

CAUK AREA SERVICE MANUAL



**COCAINE
ANONYMOUS**

June 2021

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1. Acronyms Used in The CAUK Area Service Manual

ASB	Area Service Board
ASC	Area Service Committee
C.A. or CA	Cocaine Anonymous
CAEW	Cocaine Anonymous England & Wales
CATW	Celebrate Around the World
CAUK	Cocaine Anonymous United Kingdom
CAWS	Cocaine Anonymous World Service
CAWSO	Cocaine Anonymous World Service Office
CPC	Cooperation with the Professional Community
DSC	District Service Committee
DSR	District Service Representative
GSR	Group Service Representative
HFC	Hope Faith and Courage
H&I	Hospitals and Institutions
IT	Information Technology
LCF	Literature, Chips, and Format
PI	Public Information
S&B	Structure and Bylaws
WSBT	World Service Board of Trustees
WSC	World Service Conference
WSCD	World Service Conference Delegate
WSM	World Service Manual
WSO	World Service Office
WSOT	World Service Office Trustee
WSOB	World Service Office Board
WST	World Service Trustee
WTF	Where To Find

2. Statement of Purpose

This Service Manual is intended to provide guidance for activities in Cocaine Anonymous within the CAUK Area.

Decisions made by individuals, groups, districts and areas should be considered within the context of our Twelve Steps, Traditions and Concepts. We ought to remember that each group is autonomous and that the group conscience is the guiding principle.

As a fellowship, we will always be guided by, and remain grounded in, the spiritual precepts of The Twelve Steps, The Twelve Traditions and The Twelve Concepts (as adopted by the CA World Service Conference). It is the goal of these guidelines to offer specific insights and clarifications as to the particular needs of the CAUK Area. The adoption of these bylaws represents the conscience of the area as to their use.

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.

3. The Twelve Steps of Cocaine Anonymous

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

The Twelve Steps are reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Steps does not mean AA is affiliated with this program. AA is a program of recovery from alcoholism. Use of the Steps in connection with programs and activities which are patterned after AA, but which address other problems, does not imply otherwise. THE TWELVE STEPS OF ALCOHOLICS ANONYMOUS: 1. We admitted we were powerless over alcohol – that our lives had become unmanageable. 2. Came to believe that a Power greater than ourselves could restore us to sanity. 3. Made a decision to turn our will and our lives over to the care of God, as we understood Him. 4. Made a searching and fearless moral inventory of ourselves. 5. Admitted to God, to ourselves and to another human being the exact nature of our wrongs. 6. Were entirely ready to have God remove all these defects of character. 7. Humbly asked Him to remove our shortcomings. 8. Made a list of all persons we had harmed, and became willing to make amends to them all. 9. Made direct amends to such people wherever possible, except when to do so would injure them or others. 10. Continued to take personal inventory, and when we were wrong promptly admitted it. 11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out. 12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

4. The Twelve Traditions of Cocaine Anonymous

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

The Twelve Traditions are reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Traditions does not mean AA is affiliated with this program. AA is a program of recovery from alcoholism. Use of the Traditions in connection with programs and activities which are patterned after AA, but which address other problems, does not imply otherwise. THE TWELVE TRADITIONS OF ALCOHOLICS ANONYMOUS: 1. Our common welfare should come first; personal recovery depends upon A.A. unity. 2. For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern. 3. The only requirement for A.A. membership is a desire to stop drinking. 4. Each group should be autonomous, except in matters affecting other groups or A.A. as a

whole. 5. Each group has but one primary purpose – to carry its message to the alcoholic who still suffers. 6. An A.A. group ought never endorse, finance or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose. 7. Every A.A. group ought to be fully self-supporting, declining outside contributions. 8. Alcoholics Anonymous should remain forever nonprofessional, but our service centres may employ special workers. 9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve. 10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy. 11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films. 12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

5. The Twelve Concepts of Cocaine Anonymous

1. The final responsibility and the ultimate authority for CA World Services should always reside in the collective conscience of our whole Fellowship.
2. The CA Groups delegate to the World Service Conference the complete authority for the active maintenance of our world services and thereby make the Conference — excepting for any change in the Twelve Traditions — the actual voice and the effective conscience for our whole Fellowship.
3. As a traditional means of creating and maintaining a clearly defined working relation between the Groups, the Conference, the World Service Board of Trustees and its service corporation, staffs, and committees, and of thus insuring their effective leadership, it is here suggested that we endow each of these elements of World Service with a traditional “Right of Decision.”
4. Throughout our Conference structure, we ought to maintain at all responsible levels a traditional “Right of Participation,” taking care that each classification or group of our world servants shall be allowed a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our World Service structure, a traditional “Right of Appeal” ought to prevail, thus assuring us that minority opinion will be heard and that petitions for the redress of personal grievances will be carefully considered.
6. On behalf of CA as a whole, our World Service Conference has the principal responsibility for the maintenance of our world services, and it traditionally has the final decision respecting large matters of general policy and finance. But the Conference also recognizes that the chief initiative and the active responsibility in most of these matters should be exercised primarily by the Trustee members of the Conference when they act among themselves as the World Service Board of Cocaine Anonymous.
7. The Conference recognizes that the Charter and the Bylaws of the World Service Board are legal instruments; that the Trustees are thereby fully empowered to manage and conduct all of the world service affairs of Cocaine Anonymous. It is further understood that the Conference Charter itself is not a legal document; that it relies instead upon the force of tradition and the power of the CA purse for its final effectiveness.
8. The Trustees of the World Service Board act in two primary capacities: (a) With respect to the larger matters of overall policy and finance, they are the principal planners and administrators. They and their primary committees directly manage these affairs. (b) But with respect to our separately incorporated and constantly active services, the relation of the Trustees is mainly that of custodial oversight which they exercise through their ability to elect all Directors of these entities.
9. Good service leaders, together with sound and appropriate methods of choosing them are at all levels indispensable for our future functioning and safety.
10. Every service responsibility should be matched by an equal service authority — the scope of such authority to be always well defined whether by tradition, by resolution, by specific job description or by appropriate charters and bylaws.
11. While the Trustees hold final responsibility for CA's world service administration, they should always have the assistance of the best possible standing committees and service boards, staffs and consultants. Therefore the composition of these underlying committees and service boards, the personal qualifications of their members, the manner of their induction into service, the system of their rotation, the way in which they are related to each other, the special rights and duties of our staffs and consultants, together with a proper basis for the financial compensation of these special workers will always be matters for serious care and concern.
12. General Warranties of the Conference: In all its proceedings, the World Service Conference shall observe the spirit of the CA Tradition, taking great care that the Conference never becomes the seat of perilous wealth or power; that the sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity; that no Conference action ever be personally punitive or an incitement to public controversy; that though the Conference may act for

the service of Cocaine Anonymous, it shall never perform any acts of government; and that, like the Fellowship of Cocaine Anonymous which it serves, the Conference itself will always remain democratic in thought and action.

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

6. The Importance of "Anonymity"

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

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

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

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

A CA member may, for various reasons, "break anonymity" deliberately at the public level.

Since that is a matter of individual choice and conscience, the Fellowship as a whole has no control over such deviations from Tradition. It is clear, however, that they do not have the approval of the group conscience of CA members.

7. Statement of policy

Who may use the name "COCAINE ANONYMOUS," the block letters "CA," the official COCAINE ANONYMOUS LOGO* (hereinafter "logo"), future variations of the logo, the book titles: "A QUIET PEACE", "HOPE, FAITH & COURAGE II," "HOPE, FAITH & COURAGE: STORIES FROM THE FELLOWSHIP OF COCAINE ANONYMOUS," and the motto "WE'RE HERE AND WE'RE FREE:"

- a) A Cocaine Anonymous “Group” as defined herein, for its function of organizing and operating a regularly scheduled CA meeting. A CA Group may not use the name, letters or logo for any other purpose (including without limitation, dances, conventions, memorabilia, or fund raising events) without the prior written consent of its Area/District Chairperson after a vote taken by the Area/District Service Committee.
- b) A District/Area has the ability to delegate the use of the CA name and/or logo on memorabilia. Proper discussion at the Area/District service committee meeting shall be part of the process.
- c) Cocaine Anonymous World Service Office, Inc. (a California corporation) and Cocaine Anonymous World Services, Inc. (a California corporation).
- d) To avoid implied affiliation, when referencing the name Cocaine Anonymous, the block letter CA, the official Cocaine Anonymous logo (hereinafter logo), future variations of the logo, and the motto We’re Here and We’re Free®, on publications such as flyers, newsletters, directories, the following disclaimer should be used: “In the spirit of Tradition Six, CA is not allied with any sect, denomination, politics, organization or institution.”
- e) Any media (printed, electronic, or otherwise) to be made available by the group, district, or area, to the fellowship, shall have prior approval from the respective service body.
- f) The service body granting the use of the CA logo shall be responsible for ensuring that the proper CA logo, with applicable trademarks as shown below, is used on printed materials and memorabilia.
- g) Although not officially adopted, when using the green colour traditionally used by CAWSO Inc., the Pantone # is 3292 and the calibrated CMYK values be used.
- h) When incorporating, no individual or entity may use the name “Cocaine Anonymous” alone or within the corporation name for incorporation purposes.

No other individual or entity may use the name “COCAINE ANONYMOUS” the block letters “CA,” the official COCAINE ANONYMOUS LOGO* (hereinafter “logo”), future variations of the logo, the book title “HOPE, FAITH & COURAGE: STORIES FROM THE FELLOWSHIP OF COCAINE ANONYMOUS, HOPE, FAITH & COURAGE VOLUME II: Stories and Literature from the Fellowship of Cocaine Anonymous, and/or the motto “WE’RE HERE AND WE’RE FREE” without the written permission of the Cocaine Anonymous World Service Board of Trustees

Cocaine Anonymous groups, meetings and service committees should only use, display, distribute or sell the following literature and materials: the WSC Approved Literature set forth in the Appendix, the books “ALCOHOLICS ANONYMOUS,” “TWELVE STEPS AND TWELVE TRADITIONS,” and “The A.A. Service Manual, combined with the 12 Concepts for World Service,” and Cocaine Anonymous World Service, Region, Area, District and group/meeting approved flyers, meeting directories and other materials displaying the CA logo as described above.

Either of the Cocaine Anonymous logos must be used in their entirety as shown below. The first official logo includes the inner circle of the logo that contains the artistic “CA”, the outer circle which contains the text “HOPE FAITH COURAGE” or any CA WSC approved translation thereof and the registered trademark symbol outside the outer circle. The other official logo includes the inner circle of the logo that contains the artistic text “CA”, the outer circle which contains the text “HOPE FAITH COURAGE” or any CA WSC approved translation thereof and the registered trademark symbol. No other text or design element may touch, overlap or show through behind the logo other than a solid colour. The block letters “CA” may only be used alone when they bear no resemblance to the inner circle type style of the official logo.



8. Cocaine Anonymous and Co-Anon

The relationship between the fellowships of Cocaine Anonymous and Co-Anon is a special one. As the disease of addiction affects many, our recovery process inherently affects many as well. Yet the Twelve Traditions, the General Service Boards and Service Conferences of both fellowships suggest that remaining “separate” makes each more effective. The policy of “co-operation but not affiliation” is recognized as important in maintaining separate fellowships. Consistent with that premise, Cocaine Anonymous provides the following position regarding the relationship with Co-Anon:

“While being mindful of the impact of our disease on those who care about us and the support we receive from them, we in Cocaine Anonymous are guided by our Sixth Tradition. As such, we must ensure that our desire to cooperate with Co-Anon in thought, action and spirit does not result in affiliation, either outright or implied.”

9. Definition of a Cocaine Anonymous “Group”

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

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

10. 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 attendance at CA meetings, service and the suggested Twelve Steps. Each Group is self-supporting through its own contributions. As the Twelve Steps are our guide to recovery, the Twelve Traditions are our guide to Group unity, growth and discipline. Its members maintain their personal anonymity at the level of press, radio, television and films.

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

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

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

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

Sometime during the meeting, there is usually a period for C.A. related announcements of interest to the meeting. A collection is taken to cover rent, literature and chips, refreshments and contributions to the District, Area and

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

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

11. The C.A. Home Group

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

12. 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.

13. Meeting/Group Styles:

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

BOOK STUDY: Participants study and discuss with the Group any of these books: A Quiet Peace; Hope, Faith & Courage Stories from the Fellowship of Cocaine Anonymous (the "C.A. Storybook"); Hope, Faith & Courage Volume II Stories and Literature from the Fellowship of Cocaine Anonymous; Alcoholics Anonymous (the "Big Book"), Twelve Steps and Twelve Traditions (the "12 and 12"), and The A.A. Service Manual, combined with the 12 Concepts For World Service".

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 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 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.

ONLINE MEETINGS: These are either through video calling or conferencing services or are email based which run 24 hours a day, 7 days a week. (See guidance Appendix 38)

VOICE MEETINGS: These are voice only, voice over internet protocol meetings and are similar in format to face to face meetings.

14. Group Servants

“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.” OUR SECOND TRADITION

C.A. groups may create such service positions, as they deem necessary to carry on the group functions with such job duties and sobriety requirements, as they feel appropriate. Such positions by way of illustration might include: Chairperson, Vice Chairperson, Literature, Coffeemaker/Hospitality, Greeter, etc. The suggested business positions of groups are:

15. Group Service Representative (GSR)

Suggested sobriety time: One year

Term: One year

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

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

Duties and Responsibilities:

- a. Sees that the Traditions are followed within the Group.
- b. Attends all appropriate business meetings.
- c. Conducts communication between the Group, District and Area.
- d. Reads/reviews communications from the District, Area and World Service.

16. Alternate GSR

The purpose and responsibility of the Alternate GSR is to assist the GSR and to assume the responsibilities of the GSR when necessary. Suggested requirements and qualifications are the same as those for GSR.

17. Secretary

Suggested sobriety time:

Six Months Term: One year

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

Duties and Responsibilities:

- a. See that the Traditions are being followed within the Group.
- b. Follow the format in accordance with the group conscience.
- c. See that the responsibilities of the other Group servants are met.
- d. See that Seventh Tradition contributions of the members are collected and that a record is kept of the Group's income and expenses.
- e. See that the Group is represented at the District or Area Service Meeting.

- f. See that rent for the meeting space is paid and that the Group's monthly contribution is forwarded to the District, Area and/or World Service Office.
- g. Keep an accurate, up-to-date record of changes of the group conscience.
- h. Keep a record of each officer's election date.
- i. Display C.A. literature and schedules.

18. GROUP TREASURER QUALIFICATIONS

Suggested sobriety time: One Year

Suggested prior service time: Six Months

Term: One Year

Gainfully employed and/or financially solvent.

Duties and Responsibilities:

- a. Keeps an accurate bookkeeping system. (See the "Group Treasurer's Record" form located in the Financial Guidelines for Groups, Districts & Areas of Cocaine Anonymous. Pages 6-8)
- b. When applicable, maintains Group bank account(s) with checks requiring two signatures.
- c. Gives financial reports to the Group regularly.
- d. Pays all Group expenses. 5. Passes on contributions to the District/Area and/or the World Service Office.
- e. Collects and documents 7th Tradition money.
- f. Collects and documents the H&I money (if H&I cans are passed at that meeting) and passes the H&I money onto the District or Area Treasurer, distinguished as H&I money.

19. DESCRIPTION OF A DISTRICT AND DISTRICT SERVICE COMMITTEE

The primary level of organization of Cocaine Anonymous consists of the individual meetings/groups.

20. District

A District is a geographical unit within an Area containing a number of groups within a close proximity, which find it necessary to unify. For an online District, 'geography' and 'close proximity' are not necessarily relevant. A District has the primary function of the unification of its groups by keeping in frequent contact with them, learning their problems and sharing ways to contribute to their growth and well-being. It is suggested that ten (10) or more groups comprise a District and that each ten (10) groups elect a District Service Representative to sit on the Area Service Committee. When districting or re-districting, approval of the groups within each current or proposed District is essential. The proposed districting or re-districting should be approved by the Area Service Committee. As the number of groups within a District increases, the District should either split into two Districts or elect more District Service Representatives from such groups to the Area Service Committee.

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

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

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

a) Possible Voting Members:

Officers of the DSC, Group Service Representatives, Alternate Group Service Representatives (optional); and other trusted servants.

b) Voting Procedures:

Determined by District: Voting examples can be found in the WSM WSC Parliamentary Procedure Guidelines.

c) Officers of the DSC

The District should elect officers yearly, which include:

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- District Service Representatives — one DSR for every ten (10) groups or part there of in the District, elected by the groups' GSR
- Alternate DSR (optional)
- Chairpersons of District Service Standing Committees (optional) — elected by the respective standing committees and approved by the DSC.

There should be one Group Service Representative (GSR) elected from each group. The DSC officers should be elected from among the active GSR. Upon election, the DSC officers shall no longer serve as GSR. Those groups, which they represented, must elect new GSR.

The District Service Representative (DSR) is the essential link between the groups' GSR and the Area's Delegates to the World Service Conference. As a member of the District Service Committee, the DSR is exposed to the group conscience of that District. As a member of the Area Service Committee, the DSR passes on the Group's tenets to the Area's Delegates and the Area Service Committee.

21. District Service Officers Duties and Qualifications

a) Chairperson

- 1) Two years continuous sobriety.
- 2) One year commitment.
- 3) Six months of active service in C.A.
- 4) Arranges agenda.
- 5) Presides over monthly meetings.
- 6) Only votes in case of a tie.
- 7) Assumes the responsibilities of coordinating all activities within the District.
- 8) Encourages trusted servants to chair various committees.

b) Vice Chairperson

- 1) One year continuous sobriety.
- 2) One year commitment. – (It is suggested that the Vice Chairperson rotates into the Chairperson commitment following the completion of the Vice Chairperson term.)
- 3) Six months of active service in C.A.
- 4) Coordinates all committee functions
- 5) In absence of Chairperson, performs the duties of Chairperson.
- 6) Chairperson of one standing committee.

c) Secretary

- 1) One year continuous sobriety.
- 2) One year commitment.
- 3) Six months of active service in C.A.
- 4) Keeps accurate minutes of each meeting.
- 5) Handles correspondence and maintains business records of the District.

d) Treasurer

- 1) Two years continuous sobriety
- 2) One year commitment.
- 3) One year of active service in C.A.
- 4) Gainfully employed and/or financially stable.
- 5) Receives and deposits contributions from meetings and special events.
- 6) Keeps an accurate bookkeeping system.
- 7) Maintains bank account(s) with checks requiring two (2) signatures.
- 8) Gives regular financial report with a copy of the District Bank Statement (account numbers blacked out)
- 9) Timely filings with regulatory agencies (e.g. state and local taxes, non-profit corporation forms).
- 10) Pays all expenses.
- 11) Passes on contributions to the Area and World Service according to the 70/30 plan.
- 12) Forwards yearly district reconciliation to the Area Treasurer for the purpose of Area Reports to regulatory agencies.

e) District Service Representative

- 1) Two years continuous sobriety.
- 2) One-year commitment.
- 3) Six months of active service in C.A. including prior service as a Group Service Representative (GSR).
- 4) Represents a District in the Area Service Committee.
- 5) Provides communication between the District and the Area
- 6) Communicates with other District Service Committee members
- 7) Keeps GSR informed about WSC activities.
- 8) Acquaints GSR with the C.A. World Service Manual, the Twelve Concepts for World Service, and all other WSC-approved service materials.
- 9) Attends all Area and District Service Committee meetings
- 10) Communicates to groups the responsibilities and importance of general service work.

f) Alternate District Service Representative

Some Districts find it appropriate to elect an Alternate DSR. The Alternate should possess the same qualifications as the DSR.

22. Area Mission Statement

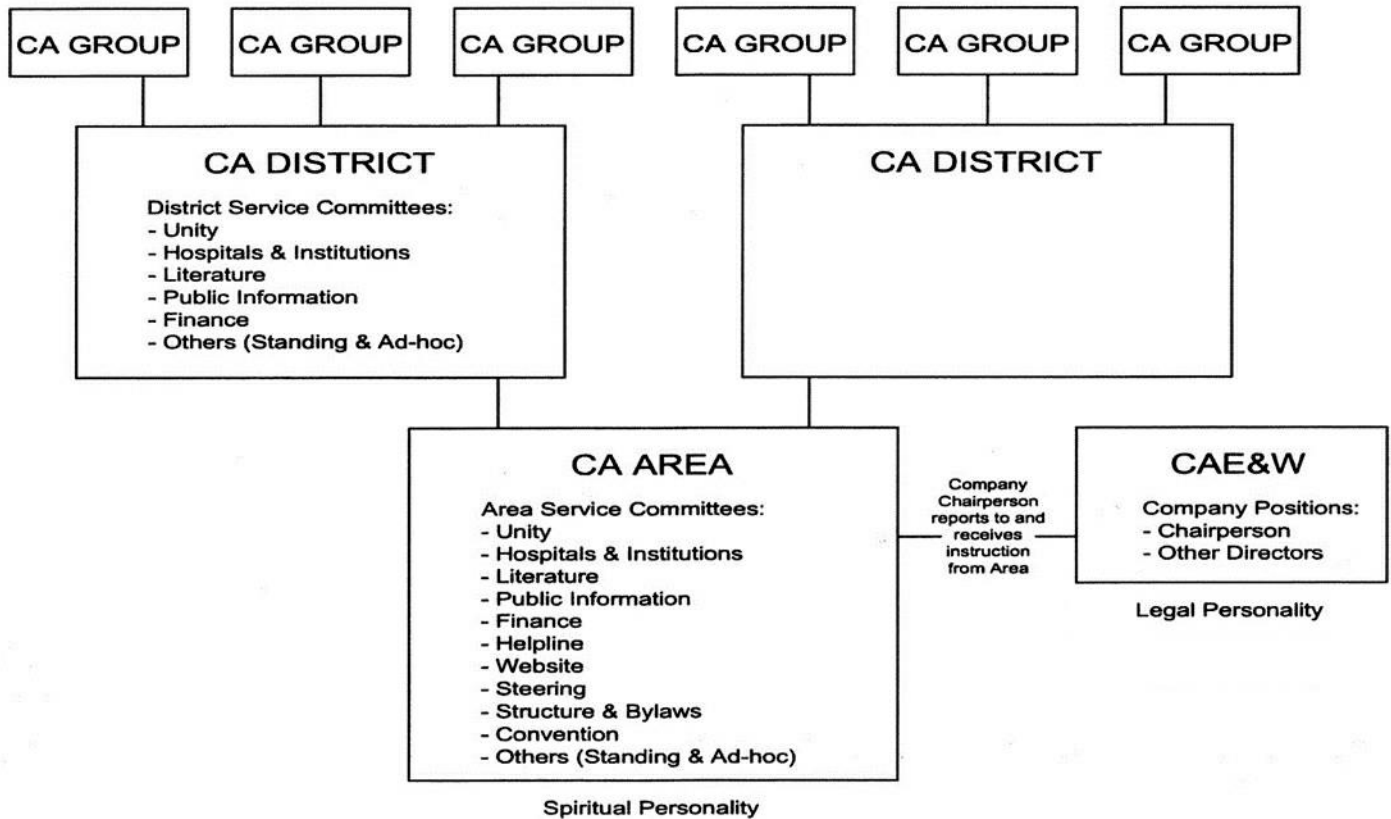
The primary function of an Area is to serve the common needs of its Districts and Groups and to facilitate unification and communication.

23. The Area

- a) An Area is a defined geographical division. In heavily populated geographical locations that have many CA groups, there may be two or more Areas. As new Areas are created, or if an Area changes its geographical definition, the creation or change must be recognized by the World Service Conference (WSC). The CAUK geographical area is defined as England and Wales except Central UK Area and London Area. Any Area seeking recognition from the WSC must submit a “Petition to Become an Area” form. Any group or district seeking to change Areas must complete a “Petition for a District or Group to Change Areas” form. The Area should also stay in contact with the C. A. World Service Office for the purposes of registering and updating its meeting information in the World Directory and communicating information regarding Area functions such as Service conferences, conventions and other special events to promote and ensure unity with the fellowship of Cocaine Anonymous.
- b) A District is a geographical unit within an Area containing a number of groups within close proximity. A District has the primary function of the unification of its groups by keeping in frequent contact them, learning their problems, and sharing ways to contribute to their growth and well-being. The Districts within CAUK are currently:
- Essex District
 - Hampshire & Berkshire District
 - Kent District
 - North East District
 - North West District
 - South Central District
 - Surrey and South West London District
 - Sussex District
 - Cotswolds District
 - Devon & Cornwall District
 - Surrey & Berkshire District
 - Online District

24. Service Structure of CAUK

Service Structure of CAUK



25. CAUK Area Functions

- a) Maintain, update, publish, and distribute an Area Service Committee Meetings and Events calendar
- b) Maintain ongoing communications with the Districts
- c) Maintain ongoing communication with the World Service Office and World Service Conference
- d) Publish and distributes an Area meeting list
- e) Maintain the CAUK Area web site (www.cauk.org.uk)
- f) Elect Delegates to the World Service Conference
- g) Elect Area Officers
- h) Hold Assemblies and bi-monthly / monthly service meetings
- i) Sponsor service days and workshops
- j) Sponsor Area Conventions
- k) Maintain a bank account
- l) Fund delegate travel to the World Service Conference, and European Regional Meetings
- m) Receive reports from the Treasurer, all Districts, all standing committees and the CAUK Area Delegates

26. Meeting Times and Places

The CAUK Area Service Committee will meet six (6) times per year, with the venue rotating around the Districts as arranged by the Area Chairperson. Special meetings maybe called if deemed necessary by the Area.

27. Quorum

Generally speaking, a quorum is the minimum number of voting members required to conduct business. At the CAUK Area business meetings, the quorum is 10 of all present voting members. Quorum is achieved if 10 voting members are present.

28. Area Voting Members

All of the following are voting members at the CAUK Area meetings and may be recognized for one vote per person at times of voting:

- a) Area officers (with exception of the Chairperson, who may only vote in the event of a tie vote)
- b) Area Sub-Committee Chair people
- c) District Service Representatives
- d) WSC Delegates and Alternate Delegates

Note: Area Assembly meetings will additionally include all GSRs as voting members.

In all its proceedings, the CAUK Area shall observe the spirit of the CA Tradition, taking great care that all important decisions be reached by discussion, vote, and whenever possible, by Substantial Unanimity (please reference the CA World Service Manual “General Warranties of the Conference”, “World Service Conference Charter” and “Bylaws of Cocaine Anonymous World Services, Inc.” as adapted from the 12th Concept of Alcoholics Anonymous).

29. Area Officer Election Procedures

Introduction

The CAUK Area of Cocaine Anonymous regularly holds elections to determine who will act as its trusted servants. This section contains the procedures that reflect the conscience of the CAUK Area on how elections for its committee members are to be conducted.

To ensure the effective operation of the Area, when any of these positions are vacated the Area must hold elections to fill these positions. Such elections shall be held on a regular basis to fill vacancies as terms expire, or elections may be held on an as needed basis when vacancies occur for other reasons.

Officer Voting Procedures

- a) Announce position becoming available 4 months prior.
- b) Nominations for all Area Officers are made at the Area Meeting; candidates must attend if they are to be considered.

30. Area Service Officers

It is strongly recommended that all Area Service Officers meet the requirements for that position in which they are nominated. All Area Service Officers shall be voted into office by a majority vote as established by a quorum at the time of elections.

The following is a list of Area Committee Officers, their requirements, duties and responsibilities. For all other Area Service Officer requirements, duties and responsibilities please see the relevant sections below.

a) Chairperson

- 1) Two (2) years of continuous sobriety
- 2) Two (2) year commitment
- 3) One year of service at the District or Area level.
- 4) Presides over all Area meetings, arranges agendas and reasonably follows parliamentary procedures. It is the Chairpersons responsibility to arrange in which District the meeting will be held and it should rotate around the Districts.
- 5) Assumes responsibilities of coordinating all activities within the Area
- 6) Votes only in cases where there is a tie
- 7) Gives a quarterly report to the Regional Trustee regarding meetings (both H & I and regular) and CA events.
- 8) Provides the World Service Office with contact information for newly elected Delegates shortly after they are elected to ensure they receive relevant materials in a timely fashion.
- 9) 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 CA World Service Manual. Ensures this form is to be received by WSO at least 120 days prior to the Conference. Generally, 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)
- 10) Checks Area bank statements match with Treasurer's report.

b) Vice Chairperson

- 1) Two (2) years continuous sobriety
- 2) Two (2) year commitment – (It is suggested that the Vice Chairperson rotates into the Chairperson commitment following the completion of the Vice Chairperson term.)
- 3) In the absence of the Chairperson, performs all duties of the Chairperson
- 4) Coordinates general Area Committee activities
- 5) Takes on the role as chair of an Area sub-committee, when one becomes available

c) Treasurer

- 1) Three [3] years continuous sobriety
- 2) Two [2] year commitment
- 3) One year of service at the District or Area Level
- 4) Financially stable
- 5) Maintains bank account with two signatures (preferred second signatories are either the Area Chair or the Area Vice-Chair or Area Secretary)
- 6) Receives and deposits contributions from meetings and special events
- 7) Keeps an accurate bookkeeping system
- 8) Submits financial reports to Area in a timely fashion
- 9) Distributes funds as approved by Area
- 10) Reconciles bank account with the other account signer on a monthly basis
- 11) Files tax returns if necessary (see CAEW Appendix 20)
- 12) Reports with regulatory agencies, (see CAEW Appendix 20)
- 13) Refers to the CA Conference approved "Financial Guidelines for Groups, Districts, and Areas of Cocaine Anonymous" for additional insights and guidance.

NOTE: To protect the Area's legal status, yearly filings are required. (see CAEW Appendix 20)

d) Vice Treasurer

- 1) Two (2) years continuous sobriety
- 2) Two (2) year commitment – (It is suggested that the Vice Treasurer rotates into the Treasurer commitment following the completion of the Vice Treasurer term or Treasurers term whichever comes first.)
- 3) One year of service at district or area level
- 4) Financially stable
- 5) In the absence of the Treasurer, performs all duties of the Treasurer.

e) Secretary

- 1) Two (2) year of continuous sobriety
- 2) Two (2) year commitment
- 3) Keeps accurate minutes of all Area meetings
- 4) Maintains an updated contact/phone list of all Area DSR's, officers, delegates etc.
- 5) Maintains general communications within the Area
- 6) Maintain area calendar.
- 7) Send Email Reminders for all Area Business Functions
- 8) Uploads all reports and minutes to the Area drop box in a timely fashion

31. Delegates

Area World Service Delegates are Area Service Officers.

DELEGATES TO WORLD SERVICE - The Delegate's Job is a Spiritual One!

- 1) Conference Delegates are required to have a working knowledge of the Twelve Steps, the Twelve Traditions, the Twelve Concepts of Service and the World Services Conference Charter.
- 2) Attend the World Service Conference (WSC) prepared, in order to be able to vote knowledgeably. Every Conference Delegate, upon their election, will notify the World Service Office (WSO) in order to be placed on the mailing list and to receive all Conference materials, which require several hours of study.
- 3) After the Conference, the Delegate transmits the information back to the CAUK Area through Area and District Meetings as well as to individual Groups. It is important that the information about the WSO and WSC be passed on with enthusiasm, encouraging the continued health and growth of CA
- 4) The delegates should present a consolidated report summarizing significant conference actions and subcommittee's activities.
- 5) Delegates shall encourage the CAUK Area to generate funds to help support World Services.
- 6) Delegates must be prepared to attend District, Area and European Regional service meetings.
- 7) They must understand the issues in our Area to be better able to present them to the
- 8) Conference. Delegates cooperate with WSO by providing local meeting schedules and local CA information numbers.
- 9) Delegates provide CA leadership by helping to solve local problems involving the CA Traditions. In the spirit of this leadership need, it is suggested that, if possible, Delegates and Alternate Delegates not hold any other service commitments at the District or Area level. Further, in the spirit of rotation, wherever possible, Delegates should only serve one term and not consecutive terms.
- 10) Delegates visit Groups in their Districts/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.

- 11) 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.
- 12) Delegates keep Alternate Delegates fully informed so that the Alternate can replace the Delegate in an emergency.
- 13) Delegates shall help all newly elected WSC Delegates from our Area by passing on knowledge of WSC procedures.
- 14) They are also responsible for contacting the Regional Trustee at least once per quarter to provide the Trustee with Area reports and updates.

a) Procedures for Delegate/Alternate Delegate Election to the Cocaine Anonymous World Service Conference

- 1) Delegates and Alternate Delegates are to be elected to the WSC by the CAUK Area. An 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, as set forth in the Standing Rules for the Cocaine Anonymous World Service Conference. 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). If the Area has any question concerning the number of votes to which it is entitled, then the Area should contact the European Regional Trustee (ertrustee@yahoo.com) or the WSO.

The Delegates are to be elected for a term of four (4) Conferences, within a period of four (4) consecutive years. It is suggested that the spirit of rotation be followed.

When necessary, Delegate elections are to be held 120 days prior to the World Service Conference.

Note: It is suggested that the Districts conduct a census in March or April. WSC (the conference) registration is due by May 31st of each year. The registration requires this census. The meeting count can then be used to determine how many delegates we are entitled to elect. (as of August 2013, CAUK qualifies for 5 delegates.)

- 2) The purpose of the Alternate Delegate is to assist the Delegate and to assume the responsibilities of the Delegate when necessary. Suggested requirements and qualifications are the same as those for Delegates. Any Alternate who replaces the Delegate at the WSC will remain on the WSC and Regional mailing list as that Area's delegate for the balance of the unexpired portion of the original Delegate's term until the WSO and the Regional Trustee is informed otherwise by the Area Chairperson. Such an Alternate Delegate succeeding to a Delegate position is eligible to run for election to a full Delegate term.
- 3) The Alternate Delegate term is four years.
- 4) The Area will request a slate of candidates as needed. The Delegates and or Alternate Delegates will be elected from this slate. A 2/3 majority must be achieved for each candidate to be ratified.
- 5) If a Delegate is unable to fulfil the 4-year term, then the Alternate will finish the remaining portion of the original delegate's term. In such a case, the (new) delegate will be able to seek a new term of their own.
- 6) The Area must decide at the Delegate election who is eligible to be a Delegate and who is eligible to vote for the Delegate. It is suggested that the GSR, District Officers, Service Committee Chairpersons, Area Officers, and other members who are involved in CA service qualify for election. It is further suggested that Delegates have four years of continuous sobriety.

Additional Recommendations:

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 CA 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.

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

The CAUK Area currently has 6 votes at the Regional Caucus and Assembly (all delegates (5) plus the Area Chairperson). At a minimum, 3 of the current Delegate representatives must be prepared to attend and participate in the yearly caucus and/or assembly. Every effort should be put forth to carry the Area's group conscience at these meetings. But personal schedules and Area finances will affect our attendance. Votes can be by proxy if necessary. A rotation, established by the current delegates on a yearly basis, will determine which of the current delegates will attend each of these yearly caucuses and/or assemblies. It is suggested that seniority, coupled with the spirit of rotation, be used to assist the delegates in determining the rotation.

b) Finances and Fundraising

The current Delegates and Alternate Delegates have a responsibility to coordinate the yearly fund-raising activity "Celebrate around the World". The funds raised through this event are to assist in the expenses involved with Delegate participation in World Service Conference and the European Regional Caucus. It is the responsibility of the Delegates to work in conjunction with the appropriate District Committee to avoid scheduling conflicts and enhance the event's success. 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:

World Service Conference

- All delegates attend
- Air fare: 1 round trip ticket per Delegate
- Hotel: 1/2 room each for up to 7 nights
- Per Diem: up to £60 per day for a maximum of 7 days per Delegate. Amount to be reviewed annually at the preconference assembly

European Regional Caucus

- Hot Slate: Send all 6 votes (5 delegates and the area Chair) if we can afford it.
- Dead Slate: Send 3 Votes (2 delegates & the Area Chair or 3 delegates) if we can afford it
- To attend Regional Assembly Meeting
- Air fare: round trip ticket
- Hotel: 1/2 room for 2 nights
- Per Diem: Up to £60 per day for a maximum of 3 days. . Amount to be reviewed annually at the preconference assembly

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. It is also the responsibility of the Delegates to refund any unused funds at the time that receipts are turned in.

32. Standing Committees

All Standing Committee Chairs are expected to form committees and to attend all Area meetings, including Area Assembly meetings. They are asked to provide reports two weeks in advance of each meeting, to be uploaded to the Area drop box by the ASC Secretary. All Standing Committee Chairs must be voted in by election and must be present to be voted in.

It is vital that committees are formed in order to hear group conscience at this level.

a) **Public Information Committee (PI)**

Statement of Purpose

In all public relations, CA'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 CA are equally concerned with the serious problem of addiction.

The Public Information Conference Committee develops, initiates, and plans the means of communication to the public, which is presented to the Conference for Fellowship approval.

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, community events, etc., and handles all inquiries from the community as a whole.

Public Information Committee Chairperson

- 1) Two [2] Year continuous sobriety
- 2) Suggested Committee Service Prior to Position: 1 Year continuous
- 3) Suggested Term of Commitment: 2 Year
- 4) Coordinate and direct all committee activities.
- 5) Sets PI Agenda and facilitates PI Meeting.
- 6) Coordinates subcommittee functions.
- 7) Maintaining a CAPI loop.
- 8) To have access to and deal with all correspondence at the pi@cauk.org.uk email address.
- 9) Oversee the festivals committee

1. Hospitals and Institutions Committee (H&I)

Statement of Purpose

Responsible for the coordination of and active participation in Twelve Step work within hospitals and institutions. To provide assistance and guidance to individual members as well as service Districts that initiate hospital and institutional activity.

Hospitals & Institutions Committee Chairperson

- 1) Two [2] Years continuous sobriety
- 2) Suggested Committee Service Prior to Position: 1 Year continuous
- 3) Suggested Term of Commitment: 2 Years
- 4) Coordinate and direct all committee activities.
- 5) To have access to and deal with all correspondence at the hi@cauk.org.uk email address.
- 6) To produce and work closely with editor(s) of the Write Lines (CAUK's Quarterly H&I publication) and distribute to facilities and district H&I committees.
- 7) Attend events and offer support to Districts when invited, to explain the importance of H&I service.
- 8) Introduce themselves to Districts H&I committees and keep an up-to-date contact list
- 9) Help to organise H&I involvement at the CAUK Area Convention
- 10) To promote and maintain a postal sponsorship service option for prison inmates and forward all correspondence received to the relevant district H&I Committees.

2. Structures & Bylaws Committee (S&B)

Statement of Purpose

The Structure and Bylaws Committee (S&B) is to formulate bylaws, guidelines and a structure by which Cocaine Anonymous U.K. can operate day-to-day, at Area level. We execute with great diligence, the task of being of maximum service to our fellowship, by introducing new Area consciences into a comprehensive, easy to read document, allowing our fellowship to grow and flourish.

Structures & Bylaws Committee Chairperson

- 1) Two [2] Years continuous sobriety
- 2) Suggested Committee Service Prior to Position: 1 Year continuous
- 3) Suggested Term of Commitment: 2 Year
- 4) Preside over all Committee meetings.
- 5) Appoint subcommittees and designate subcommittee chairs as needed.
- 6) Prepare Committee Agenda.
- 7) Interact with other Area Service Committees, the Delegates and the Company.
- 8) Prior service of at least one year on an Area Service Committee.
- 9) Maintain and Update the Area Service Manual.

3. Unity CommitteeStatement of Purpose

Responsible for the communication and outreach among the diverse elements within the Fellowship at all levels, in the interest of carrying the CA message.

It is also suggested that this committee sponsors annual workshops and other forums to promote CA unity.

Unity Committee Chairperson

- 1) Two [2] Years continuous
- 2) Suggested Committee Service Prior to Position: 1 Year continuous
- 3) Suggested Term of Commitment: 2 Year
- 4) Preside over all Committee meetings.
- 5) Appoint subcommittees and designate subcommittee chairs as needed.
- 6) Prepare Committee Agenda.
- 7) Interact with other Area Service Committees.
- 8) Helps the Delegates to organize our annual "Celebrate Around The World" event (CATW). This event is normally held on the 1st Saturday in March.
- 9) Sponsors Unity Events and workshops in the CAUK Area.

4. Convention CommitteeStatement of Purpose

The purpose of the CAUK Convention is to promote enthusiasm and unity within the Fellowship of Cocaine Anonymous and financially support Area's efforts to carry the message.

Convention Committee Chairperson

- a) Two [2] Years continuous sobriety
- b) Suggested Committee Service Prior to Position: 1 Year continuous, must have served on at least one convention prior.
- c) Suggested Term of Commitment: 1 Year
- d) Preside over all Committee meetings.
- e) Appoint subcommittees and designate subcommittee chairs as needed.
- f) Prepare Committee Agenda.
- g) Ensures all contracts are approved by CA E&W Chair

5. Literature Committee

Statement of Purpose

Responsible for acquiring, storing and the distribution of literature and chips to CA Districts, Groups, and interested institutions. Making sure all literature, chips and other inventory are latest versions.

Literature Committee Chairperson

- 1) Two [2] Years continuous sobriety
- 2) Suggested Committee Service Prior to Position: 1 Year continuous with minimum 6 months on UK literature committee.
- 3) Suggested Term of Commitment: 2 Year
- 4) Oversees running of committee, organize committee meetings and agenda.
- 5) Sets Agenda and facilitates Literature Meetings.
- 6) Co-ordinates subcommittee functions
- 7) Acquires and maintains stock in a timely fashion and at reasonable stock levels.
- 8) Fulfils literature orders and distributes stock as required
- 9) Supplies Literature and organises stall for CAUK convention.
- 10) Provides Income and expenditure details as part of the bi-monthly ASC report.

6. Information Technology Committee (IT)

Statement of Purpose

The purpose of the CAUK I.T. Committee is to provide a public face for CA on the web by managing the CAUK website within the 12 traditions as well as the relevant CA guidelines.

Information Technology Committee Chairperson

- 1) Two [2] Year continuous
- 2) Suggested Committee Service Prior to Position: 1 Year continuous within CA
- 3) Suggested Term of Commitment: 2 Years
- 4) Oversees running of committee, organize committee meetings and agenda.
- 5) Co-ordinates subcommittee functions.
- 6) Possesses the skills and experience expected of someone managing a website.

Duties and responsibilities:

- a) Keeps the website (s) up to date in a timely manner.
- b) Manages incoming email forwarding anything that comes in for other parties and committees.
- c) Provides technical support regarding cauk.org.uk email addresses.
- d) Supports the literature committee in managing the online ordering system.
- e) Supports the PI committee in managing online meeting information.
- f) Supports groups and districts in managing the online events page.
- g) Supports all Area trusted servants and sub-committees in presenting their information on the website.
- h) Cooperates with other areas and world I.T. committees.

7. Helpline Committee

Statement of Purpose

Being part of the CAUK Helpline committee and helping to ensure that the Helpline runs efficiently and responsibly at all times.

Helpline Committee Chairperson

1. Two [2] Years continuous
2. Suggested Term of Commitment: 2 Years
3. Sponsored from the Big Book of Alcoholics Anonymous
4. Has a CA Home Group
5. Access to the internet
6. A working knowledge of Excel preferable but not essential

Duties and responsibilities:

- a) Recruiting Helpline Committee members
- b) Organising and leading a monthly committee meeting and ensuring an agenda and minutes are issued to the committee
- c) Liaising regularly with each committee member
- d) Provide guidance & support to committee members & volunteers
- e) Ensure the Helplines statement of purpose is being met – running efficiently and responsibly and being operational at all times
- f) Oversee all committee positions are being full filled
- g) Handle any complaints regarding the Helpline or its Volunteers
- h) Attending the Area bi-monthly ASC meeting
- i) Submitting a report to the ASC 2 weeks prior to Area bi-monthly meeting
- j) Being accountable to the ASC and giving a fair and accurate picture of what's happening with the helpline
- k) Covering committee positions if and when needed
- l) Managing the overall Telecoms Portal
- m) Liaising with the telecoms provider on a regular basis
- n) Ensuring our calls are answered in line with the statement of purpose
- o) Offer support to any committee member if needed
- p) Assisting the volunteer co-ordinator with dealing with issues with volunteers that are not fulfilling their commitment
- q) Raise awareness within CA of the Helpline and help promote any vacant service positions

8. Steering Committee

Statement of Purpose

Responsible for researching information on specific tasks and topics as instructed by the ASC. The committee will therefore be able to guide the ASC on these tasks and topics to ensure informed consciences take place

Steering Committee Chairperson

- 1) Two [2] Years continuous
- 2) Suggested Term of Commitment: 2 Years
- 3) Organises & presides over all Committee meetings

- 4) Coordinates all Committee/ Sub Committee functions

9. Archive Committee

Statement of Purpose

The purpose of the CAUK Archive Committee is to permanently document the work of Cocaine Anonymous in the UK and make the history of the organisation accessible to C.A members

Archive Committee Chairperson

- 1) Two [2] Years continuous
- 2) Suggested Term of Commitment: 2 Years
- 3) Organises and presides over all committee meetings
- 4) Coordinates all committee / Sub Committee functions
- 5) Helps to organise the Archive Committee involvement in the CAUK convention Helpline Committee

10. Tea & Coffee Person

Statement of Purpose

The purpose of the Tea and Coffee Person is to provide tea and coffee and other refreshments to members attending the bimonthly meetings of the ASC.

Tea and Coffee Committee Chairperson

- 1) No Suggested Sobriety Requirement although ought to be sober.
- 2) Suggested Term of Commitment: 1 Year

PLEASE NOTE THIS POSITION DOES NOT CARRY A VOTE

11. GDPR Committee

Statement of Purpose

CAUK has a requirement to comply with GDPR in relation to its guidelines. At all times it is the responsibility of the GDPR Liaison to ensure that practices are up to date and in line with our current guidance.

GDPR Liaison Committee Chairperson

- 1) Two years continuous sobriety
- 2) Two year commitment
- 3) 6 months prior service in CA
- 4) Access to the internet
- 5) A good working knowledge of GDPR guidelines and the mechanics of GDPR consent.

Duties and Responsibility

- 1) Keep ahead of the latest GDPR guidance and guidelines
- 2) Update privacy notice and GDPR guidelines when necessary
- 3) Working with IT to develop the constant process and automate this where possible
- 4) Liase with helpline, PO Box and CAUK Area Committee to ensure that consent is current for all members
- 5) Updating consent log, completing updates and removing old consent

- 6) Reports direct to CAUK ASC
- 7) Provide bi-monthly reports for the CAUK Area Committee meeting
- 8) Attending the CAUK Area Committee meeting on a bi-monthly basis

APPENDICES

33. Basic Parliamentary Procedure

a) Part One – Procedure

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

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

Eligibility - Those eligible to vote or make motions before CAUK Area are Area Officers (Except the Chair), District Service Representatives, Chairpersons of Standing Committees or their representative and Delegates to the World Service Conference.

- a) In most cases, a vote is a show of hands.
- b) In some elections, a written ballot may be required.
- c) Before the vote is taken, the Chairperson calls for the secretary to restate the motion.
- d) A motion which passes is “carried.”

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.

b) 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.
- 5) **Motion to table** - This suspends discussion on the motion until the next scheduled business meeting (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. It is not debatable.
- 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 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, CAUK 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’**

34. Table of Motions

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

Main Motions

These motions are listed in order of precedence.

A motion can be introduced if it is higher on the chart than the pending motion.

§	PURPOSE	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or “to”] ...	No	Yes	Yes	Yes	Majority

Incidental Motions

No order of precedence.

These motions arise incidentally and are decided immediately.

§	PURPOSE	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	No	No	No	No	No

Motions that bring a question again before the assembly

No order of precedence.

Introduce only when nothing else is pending.

§	PURPOSE	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider	No	Yes	Varies	No	Majority

§ indicates the section from Robert's Rules.

35. WSC Approved Literature

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

Books:

- A Quiet Peace
- Hope, Faith & 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
- 12 Principles

- A Guide to the 12 Steps
- A Higher Power
- A New High from H&I
- Anonymity
- Being of Service
- C.A is *Also* for the Gay, Lesbian, Bisexual, or Transgender Addict
- Cocaine Anonymous Self Test
- Choosing Your Sponsor
- Crack
- Do's & Don'ts for 12th-Step Calls for Addicts
- Having Fun in Recovery
- Newcomer Booklet
- Reaching Out to the Deaf and Hard of Hearing
- The 7th Tradition
- The First 30 Days
- The Home Group
- Tips for Staying Clean & Sober
- To the Newcomer
- Too Young to Recover?
- Tools of Recovery
- Unity
- What is CA?
- Yes, *You* Can Start a CA Meeting

Other Materials:

- CA Fact File
- CA Infoline Numbers
- Reaching Out Card
- Suggested Participation Meeting Format
- Traditions Group Inventory

Guidelines and Workbooks:

- Cocaine Anonymous World Service Conference Committee Guidelines
- Cocaine Anonymous World Service Hospitals and Institutions Committee Guidelines and Information
- Cocaine Anonymous World Service Convention Committee Guidelines
- Cocaine Anonymous World Service Literature, Chips, & Format Committee Guidelines
- Cocaine Anonymous World Service Manual
- Cocaine Anonymous World Service Public Information Workbook
- Cocaine Anonymous World Service Structure & Bylaws Guidelines
- Financial Guidelines for Groups, Districts & Areas of Cocaine Anonymous
- Information Technology Workbook and Guidelines
- 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 BOOKS, —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 (Rev 2016)*

36. Suggested Money Handling Techniques

An understanding that the Treasurer will NOT borrow funds from the treasury: There is NO REASON for ANYONE to ever borrow, from the Committee/Group Funds.

An understanding that the Treasurer is NOT to co-mingle funds: It is recommended that personal monies and Committee/Group monies not be combined at any time from receipt through to deposit.

Whenever money is turned in to the Treasurer, a receipt will be given to the person turning in the money before the end of the meeting.

Checks and Balances: Deposits of funds to be made on the following business day. Committee/Group Treasurer or Finance Chair immediately make any deposits of funds received. Next business day is a reasonable request. (The amount deposited will be recorded and checked against the next financial statement provided).

Committee/Group main Bank Accounts should have three signatories on the account: It is recommended that these be the Chair, Vice-chair and Treasurer. A Trusted Advisor or Delegate can take the place of the Vice-chair, if required. All sub-committees with a bank account should have at least 2 signers on the account. The names, phone numbers, and email addresses of all signers should be given to the Finance Chair as soon as they are on the account. The Finance Chair should be given read-only access to all subcommittee bank accounts for monthly oversight and bank account reconciliation.

It is recommended that a Safety deposit box be maintained to keep Classified Account information. It is not recommended that this classified information be maintained within computer Hard Drives. Keeping it on a Floppy, Memory Stick or Disc is recommended for editing purposes. Only (1) digital recording will be maintained and kept with the Treasurer's Archival records, in a safe place with the Treasurer, preferably under lock and key.

All requests for reimbursements must be accompanied by a receipt. A Check Request form will be filled out and the receipt attached to this form. On this form will be the check number, amount, purpose, and to whom it was made. Those using Accounting Software, will probably also want to include the Purchase Order number.

For any expenditure over £250.00 there must be a Three Bid process: This verifies to Committee/Group that they are getting the best deal available for large purchase items and/or services.

It is suggested that Committee/Group keep a Prudent Reserve of TWO months operating expenses. This prudent reserve formulation and the 70/30 plan splits for excess Prudent Reserves disbursement are maintained within The Finance Committee Guidelines.

A financial review of Committee/Group's financial records should take place quarterly with the Finance Committee, Treasurer, District Chair, Accountant, all Subcommittee Treasurer's, and any person utilized with accounting expertise. All bank accounts tied to Committee/Group's Tax ID number will be reviewed. Verification that all checks have been written to the appropriate people or institution accounts are reconciled, receipts are in place and all deposits have been made correctly. This is a good time for the Committee/Group Officers to look at which meetings and/or committees may need assistance with their treasuries.

When a new treasurer is elected, all records need to be turned over to the new treasurer: When Committee/Group elects a new treasurer, the treasurer who is rotating out will schedule time with the new treasurer to sit down with the incumbent so they understand all the detailed aspects of the Committee/Group Treasurer duties and responsibilities. All bank account signatory cards, safety deposit accounts, online banking, CA World Chips and Lit. ordering accounts and any other online accounts will be updated within the first month of new commitment being undertaken, beginning the incumbent treasurer's 2-year commitment.

37. CAEW – The Incorporated Charity

a) The Relationship Between the Fellowship of Cocaine Anonymous UK [CAUK] and CAEW The Incorporated Charity

The fellowship of Cocaine Anonymous (CA) is a group of men and women who work together to solve their common problem, the illness of addiction. It is voluntary alliance of people that in England and Wales handles tens of thousands of pounds in donations and contracts many thousands of pounds worth of goods and services.

In order to safeguard its spiritual integrity, CAUK set up an incorporated charity to provide a clear separation between the spiritual and financial aspects of its operation.

The simplest way of looking at the relationship is the fellowship of CA focuses on recovery, being a charity means we do not pay tax on our prudent reserves. the limited company is a necessary part of being an incorporated charity and carries out any legal and financial tasks as directed by the fellowship, it should be noted the company and charity do not have a budget or revenue raising powers. All activity is carried out as directed by the fellowship, and all finances are managed by the fellowship.

b) The Reason the Company Exists

The Fellowship as an organisation collects and spends money to achieve certain aims – and in law the Fellowship has to show the money it has collected, the money it has spent, and what it has used the money for. The law requires this to ensure the money is being used correctly, there is no theft or fraud, and all tax which needs to be paid has been paid. This is the same for all organisations which collect and spend money, The Fellowship is not special and different in this and it is being treated exactly the same as any other similar organisation. The way The Fellowship fulfils this legal necessity about which it has no choice, is through using the company.

When the company was created, a legal document called ‘The Memorandum and Articles of Association’ was created, which for legal purposes states what The Fellowship as an organisation was set up to do – it is effectively the legal birth certificate for the company. Again this is the same for all organisations like The Fellowship, there is nothing special or different about this.

c) The Benefit of Being a Registered Charity

CA in England and Wales is an incorporated charity, which means the charity is registered as a limited company with companies’ house as well as a charity with the charity commission. The directors of the charity are also the directors of the company, and the company is a legal entity in its own right. The majority of charities in the UK are set up this way.

The main benefit of being a registered charity is to hold charitable status with HM revenue and customs. This ensures any surplus money show on the annual accounts is not subject to corporation tax.

Additionally, some suppliers may charge charities special beneficial rates for products and services, which allow CAUK to do more with the donations it receives.

CAEW acts in the same way as a sub-committee of the area service committee and is an administrator for the decisions of the fellowship of CA in England and Wales. Its primary purpose is to safeguard CA’s CAUK’s spiritual integrity by keeping a separation between the spiritual and financial sides of CA’s activity in England and Wales, in the spirit of concept 12.

Concept One says the final responsibility and ultimate authority for CA resides in the collective conscience of our whole fellowship. Therefore, CAEW exists to support members, committees, districts, the ASC and area assembly, and not to lead them in any way.

By virtue of the fact CAEW is a company limited by guarantee, major decisions affecting the charity have to be agreed by 75% of members (members being GSRs, DSRs, area committee chairs, delegates and all other voting members of ASC). This safeguards Concepts 1, 3, 4 and 5 (collective consciousness, right of decision, right of participation and right of appeal) to group level, by preventing small lobbies of vested interest from making far reaching decisions without wide support from the fellowship.

The CAEW Chairpersons involvement in the ASC is the same as any other subcommittee. Right of participation, right to make motions, right to vote and all other rights to be involved in the ASC applies to the Chair the same as any Sub Committee. In the absence of the Chair another Director may attend and hold the vote in place of the Company Chair.

CAEW is a company limited by guarantee, which is typical for non-profit organizations in the UK that also require a legal personality (e.g. to sign contracts). There is no share capital. Instead all members (GSRs, DSRs, area committee chairs, delegates and all other voting members of ASC) act as guarantors, contributing a nominal amount in the event of the winding-up of the charity. CAEW cannot distribute profits or provide special services to members, as this would compromise its charitable status.

The limited company element of the charity (CAEW Ltd.) gives the fellowship a legal entity that takes responsibility for any legal and financial commitments required to keep our fellowship effective. The limited company takes the financial responsibility off the shoulders of any one individual and shares it across the fellowship.

For example, when a contract needs to be signed with an external supplier, the contract will typically be negotiated by members of the appropriate committee and signed by a director of CAEW on behalf of the committee. By doing so the fellowship becomes legally responsible for meeting the terms of the contract. If an individual were to sign a contract, they would be personally responsible for all payments and could ultimately be sued should anything go wrong.

d) The Role of The Directors of CAEW Ltd.

The directors are chosen from members of CAUK by members of CA in England and Wales. It is up to the members of CA to appoint the people they believe will run the company well on their behalf. The only restrictions that prevent anyone becoming a company director in the UK are:

- 1) The person must not have been disqualified by a court from acting as a company director (unless they have been given leave (permission) to act by a court for a particular company);
- 2) The person must not be an un-discharged bankrupt (except with leave of the court);
- 3) They should be at least 16 years of age

The director's discharge their duties in accordance with the guidelines laid out in CA's world service manual, which states "the directors shall at all times be accountable to their area service committee. These directors should never be excused from the responsibility to render proper reports of all significant actions taken. The directors are directly responsible to their area and should consult their Area Service Committee before an important decision or action is taken". (CA World Service Manual 2013 edition pg.28)

Concepts 3, 4 and 5 gives each member of CA a right of decision, a right of participation and a right of appeal in CA's activities. In the case of CAEW, members' right to participation is enabled by the directors of CAEW being obliged to attend ASC and area assembly, and bound by the fellowship's decisions. It is further

safeguarded by the company's memorandum and articles of association that state a 75% majority of members must agree to major changes in purpose or policy

A company director in the UK is ultimately responsible for managing the company and ensuring it remains legal and solvent. Every company director has a personal responsibility to ensure that statutory documents are delivered to the registrar of companies as and when required by the companies act. In particular, financial accounts, annual returns, notice of change of directors or secretaries or in their particulars and notice of change of registered office.

e) The Role of The Company

In the case of CAEW these statutory obligations are:

- 1) Submit report and accounts to companies' house (annually by June of the following year). Each year the law states that a document called 'The Annual Return' must be prepared by the company for The Fellowship. The Annual Return contains very basic information such as the address and contact details of CA, the main activities The Fellowship has done during the year (these are the legal definitions of the activities, and match the activities shown in 'The Memorandum and Articles of Association') the details of the Directors of the Company, the amount of money collected and spent during the year, and the prudent reserve.
- 2) File a company return at companies' house (annually by September of the following year)
- 3) Submit a corporate tax return to HM Revenue and Customs (annually by December of the tax year-end)
- 4) Hold an annual general meeting (annually in February as part of the Area Service Committee meeting)
- 5) Appoint an auditor to review the accounts (annually as part of the AGM)
- 6) Each year the law dictates that a document called 'The Trustees Annual Report' must be prepared by the company for The Fellowship and submitted to the charities commission. The Trustees Annual Report contains basic information about the main activities of The Fellowship, but these are described in the language used in the CA World Service Manual and by The Fellowship, and it is therefore very similar each year. Again, there is the same statement of the money collected, the money spent and the prudent reserve. Please note that for legal purposes, what is important is that 'The Annual Return' and 'The Trustees Annual Report', match the activities which were stated in 'The Memorandum and Articles of Association' when the company was created.
- 7) As the Fellowship involves organising activities and events, it must have a public liability insurance policy to cover the possibility of accidents, injury or property damage during an event or activity. To ensure a Fellowship event is covered by the Fellowship Public Liability Insurance policy, the Public Liability Insurance Cover document must be downloaded from the PI section of the CA website and shown to the organisation responsible for the venue. Next, the document agreeing to hire the venue must be signed or countersigned by a CA Director.
- 8) To remind The Fellowship that when a contract which is for the benefit of the Fellowship needs to be renewed or retendered, it must be done in an open and transparent process for the benefit of The Fellowship. This is a legal duty called 'Stewardship of Assets' – the company has no part or influence in how any contract is tendered or the decision which The Fellowship takes, but it does have a role in reminding The Fellowship it must act openly and transparently when doing so.
- 9) In addition, the directors of the company must be represented at the Area assembly and ASC meetings

f) The Role of The Director of a Charity in England And Wales

In the UK charity directors are legally responsible for running a charity, for its property, finances and the employment of any staff or volunteers, whilst ensuring it stays accountable to its beneficiaries, to the charity commission and the public in general. However with the exception of the statutory obligations outlined below the fellowship has placed all financial and organisational responsibilities within the fellowship as the final

responsibility and ultimate authority for CA resides in the collective conscience of our whole fellowship, the charity directors must discharge duties as directed by committees, Districts, ASC and Area Assembly (as suggested by Concept 1).

Most people over 18 years of age can become trustees, except:

- 1) Those who have already been disqualified as company directors
- 2) Those who have been convicted of an offence involving dishonesty
- 3) People who receive financial or practical benefits from the charity

The statutory obligations are:

- a) Complete and submit an annual return to the charity commission (annually by July of the following year)
- b) Confirm that there are no serious incidents or other matters which need to be reported to the charity commission
- c) Send a copy of the directors' annual report (commonly known as a trustees annual report or tar), audited or independently examined accounts and examiner's report to the charity commission (annually by July of the following year)

g) Qualifications of An Addict Director of CAEW

In addition to the criteria outlined above, directors of CAEW need:

- 1) Willingness to serve for 2 years.
- 2) A commitment to service as shown by experience; working as a member of other CA service committees; and contributions to the continuation and growth of the fellowship.
- 3) The time and resources necessary for active directorship.
- 4) Qualification as a director by the 'laws of the land' i.e. no outstanding warrants, not under bankruptcy.
- 5) A minimum of two years of continuous abstinence from cocaine and all other mind-altering substances at the time of the election as a director.
- 6) Has to have served as a voting member or committee chair of world services, CAUK area, or one of CAUK districts.
- 7) A good working knowledge of the Twelve Traditions.
- 8) A working knowledge of the Twelve Concepts of service.

h) Company Director Appointment Procedure

A Director of the company must be voted in at the ASC. The same procedure must be followed as when a Committee Chair is voted in (if elected they do not hold the same rights as a chair). Once elected it is the responsibility of the Company Chair to provide Company's House with an accurate copy of the minutes from the meeting including full name and address of new Director. Its vital the minutes that go out to the fellowship have the full name and address redacted before distribution.

i) Circumstances Warranting the Removal of a Director of CAEW

- 1) Failure to maintain sobriety.
- 2) Failure to attend at least 2 CAUK area service meetings per annum and at least one area assembly per annum (applies to the chairperson only)
- 3) Failure to respond in a timely manner to communication from other company directors.
- 4) Changes in personal circumstances, no longer permitting them to be a director under the laws of the land.
- 5) Disqualification by a court from acting as a company director
- 6) Becoming bankrupt

38. Online meeting guidance

Many features of online meeting software contradict our spirit of anonymity. The following is broad guidance on security for fellows of Cocaine Anonymous and ways to try to ensure anonymity is followed.

Each member needs to be mindful of their personal anonymity as it is members responsibility to protect themselves. Every member who signs up to any online platform needs to bare in mind that email addresses, phone numbers and any other information they input has the potential to be accessed by others and needs to check their own personal account settings.

A group may want to consider setting up an email address for themselves to open an account for online meetings and sharing the login details among the committee or parts of the committee. This way there is not a single member linked to the group. Also, multiple members become responsible for the maintenance and continuation of the meeting.

It is suggested that each group has a host and co-host. The host would act as the secretary and the co-host be responsible for watching for hand raises and muting/unmuting when sharing back. Other service positions as mentioned in '*section 14 Group Servants*' are also suggested.

It is important to research the platform your group are intending to use and the features of that software. Many applications have end to end encryption however it is still possible for non fellows to randomly access the meetings.

Check to see that the application you wish to use has password protection and be sure to share this when sharing your meetings.

A number of available software has record function, some automatically save to a cloud. This feature must be switched off.

Some applications have waiting rooms and only people who are given permission may join the meeting.

It is recommended that members keep their cameras switched off to protect from screenshots.

Members of Cocaine Anonymous deserve respect within a meeting. A group has the authority to remove or stop a meeting if any members behave in a crude or disrespectful manor to others. This right however should be used with caution. This is not to contradict Tradition 3 but intended for safeguarding members. Members who are removed will be welcomed back at the next meeting however if the conduct continues the group does reserve the right to remove the offender again. A member will never be permanently removed from a group.

Following is a checklist of features that a group should consider before selecting which meeting platform, they would like to use however it is not a comprehensive list and groups should use their own discretion:

- Meeting password protection
- Record function, can it be disabled?
- Auto save chats, can it be disabled?
- File transfer, can it be disabled?
- Feedback to application/website, can it be disabled?
- Screen sharing
- Virtual backgrounds, can they be enabled to protect people's personal space eg inside their house?
- Sound recording, can it be disabled?
- Chatroom, can it be disabled?

39. End of Document

40. Document Revisions & Updates

Date	Page/Section	Revision
30.08.2017	n/a	<ul style="list-style-type: none"> Header text updated to: CAUK Service Manual v1. 2017 Edition Pages 16 thru 23 inclusive of 2017 CA WSM added at point 9 CAUK Service structure diagram updated Draft watermark removed <p style="text-align: right;">~ Updated by Michelle D</p>
30.03.2019	Multiple	<ul style="list-style-type: none"> Welsh logo added Office Manager role & responsibilities removed, Feb 18 ASC Wales District added, Aug 18 ASC Change of name for West Country District, Aug 18 ASC Change to the Helpline Chair role & responsibility, Aug 18 ASC Addition to the role & responsibility of the PI Chair to oversee the festivals committee, Oct 18 ASC
22.03.2020	Multiple	<ul style="list-style-type: none"> Changed text to gender neutral Re-formatted helpline chair to match font and layout Added suggested vice chair rotates into chair position to district vice chair requirements <p style="text-align: right;">Josh H.</p>
02/05/20 V.4		<ul style="list-style-type: none"> Amendment to cover Added online meeting recommendations Changed version header <p style="text-align: right;">Josh H.</p>
08/07/20		<ul style="list-style-type: none"> Removal of Welsh logo Amendments to contents <p style="text-align: right;">Josh H</p>
21/11/20	13	<ul style="list-style-type: none"> Amendment to section 20 to ,make inclusive to Online District <p style="text-align: right;">Josh H</p>
04/06/21		<ul style="list-style-type: none"> Addition of the GDPR Committee to the Area Sub committees <p style="text-align: right;">Josh H</p>
09/07/21	Sect 37/c	<ul style="list-style-type: none"> Amendment to role of company chair to include rights that the Chair person holds within the ASC <p style="text-align: right;">Josh H</p>
09/07/21	Sect 37/h	<ul style="list-style-type: none"> Addition of Company Director Appointment Procedure <p style="text-align: right;">Josh H</p>
31/07/21	P10, Sect 10	<ul style="list-style-type: none"> Addition of 'attendance at CA meetings, service and'
