeeding Standing Committee Chairperson when their term is up
- n) Assists the succeeding Standing Committee Chairperson for one month in the Spirit of service sponsorship

8. Internet Communications

- a) 1 year continuous sobriety
- b) 6 months of active service in CA
- c) Is willing to fulfill a 1 year commitment
- d) Promotes unity throughout the fellowship
- e) Has a good working knowledge of the 12 steps, 12 traditions and 12 concepts
- f) Has a good knowledge of the current WSM and the current MASM and has copy of each
- g) Has a vote at Area Business Meetings
- h) Reads their report to Area each month and provides the secretary with a written copy
- i) Notifies the Secretary or the Chairperson if they are going to be absent and if they are sending a stand-in to report and vote
- j) Has a good working knowledge of computers
- k) Update website whenever new information is available

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DEFINION OF A COCAINE ANONYMOUS “GROUP”

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

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

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

THE C.A. GROUP

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

The importance of the Group, what it constitutes and its functions cannot be stressed enough. Maintenance of our recovery depends on the sharing of our 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 comes first; personal recovery depends upon C.A. unity.”

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

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Some time 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, Area and World Service Office as per 7th Tradition. Many groups hold a business meeting monthly or at other intervals to discuss such items as: group finances, distribution of 7th Tradition, meeting format, election of trusted servants, etc. It is suggested that records be kept of group business meeting decisions. Each group is autonomous, and the group conscience decides how business meetings may be conducted.

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

THE C.A. HOME GROUP

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

MEETING TYPES:

OPEN: Attended by C.A. members, their families, friends and other interested people.
CLOSED: Attendance is limited to C.A. members only.

MEETING/GROUP STYLES:

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

BOOK STUDY: Participants study and discuss with the Group and any of these books: Alcoholics Anonymous (the "Big Book"), The Twelve Steps and Twelve Traditions (the "12 & 12"), Hope, Faith & Courage Book Stories for the Fellowship of Cocaine Anonymous (the C.A. "story book"); and The A.A. Service Manual, combined with the 12 Concepts for World Service.

PARTICIPATION: Participants discuss their experience, strength and hope with the meeting/group one member at a time.

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

H&I MEETINGS:

H&I Meetings are often restricted to patients or residents only, and not open to the community as a whole. These meetings are brought into facilities by local

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C.A. members through the H&I committee. H&I meetings are basically beginners meetings: with the chairperson of each meeting providing speakers. They are not usually listed in the area or world directory; and they do not observe the 7th Tradition. Certain facilities may require H&I participants to be subject to sobriety requirements, dress and conduct codes.

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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 whenever 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 conscience contact with God, *as we understood him*, praying only for the knowledge of His will 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.

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The Twelve Traditions of Cocaine Anonymous

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

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THE TWELVE CONCEPTS

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 effective conscience for our whole Fellowship.
3. As a traditional means of creating and maintaining a clearly defined working relation between the Groups, the Conference, the World Service Board of Trustees and its service corporation, staffs, and committees, and of thus insuring their effective leadership, it is here suggested that we endow each of these elements of World Service with a traditional “Right of Decision.”
4. Throughout our Conference Structure , we ought to maintain at all responsible levels a traditional “Right of Participation,” taking care that each classification or group of our world servants shall be allowed a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our World Service structure, a traditional “Right of Appeal” out to prevail, thus assuring us that minority opinion will be heard and that petitions for the redress of personal grievances will 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; the Trustees are thereby fully empowered to manage and conduct all 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.