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Forward

This document is intended to describe the day-to-day operations of the South-Central Texas Area (“SCTA”). It has been compiled from the Cocaine Anonymous World Service Manual (“WSM”) and has been adapted to reflect the actions and service positions currently being utilized by the SCTA. For any issues that are not addressed in this Structure document, please refer to the most current edition of the WSM which can be found at www.ca.org or ask one of your Area Officers or Delegates to help you secure a copy. Items addressed in this document that are different from the WSM shall supersede the item as it is addressed in the WSM.

A DEFINITION OF “COCAINE ANONYMOUS”

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

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

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

** Reprinted and adapted with permission of A.A. Grapevine, Inc.*

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 otherwise¹

THE TWELVE TRADITIONS OF COCAINE ANONYMOUS

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

The Twelve Traditions are reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Traditions does not mean AA is affiliated with this program. AA is a program of recovery from alcoholism. Use of the Traditions in connection with programs and activities which are patterned after AA, but which address other problems, does not imply otherwise.²

THE TWELVE CONCEPTS

1. The final responsibility and the ultimate authority for C.A. world services should always reside in the collective conscience of our whole Fellowship.
2. The C.A. Groups delegate to the World Service Conference the complete authority for the active maintenance of our world services and thereby make the Conference — excepting for any change in the Twelve Traditions — the actual voice and 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 C.A. as a whole, our World Service Conference has the principal responsibility for the maintenance of our world services, and it traditionally has the final decision respecting large matters of general policy and finance. But the Conference also recognizes that the chief initiative and the active responsibility in most of these matters should be exercised primarily by the Trustee members of the Conference when they act among themselves as the World Service Board of Cocaine Anonymous.
7. The Conference recognizes that the Charter and the Bylaws of the World Service Board are legal instruments; that the Trustees are thereby fully empowered to manage and conduct all of the world service affairs of Cocaine Anonymous. It is further understood that the Conference Charter itself is not a legal document; that it relies instead upon the force of tradition and the power of the C.A. purse for its final effectiveness.
8. The Trustees of the World Service Board act in two primary capacities: (a) With respect to the larger matters of overall policy and finance, they are the principal planners and administrators. They and their primary committees directly manage these affairs. (b) But with respect to our separately incorporated and constantly active services, the relation of the Trustees is mainly that of custodial oversight, which they exercise through their ability to elect all Directors of these entities.
9. Good service leaders, together with sound and appropriate methods of choosing them are at all levels indispensable for our future functioning and safety.
10. Every service responsibility should be matched by an equal service authority — the scope of such authority to be always well defined, whether by tradition, by resolution, by specific job description or by appropriate charters and bylaws.
11. While the Trustees hold final responsibility for C.A.'s world service administration, they should always have the assistance of the best possible standing committees and service boards, staffs and consultants. Therefore, the composition of these underlying committees and service boards, the personal qualifications of their members, the manner of their induction into service, the system of their rotation, the way in which they are

related to each other, the special rights and duties of our staffs and consultants, together with a proper basis for the financial compensation of these special workers will always be matters for serious care and concern.

12. General Warranties of the Conference: In all its proceedings, the World Service Conference shall observe the spirit of the C.A. Tradition, taking great care that the Conference never becomes the seat of perilous wealth or power; that the sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity; that no Conference action ever be personally punitive or an incitement to public controversy; that though the Conference may act for the service of Cocaine Anonymous, it shall never perform any acts of government; and that, like the Fellowship of Cocaine Anonymous which it serves, the Conference itself will always remain democratic in thought and action.

**The Twelve Concepts are reprinted and adapted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Concepts does not mean that A.A. is affiliated with this program.*

A.A. is a program of recovery from alcoholism. Use of the Concepts in connection with program and activities, which are patterned after A.A. but which address other problems, does not imply otherwise.³

THE IMPORTANCE OF “ANONYMITY”

Traditionally, C.A. members have always taken care to preserve their anonymity at the public level: press, radio, television, and films. We know from experience that many people with drug problems might hesitate to turn to C.A. for help if they thought others might discuss their problems publicly, even inadvertently.

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

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

A C.A. member may, for various reasons, “break anonymity” deliberately at the public level. Since 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 C.A. members.

THE STRUCTURE OF COCAINE ANONYMOUS

Cocaine Anonymous is not organized in the formal or political sense. There are no governing officers, no rules or regulations, no dues or fees.

However, the need for services to addicts throughout the world is very important to the Fellowship. Inquiries from both within and outside the Fellowship have to be answered. Literature has to be written, printed, and distributed, and requests for help be followed up.

The main service body of the Fellowship is C.A. World Services, which is centered at the World Service Office (“WSO”) in Los Angeles, California, where employees and service volunteers maintain communications with local Groups and with persons outside the Fellowship who turn to C.A. for information on the program of recovery. C.A. Conference-approved literature and chips are prepared, published, and distributed through this office.

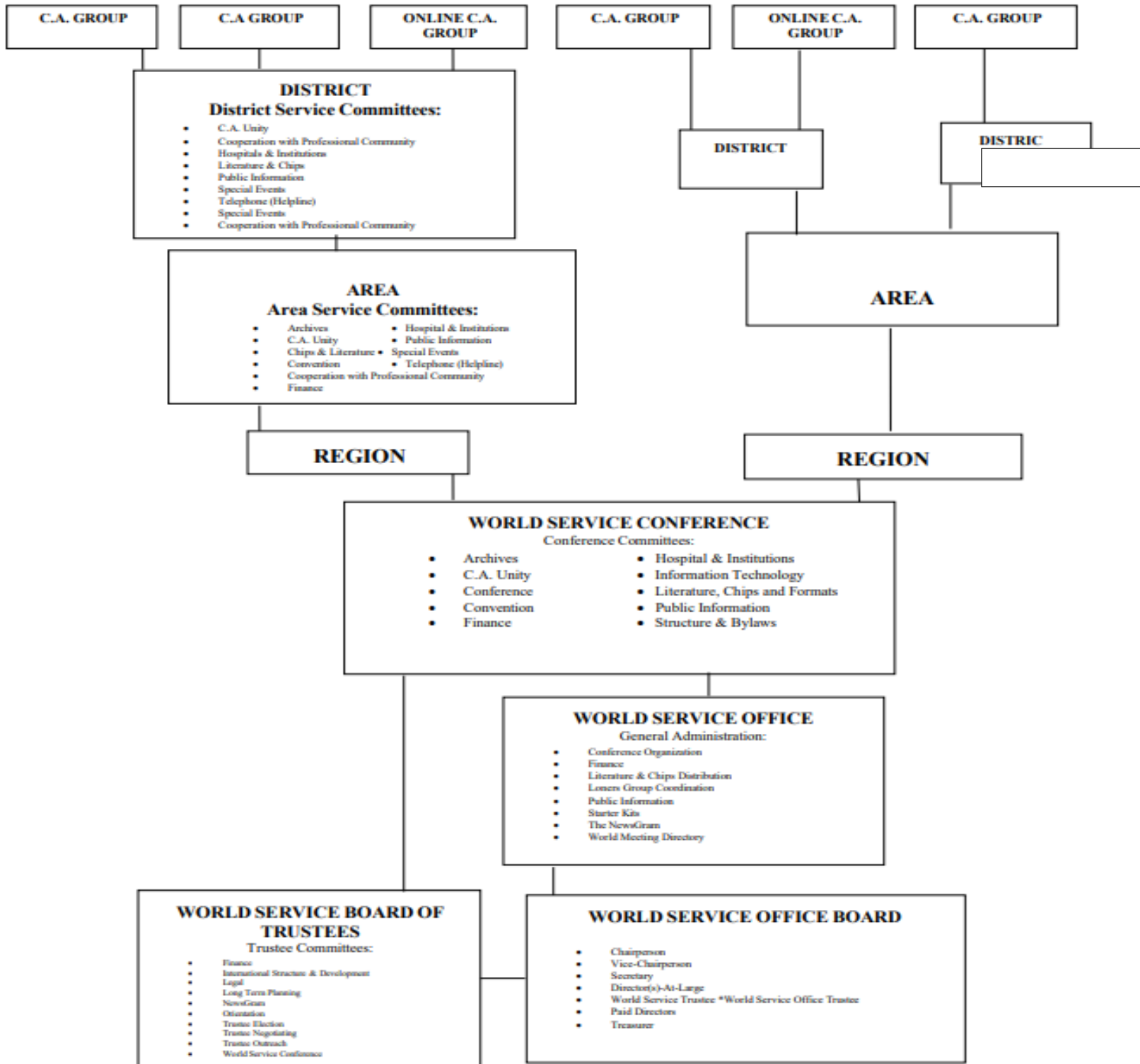
The World Service Office is responsible to the World Service Board of Trustees.

The C.A. World Service Conference, consisting of Delegates from C.A. Areas throughout the Fellowship, Trustees of C.A. World Services, and World Service Office Directors and staff members, meet annually, and provide a link between the Groups within the Fellowship and the Trustees who serve as custodians of C.A. Traditions and interpreters of policies affecting the Fellowship as a whole.

The principal of consistent rotation of responsibility is followed by all C.A. service positions. The spirit of rotation is a vital principle within our service structure, which allows for non-successive terms on all service positions. This rotation enables more members to experience the true nature of service. Positions in the local Service Structure are rotated according to a vote of the Service Structure. Representatives to the local service organization are voted on at the Service Structure level according to a schedule defined by each Service Structure. Officers of the service organization are elected based on the group conscience of that organization.

Formal Organization is kept to a minimum at the local Group level. The Group may have a limited number of “officers” whose responsibilities include, but are not limited to, arranging meetings, providing refreshments, handling the Group’s budget, and maintaining contact with the local service organization.

SERVICE STRUCTURE OF COCAINE ANONYMOUS (CHART)



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 C.A. meeting. A C.A. 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 C.A. District/Area has the ability to delegate the use of the C.A. 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, C.A. is not allied with any sect, denomination, politics, organization or institution.” Avoid using designs that incorporate external organizations, graphics, and logos, trademarks when producing fellowship flyers or memorabilia

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. For this purpose, the respective service body is the Area/District Service Committee to which you are aligned or the World Service Office for groups that are not in an Area/District.

F. The service body granting the use of the C.A. logo shall be responsible for ensuring that the proper C.A. logo, with applicable trademarks as shown below, is used on printed materials and memorabilia. Avoid using designs that incorporate external organizations, graphics, and logos, trademarks when producing fellowship flyers or memorabilia.

G. The Cocaine Anonymous brand guide adopted at WSC 2021 defines the following for creating C.A. brand identity:

- Brand color is our deep green as known from the Hope, Faith and Courage books: Pantone 3292C / RGB 0 89 79 / HEX/HTML: #00594F / CMYK 100 0 56 56.
- Brand fonts are Open Sans and Open Sans Condensed.

H. When incorporating, no individual or entity may use the name “Cocaine Anonymous” alone or within the corporation name for incorporation purposes.

SOUTH CENTRAL TEXAS AREA STRUCTURE

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 C.A. 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 C.A. 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 C.A. 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 color. The block letters "CA" may only be used alone when they bear no resemblance to the inner circle type style of the official logo



FLYERS

In order to print and distribute flyers, the following criteria must be met:

- Only use the first name and first initial of the last name.
- Must include the C.A. Logo with registered trademark symbol “®”, either inside the inner circle or outside the outer circle. (see description above in Statement of Policy).
- The following information needs to be included on the flyer: who, what, when, where, and why.
- **The bottom of all flyers must include the 6th Tradition which states “In the spirit of the 6th Tradition, C.A. is not allied with any sect, denomination, politics, organization, or institution”.**
-
- **For flyer approval, submit to flyer@ca-scta.org. (Which goes to the following flyer committee: FLYER COMMITTEE: Delegate A, B, C, Alternate Delegate and the Area Chair**
- The final approval of the flyer will be communicated to the person who submitted the flyer by a Delegate. The approval process should take no longer than 48 hours upon a proper submission.
- **PLEASE DO NOT CIRCULATE UNTIL FINAL APPROVAL FROM A DELEGATE.**

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” 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” and the registered trademark symbol. **No other text or design element may touch, overlap, or show through behind the logo other than a solid color.** The block letters “CA” may only be used alone when they bear no resemblance to the inner circle of the official logo.



CA LOGO'S



FINANCES - GENERAL GUIDELINES

&

SUGGESTED MONEY HANDLING TECHNIQUES

- 1) Trusted servants elected to handle money should be chosen with care.
- 2) It is recommended all signers for the SCTA bank account have a minimum of two (2) years sobriety.
- 3) An understanding that the Treasurer will NOT borrow funds from the Treasury. There is NO REASON for ANYONE to ever borrow from the SCTA Funds.
- 4) An understanding that the Treasurer is NOT to co-mingle funds. It is recommended that personal monies and SCTA monies not be combined at any time from receipt through to deposit.
- 5) Checks should not be pre-signed.
- 6) Checks and Balances: Deposits of funds to be made by three (3) business days after the Area Meeting. The SCTA Treasurer or Vice Chair making the deposit of funds received must notify the other officer immediately by sending a copy of the deposit receipt via email or text. This will be checked against the next financial statement provided.
- 7) Copies of all receipts, invoices and checks shall be maintained for all expenditures.
- 8) SCTA's main Bank Accounts should have three signatories on the account: It is recommended that these be SCTA Chair, Vice-chair and Treasurer. A Trusted Advisor or Delegate can take the place of the Vice-chair, if required in accordance with the two (2) year recommended sobriety requirement.
- 9) The Finance/Spending Committee, to be made up of the SCTA Chair, Vice Chair, Secretary, Treasurer, and Delegate A, shall monitor and approve all SCTA expenditures on any business issues occurring outside of the Area Meeting
- 10) The SCTA Treasurer will be listed as a signer on the SCTA Convention bank account. All other SCTA sub-committees with a bank account should have a least two (2) signers on the account.
 - a) The names, phone numbers, and email addresses of all signers should be given to the SCTA Treasurer as soon as they are on the account. The SCTA Treasurer should be given read-only access to all subcommittee bank accounts for monthly oversight and bank account reconciliation.
- 11) All requests for reimbursements must be accompanied by a receipt.
 - a) It is suggested that SCTA keep a prudent reserve of two (2) months operating expenses. It is also suggested that all monies in excess of the prudent reserve and monthly expenses are traditionally forwarded to CAWSO, using the 70/30 plan as described in the WSO pamphlet, "The 7th Tradition". The 70/30 plan is calculated by the Area's monthly income less monthly expense, less reserve and 30% of the remaining balance be forwarded to CAWSO. Please do not keep large quantities of cash or large bank balances as this is not in spirit with the 7th Tradition and has caused many problems in the past.

SOUTH CENTRAL TEXAS AREA STRUCTURE

- 12) The SCTA business debit card has a \$100 limit transaction for internet transaction only.
- 13) A financial review of SCTA's financial records should take place quarterly with the Vice Chair and Treasurer. Verification that all debit card transactions and checks that have been written are to the appropriate people or institution accounts are reconciled, receipts are in place, all deposits have been made accurately, and balances are verified by viewing online bank account.
- 14) Immediately notify the Area Chair, Vice Chair, Secretary, Delegate A upon discovery of missing funds.
- 15) No groups shall hold a bank account without the proper request from the area for the Tax ID#.
- 16) It is recommended that two (2) signers be accountable for the group bank account. Auditing and accounting procedures with appropriate checks and balances should be maintained.

DEFINITION OF A COCAINE ANONYMOUS GROUP

A meeting is when two or more people gather 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.

THE C.A. GROUP

The basic unit in C.A. is the local Group, which is autonomous except in matters affecting other Groups or C.A. as a whole. The Group has but one primary purpose, which is to help others to recover through the Twelve suggested Steps. Each Group is self-supporting through its own contributions. As the Twelve Steps are our guide to recovery, the Twelve Traditions are our guide to Group unity, growth and discipline. Its members maintain their personal anonymity at the level of press, radio, television and films. The importance of the Group, what it constitutes, and its functions cannot be stressed enough.

Maintenance of our recovery depends on the sharing of our experiences, strength and hope with each other, thus helping us to identify and understand the nature of our disease.

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

The Group's total responsibility is perhaps best expressed by the First Tradition:

“Our common welfare 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 CA group is autonomous, and adopts its own format, CA 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, 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.

MEETING/GROUP TYPES:

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

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

MEETING/GROUP STYLES:

STEP STUDY: Study and discuss the Twelve Steps with the Group.

BOOK STUDY: Participants study and discuss with the Group any of these books: Hope, Faith, & Courage Book Stories from the Fellowship of Cocaine Anonymous (the “C.A. Story Book”); 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: Attendees discuss their experience, strength and hope with the meeting/group onemember at a time.

SPEAKER: One or more C.A. members share their personal experience, strength and hope withmeeting/group

H&I MEETINGS: H&I meetings are often restricted to patients or residents only, and not open to the community. These meetings are brought into facilities by local CA members through the H&I committee. H&I meetings are basically beginner’s 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 mayrequire H&I participants to be subject to sobriety requirements, dress and conduct codes.

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

CA 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:

GROUP SERVICE REPRESENTATIVE (GSR)

Suggested sober time: One year

Term: One year

The GSR position is probably the most 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 (50% of the time). 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.

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:

1. Sees that the Traditions are followed within the Group.
2. Attends all appropriate business meetings, but not limited to the Group Conscience and Area Meetings.
3. Conducts communication between the Group, District and Area.
4. Reads/reviews communications from the District, Area and World Service

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

SECRETARY

Suggested sober time: Six Months

Term: One year

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

Duties and Responsibilities:

1. See that the Traditions are being followed within the Group.
2. Follow the format in accordance with the group conscience.
3. See that the responsibilities of the other Group servants are met.
4. See that Seventh Tradition contributions of the members are collected and that a record is kept of the Group's income and expenses.
5. See that the Group is represented at the District or Area Service Meeting.
6. 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.
7. Keep an accurate, up-to-date record of changes of the group conscience.
8. Keep a record of each officer's election date.
9. Display C.A. literature and schedules.

GROUP TREASURER

Suggested sober time: One Year

Suggested prior service time: Six Months

Term: One Year

Duties and Responsibilities:

1. Keeps an accurate bookkeeping system.
2. When applicable, maintains Group bank account(s) with checks requiring two signatures.
3. Gives financial reports to the Group regularly.
4. Pays all Group expenses.
5. Passes on contributions to the District/Area and/or the World Service Office.

DESCRIPTION OF AN AREA AND AREA SERVICE COMMITTEE

THE AREA

The primary function of the Area is to serve the common needs of its Group(s) and to facilitate unification of the Fellowship. A World Service Delegate comes from an Area.

As new Areas are created or if an established area changes its boundary definition, a “Petition to Become an Area” form must be submitted, and the creation or change must be recognized by the WSC. Any group or District seeking to change Areas must complete a “Petition for a District or Group to Change Areas” form, and the change must be recognized by the WSC. It is suggested that a copy of the Area/District minutes, showing separation has been addressed, be attached to any petition, when possible.

The Area serves the Fellowship by distributing chips and literature, handling financial contributions of the Fellowship for the Area, and communicating with the C.A. World Service Office. The primary function of the Area is to serve the common needs of its members and to facilitate unification. The Area Service Committee should establish a permanent mailing address and bank account. If need arises, the Area should establish an Area Central Office. The Area should also stay in contact with the C.A. World Service Office for purposes of registering/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 within the C.A. Fellowship as a whole.

SUGGESTED AREA FUNCTIONS

1. The Area Service Committee is entrusted with local Fellowship Incorporation.
2. Coordinates Area telephone services.
3. Distributes and/or sells literature and chips.
4. Standing Committees include:
 - a. Archive
 - b. Chips and Literature
 - c. Hospitals and Institutions
 - d. Hotline
 - e. Internet
 - f. Newsletter
 - g. Public Information
 - h. Unity
 - i. Structures & Bylaws
 - j. Archivist
 - k. Regional Convention
5. Maintains and updates a list of all Area meetings.
6. Maintains ongoing communications with the Groups.
7. Maintains ongoing communication with the World Service Office and WSC.

8. Publishes newsletter.
9. Publishes and distributes Area Meeting Schedules.
10. Elects Delegates to the World Service Conference.
11. Holds Assemblies or Service Meetings every odd month.
12. Sponsors service days and workshops.
13. Sponsors Area Conventions.
14. Establishes and administers a Central Office, if appropriate.
15. Maintains a bank account.

Area Meetings

The South-Central Texas Area of Cocaine Anonymous holds Area Service Meetings every odd month (i.e.- January, March, May, July, September, November) which are administrative in nature. Reports on day-to-day activities and issues are received, reviewed, and if appropriate, acted upon. Area meetings will last for no more than four (4) hours, with a ten-minute break after the first two hours. Because of time and distance, these meetings will also be held for these activities:

- a. Election of WSC Delegates, Area Officers and Standing Committee Chairs.
- b. Treasurer's report.
- c. Local Convention report.
- d. WSC Delegate report.
- e. Old business/new business.
- f. Decision of major importance.

All area service meetings are conducted according to Robert's Rules of Order.

Regular business meetings of the **AREA** shall be held every odd month, starting by 1pm, on the 3rd Saturday of said month, at the location to be determined per the discretion of the host city, set in advance at the prior business meeting, unless otherwise determined by a vote of the majority of those entitled to vote at a meeting of the **AREA**; a quorum of all eligible voters being present. Written, verbal, and/or electronic notice stating the place, day, and hour of the business meeting shall be delivered for all such business meetings to all individuals entitled to cast a vote at said meeting, not less than Thirty (30) days before the scheduled date of said meeting.

A Quorum of the members must be present in order to approve business. A Quorum is constituted as

two-thirds (2/3) of eligible voting members who were present at the vote count.

Meeting Schedule Rotation: Kerrville, Austin, McAllen, Cedar Park, Laredo, San Antonio

Possible Voting Members

Area Officers, Standing Committee Chairpersons, Group Service Representatives or Alternate GSR, WSC Delegates, the Alternate Delegate at Area meetings, Convention Committee Chairperson, and signed or electronic proxy votes. Electronic proxies are to be emailed to the Area Chair, Vice Chair, and Secretary by the start of business of Area meeting, by the member proxying the vote. Members are eligible to hold more than one position; however, no one person shall carry more than two votes, including proxies.

Voting Procedures:

All voting will be conducted according to Robert's Rules of Order. Voting shall be performed by counting raisedhands, unless otherwise specified.

Area Expenses (may include):

- Costs for rent and coffee for service meetings
- Standing Committees
- Legal fees, accountant fees, an employee's salary, or sales tax
- Postage and supplies
- Delegate travel expenses
- Bank charges

Convention Activities:

All convention type activities (i.e., Area Convention, Regional Convention, CAmpvention, etc.) will have the chair elected by the area. An Election Sub-Committee comprised of the Area Vice-Chair, Area Secretary, Area Treasurer, Current Delegate "A", and the elected Chair of the convention activity will be electing all subsequent service positions falling under the Steering Committee. The Area Vice-Chair will preside over the sub-committee, and the Area Secretary will take minutes of the meeting. Delegate "A" will represent the bestinterests of the area as a member of the steering committee, and members of the general committee will be elected by the steering committee.

Area conventions will be held every odd year.

AREA SERVICE COMMITTEE OFFICERS DUTIES & QUALIFICATIONS

CHAIRPERSON

- a. Two years continuous sobriety.
- b. Two-year commitment.
- c. One year of active service in C.A.
- d. Presides over area service meetings and arranges agenda.
- e. Assumes responsibilities of coordinating all activities within the Area.
- f. Encourages trusted servants to Chair various Standing Committees.
- g. Only votes in case of a tie.
- h. General communications throughout the area
- i. Submits quarterly area report to regional trustee
- j. Is elected every even year in January.

VICE CHAIRPERSON

- a. One-year continuous sobriety.
- b. Two-year commitment.
- c. Six months of active service in C.A.
- d. In absence of Chairperson performs those duties of Chairperson.
- e. Presides over the Election Sub-Committee for convention Activities
- f. Is elected every odd year in January.
- g. Is responsible for maintaining, and making available, an accurate meeting list for the area
- h. If the Treasurer is unable to fulfill his/her position due to either removal and/or resignation, the Vice Chair is to fulfill the duties of the Treasurer until the Treasurer position is filled in accordance with SCTA Structure.
- i. See Finance guidelines

SECRETARY

- a. One-year continuous sobriety.
- b. Two-year commitment.
- c. Six months of active service in C.A.
- d. Keeps accurate minutes of each meeting, providing five hard copies for Area Members.
- e. Records the number and location of each meeting in the Area.
- f. Takes minutes for the Election Sub-Committee for convention activities
- g. Is elected every even year in January.
- h. Will email unapproved minutes to Area Members within three weeks after Area Meeting.

TREASURER

- a. Two years continuous sobriety.
- b. Two-year commitment.
- c. One year of active service in C.A.
- d. Gainfully employed and/or financially stable ¹.
- e. Receives and deposits contributions from meetings and special events.
- f. Keeps an accurate bookkeeping system.
- g. Maintains bank account(s) with checks requiring two (2) signatures.
- h. Gives monthly financial report.
- i. Timely filings with regulatory agencies (e.g. state and local taxes, nonprofit corporation forms).
- j. See finance guidelines
- k. Pays all expenses.
- l. Passes on contributions to the Area and World Service.
- m. Is a member of the Election Sub-Committee for convention activities
- n. Is elected every odd year in January.

When a new treasurer is elected, all records need to be turned over to the new treasurer:

When SCTA elects a new treasurer, the treasurer who is rotating out will schedule time with the new treasurer with-in two weeks after following area meeting to sit down with the incumbent, so they understand all the detailed aspects of the SCTA Treasurer duties and responsibilities.

Bank account signatory cards and online banking will be updated within the two weeks following the January meeting

Area Officers may be removed from their positions for the following reasons, by a two-thirds majority vote:

- a. Missing two consecutive area service meetings, as determined by the area
- b. For cause
- c. Relapse on any mind – altering substance

¹“Financially Stable” added to gainfully employed to include those individuals who may receive a legitimate income such as pension, disability, or social security retirement

BOARD OF DIRECTORS, AREA ADVISORY COMMITTEES,

ADVISORY BOARDS AND/OR STEERING COMMITTEES

A Cocaine Anonymous corporation of any Area must have for legal reasons a certain number of Directors. These vary from state-to-state or province-to-province. These Directors shall always 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. The area directors consist of the following service positions: Area Chair, Area Vice-Chair, Area Secretary, Area Treasurer, Area Delegates and Alternate Delegate.

Our C.A. program rests squarely upon the principle of mutual trust. For purposes of advice and guidance, Area Service may create Advisory Boards or Steering Committees directly responsible to those they serve, principally the Area Service Committee.

NOTE: The only "Board of Trustees" recognized and existing within Cocaine Anonymous is the World Service Board of Trustees (WSBT), which is directly responsible to the World Service Conference. The title "Board of Trustees" should not be used at the Area service level.

STANDING AREA COMMITTEES

The following Committees exist within the South-Central Texas Area of Cocaine Anonymous (When appropriate, Committees may be combined or added):

ARCHIVES:

- a. Responsible to form an archives committee responsible for documenting the work of CA in the area, including making the history of SCTA accessible to CA members
- b. Duties and qualifications include, but are not limited to:
 1. 2 years continuous sobriety
 2. One year of active service in CA and knowledge of 12 traditions
 3. Assumes responsibility for scheduling, attending, and sharing archive committee meetings
 4. Attend scheduled area meetings and reports activities of all archived activities for SCTA
 5. Uphold the 12 Traditions and 12 Concepts
- c. 2-year service commitment
- d. Chair is elected every odd year in July

CHIPS AND LITERATURE:

- a. Responsible for the distribution of literature and chips to C.A. Groups, members and interested institutions.
- b. One year service commitment, chair is elected every January.
- c. Two years continuous sobriety.
- d. Gainfully employed and/or financially stable¹
- e. Must maintain a balance of \$1400 in total assets.

HOSPITALS AND INSTITUTIONS:

- a. Responsible for the coordination of and active participation in Twelve Step work within hospitals and institutions.
- b. Reports to the area at each service meeting how many H&I meetings exist in each city within the area.
- c. One-year service commitment, chair is elected every July.
- d. Two years continuous sobriety.
- e. Gainfully employed and/or financially stable²

HOTLINE:

- a. Responsible for the provision of information and assistance to individuals seeking aid by phone and with the communication of messages received for

other committees.

- b. Duties & qualifications include, but are not limited to:
 - 1. One-year continuous sobriety,
 - 2. One year of active service in CA and knowledge of 12 Traditions,
 - 3. Assumes responsibility for coordinating and forming local committees directly responsible for the Hotline of the respective cities,
 - 4. Assists local committees meet their needs. Reports activities of all Hotline committees in the South-Central Texas Area at Area meetings
 - 5. Assumes responsibility for ensuring that volunteers go through Hotline orientation. One-year service commitment, chair is elected every July.

- c. Must maintain operations of hotlines of Kerrville, Austin, San Antonio, Laredo, the Valley, and Spanish Speaking Hotline.

INTERNET:

- a. Responsible for matters relating to the creation, update and maintenance of the Area internet resources, in accordance with the World Service Conference Internet Committee Workbook Guidelines
- b. Is responsible for keeping meeting lists current.
- c. One-year continuous sobriety
- d. One year service commitment, chair is elected every January.

NEWSLETTER:

- a. Responsible for publishing an electronic copy of the Area Newsletter; "The Pipeline", to the area through the Internet Chair on a quarterly basis.
- b. 6-month continuous sobriety
- c. One-year service commitment, chair is elected every January.
- d. The Newsletter Chairperson shall submit any and all articles for "The Pipeline" to Delegate A, and the Trustee for review. Upon review, if violations of the Steps, the Traditions, or the Concepts are found, the article will be returned to the author for editing.

PUBLIC INFORMATION:

- a. Responsible for the distribution of literature and information to the public within the area.
- b. 6-month continuous sobriety
- c. One-year service commitment, chair is elected every January.

STRUCTURES & BYLAW:

- a. Responsible for the upkeep and maintenance of the Area Structures and Bylaws as it pertains to changes and revisions.
- b. Responsible for ensuring that motions do not contradict the existing Structures and Bylaws, and if they do, that proper procedure is followed.
- c. Must provide 3 copies of the Structure per Area meeting.
- d. One-year service commitment, chair is elected every July.

UNITY:

- a. Responsible for the communication and outreach among the diverse elements within the Fellowship of the South-Central Texas Area, in the interest of carrying the C.A. message.
- b. It is also suggested that these committees sponsor annual workshops and other forums to promote C.A. unity.
- c. One-year continuous sobriety
- d. One-year service commitment, chair is elected every July.
- e. Gainfully employed and/or financially stable³

ARCHIVIST:

- a. Responsible for acting as the guardian of the analog & digital repositories and is responsible for their protection, security, and maintenance.
- b. Duties and qualifications include, but are not limited to:
 1. 2 years continuous sobriety
 2. Indefinite service commitment
 3. It is suggested that the Analog Archivist be a C.A. member who is in close proximity to the analog repository.
 4. C.A. Member and elder statesperson who is familiar with The Twelve Steps, Twelve Traditions and Twelve Concepts of Cocaine Anonymous,
 5. Has good organizational skills, as well as excellent communication and interpersonal skills.
 6. Should have strong computer skills, both personal and server-side, as well as experience with office equipment—scanners, photocopiers, Optical Character recognition software (OCR).
 7. Strong working knowledge of the policy, procedures and Guidelines of the Archive Committee.
 8. Archiving knowledge and practice is an asset.
Serve as the focal person for the collection/repository.
 9. Responsible for collecting, preserving, cataloging and curating the CAWS archive.
 10. Liaises with the Archive Chair and Committee members.

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*Each committee will have, as an advisor, one of the area delegates. The distribution is, as follows:

Delegate "A"

- Conventions
- Hospitals & Institutions
- Newsletter

Delegate "C"

- Internet
- Unity

Delegate "B"

- Chips & Literature
- Public Information
- Structures & Bylaws

Alternate Delegate

- Archives
- Hotline

Area Committee Chairs may be removed from their position for the following reasons, by a two thirds majority vote:

- a. Missing two consecutive area service meetings, as determined by the area
- b. For cause
- c. Relapse on any mind-altering substance

C.A.'s First Tradition:

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

1 "Financially Stable" added to gainfully employed to include those individuals who may receive a legitimate income such as pension, disability, or social security retirement.

2 "Financially Stable" added to gainfully employed to include those individuals who may receive a legitimate income such as pension, disability, or social security retirement.

3 "Financially Stable" added to gainfully employed to include those individuals who may receive a legitimate income such as pension, disability, or social security retirement.

WORLD SERVICE CONFERENCE DELEGATES

The Delegate's Job is a Spiritual One!

1. Delegates and Alternate Delegates are to be elected to the WSC by each Area. Each Area shall have three (3) votes which may be carried by up to three (3) Area Delegates or Alternate Delegate(s), in person or by proxy, 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 an Area has any question concerning the number of votes to which it is entitled, that Area should contact its Regional Trustee or the WSO.
2. 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.
3. Attend the World Service Conference (WSC) prepared, in order to be able to vote knowledgeably. Every Conference Delegate, after his or her election, will notify the World Service Office (WSO) in order to be placed on the mailing list and to receive all Conference materials, which require several hours of study.
4. After the Conference, the Delegate transmits the information back to his or her Area through Area and District Meetings as well as to individual Groups. It is important that the information about the WSO and WSC be passed on with enthusiasm, encouraging the continued health and growth of C.A.

Upon returning from the annual World Service Conference and the Regional Caucus, all attending Delegates will provide a detailed expense report, including all receipts, and return all unused funds to the Area Treasurer by the next Area meeting following the WSC or Regional Caucus in order to ensure accurate bookkeeping. Delegates are also required to submit a copy of the detailed expense report and receipts to the Area Secretary to be included in the minutes.

Failure to follow this procedure will be considered "cause" as described in the Bylaws of SCTA, Article IX Election Procedures, section 5.

5. Delegates shall encourage their Areas to generate funds to help support World Services.
6. Delegates must be prepared to attend District, Area and Regional service meetings. They must understand the issues in their Areas to be better able to present them to the Conference.
7. Delegates cooperate with WSO by providing local meeting schedules and local C.A. information numbers.
8. Delegates provide C.A. leadership by helping to solve local problems involving the C.A. Traditions.
9. Delegates visit Groups and their Group Consciences in their Districts/Areas and are sensitive to their needs

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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.

10. Delegates serve on a World Service Conference Committee and work closely with Committee members throughout the year. No two delegates shall sit on the same World Service Conference Committee at the same time.
11. Delegates keep Alternate Delegates fully informed so that the Alternate can replace the Delegate in an emergency.
12. Delegates shall help all newly elected WSC Delegates from their Areas by passing on knowledge of WSC procedures.
13. It is the Delegate's responsibility to ensure that their WSC Committee is in action throughout the year and that quarterly Committee reports are sent to the WSO.
14. They are also responsible for contacting the Regional Trustee at least once per quarter to provide the Trustee with Area reports and updates.
15. The number of Delegates is currently THREE (3), but may be changed from time to time without notice based upon certain mathematical formulas adopted by COCAINE ANONYMOUS WORLD SERVICES (hereinafter referred to as "CAWS"). An Alternate Delegate may be elected also, who will be a person able and available to assume a position of Delegate in the event of the death, resignation, absence, or removal as hereinafter provided of a Delegate.

The above [delegate] positions may only be filled by individuals who have abstained from the use of cocaine and all other mind-altering substances for a continuous period of FOUR (4) YEARS immediately prior to his/her respective term.

There shall be Three (3) classes of Delegates denominated Classes A, B, and C, and an Alternate Delegate. The Delegates and alternate delegates will each serve a term of four (4) years, with one (1) year term serving as Alternate Delegate. It is suggested that the spirit of rotation be followed. However, those terms of office shall be so staggered, such that no two Delegates are ever elected in the same year. The purpose of the Alternate Delegate is to assist the Delegate and to assume the responsibilities of the Delegate when necessary and the Alternate Delegate will serve a term of One (1) year and thereafter automatically moves up to become a Class C Delegate. Therefore, at the January Business Meeting election, one Alternate Delegate shall be elected. To the extent possible, there shall be an equal number of Delegates in each Class. In the event that the Alternate Delegate succeeds to a Delegate position for more than a temporary basis, that individual shall become a member of the Class Delegate to which his/her predecessor belonged and a new Alternate Delegate shall be elected at the next succeeding regular monthly business meeting for the remainder of that Alternate Delegate's term of office.

Because of the relatively long term of service for World Service Delegates and Alternate and to preserve the spirit of rotation, the term of service of any elected Delegate or Alternate is limited to one full term (four years). This is in addition to any prior term of service, which came about as a result of an Alternate Delegate succeeding to a Delegate position, fulfilling the remainder of a vacating Delegate's term. Such Delegate, who has served out the

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remaining term of his/her predecessor, may be a candidate for re-election to that position and may serve, if so elected, a full four-year term before having to retire from such position. Accordingly, no one individual may serve continuously as a Delegate for a period of eight years or more.

Each Delegate shall faithfully reflect the "group conscience" of the Area and shall act as a liaison between the Area and CAWS in the following manners:

- a. He/she shall attend all business meetings of the Area.
- b. He/she shall endeavor to attend all Area functions and events.
- c. He/she shall attend the C.A. World Service Conference and Southwest Regional Service Assembly and report back to the Area all activities and issues, which take, place and/or voted upon at said CAWS functions.
- d. He/she shall communicate to the corporation the activities, growth, and current problems of CAWS.
- e. Normally, he/she is expected to vote and act for the Area at each CAWS function without consulting the Area on every issue. However, when it is necessary for him/her to know the conscience of the corporation on particular problems, he/she shall ask the Board of Trustees to call a business meeting of the Area to discuss the issue, which is pending.
- f. He/she can expect to perform any other services of this nature, which relate to his/her position.

In the event that the mathematical formula which determines the numbers of Delegates the Area is entitled to have represent it to CAWS is changed so as to increase the number of Delegates, a new class will be created for each such addition which shall consist of the Delegate(s) so seated during such year and for which Class any new election will be held at each Annual Business Meeting held thereafter. If the formula is changed to decrease the numbers, the most recently elected Class(es) shall be decertified backwards in time to correspond to the amount of such decrease and Class of Delegates so decertified shall assume the positions of Alternate Delegate(s) and any then sitting Alternate Delegate will no longer hold such position.

16. Each delegate will serve in an advisory capacity to a standing area committee as previously described under the "Standing Area Committees" section of this document.
17. The delegates are responsible for putting on Celebrate Around the World. All funds generated from the event shall be remitted to the SCTA to be held in allocated assets for Delegate Travel. Any additional fundraisers held by the delegates to fund delegate travel shall be remitted to the SCTA and held in allocated assets until such time as needed for the delegates to travel. Delegate travel fund will be used to send delegates to the World Service Conference and the Regional Caucus. \$500 will be kept for seed money for the following year's Celebrate Around the World
18. Delegates may proxy votes from Area to Area within our region.
19. It is Delegate C's responsibility to communicate to the member who submitted the flyer as whether the flyer is approved and/or changes that need to be made.

SCTA ELECTION PROCEDURES

Normal Election Procedure

Elections are held during the January and July Area Meetings. An Announcement will be made at the November and April Area Meetings informing the area which positions will be available. At that time, the floor will be opened for nominations to those positions. A member does not have to be present to accept a nomination, and the nominations will not be closed. Each person interested in running for the position will have 30 days from election notification to submit their Service Resume to the Area Chair. Resume submission will constitute Area Bylaws requirements that the person be present at nomination. Nominations will be closed following the Area meeting, effective July 2007. No resumes will be accepted after this time frame unless there is area approval to do so for special circumstances. The Area Chair will have 3 working days to distribute the Election Nomination Package to all voting members of the area. Each person on the nomination list will be voted on at the regularly scheduled area meeting. The person receiving the most votes will be considered the election winner, and put into place immediately, subject to a two-thirds ratification.

Special Election Procedure

If an Area Officer or Committee Chair is unable to finish his or her term for any reason, a special election will be held to fill that position in an interim capacity. Nominations will be opened immediately for 30 days after current Area Meeting the officer/member was unable to finish his/her term. Each person interested in running for the position will have 30 days from election notification to submit their service resume to the Area Chair. Slate will be formed and emailed out to the Area for Election at the following Area Meeting. If there are no service resumes presented for Special Election, then the position will remain open with the Delegate who serves in the advisory capacity handling the responsibilities of the open position. Any or all nominees must be physically present at the area meeting at which the special election is being held. Nominees will be allowed to say a few short words about themselves and their qualifications for the position, or to present a service resume if they have it available. Each person on the nomination list will be voted on. The person receiving the most votes will be considered the election winner and put into place after a two-thirds ratification. The voting will not conclude until a member has been ratified into the position. This member is serving in an interim capacity only and will only fill the position until it is up for its regularly scheduled election. This interim service period should not be considered when considering Spirit of Rotation.

- **Special Case #1** - If the "Special Election Procedure" is being used to fill a vacancy due to failure to meet two-thirds ratification only, this will not be considered an interim service period, and should be considered when considering Spirit of Rotation.

Special Election Procedure (Delegate Only)

If an Area Delegate resigns outside of an area meeting or is immediately relieved of service due to relapse on any mind-altering substance, the Alternate Delegate will fulfill their responsibilities and automatically assume the responsibilities and designation of the delegate in question. If the delegate resigns or is removed from service during an area meeting; it will be at the area's discretion whether the alternate will assume his or her responsibilities. If the Alternate Delegate does assume the vacating delegates responsibilities and designation, they do not require a two-thirds ratification. A new Alternate Delegate will be elected immediately in accordance with the "Special Election Procedure." If the area decides to fill the vacancy with someone other than the Alternate Delegate, they will do so in accordance with the "Special Election Procedure." The person elected to fulfill the remainder of the service position, either alternate delegate or otherwise, will assume all duties and responsibilities of the delegate, and will not be considered an interim delegate; however, this remaining service period should not be considered when considering Spirit of Rotation.

Two-Thirds Ratification Procedure

Immediately following each individual election, the election winner will be subject to a two-thirds ratification by the present quorum of the area. If the election winner does not receive a two-thirds ratification by the quorum, they will be removed from the nomination list, and the person receiving the next highest number of votes will be subject to the two-thirds ratification. This process will continue until a person receives the two-thirds ratification vote. If no one from the election nomination list is ratified by the quorum, nominations will be reopened and held in accordance with the "Special Election Procedure."

- **Special Case #1** - If a person wins the election by carrying a two-thirds majority of the vote; they are not subject to the two-thirds ratification.
- **Special Case #2** - If there is only one candidate up for election to a position, they will only be subject to the two-thirds ratification. If they do not receive the two-thirds ratification, nominations will be reopened and held in accordance with the "Special Election Procedures."

FOOTNOTES

1. 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
2. THE TWELVE TRADITIONS OF ALCOHOLICS ANONYMOUS: 1. Our common welfare should come first; personal recovery depends upon A.A. unity. 2. For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern. 3. The only requirement for A.A. membership is a desire to stop drinking. 4. Each group should be autonomous, except in matters affecting other groups or A.A. as a whole. 5. Each group has but one primary purpose – to carry its message to the alcoholic who still suffers. 6. An A.A. group ought never endorse, finance or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose. 7. Every A.A. group ought to be fully self-supporting, declining outside contributions. 8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers. 9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve. 10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy. 11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films. 12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.
3. THE TWELVE CONCEPTS OF ALCOHOLICS ANONYMOUS: 1. Final responsibility and ultimate authority for A.A. world services shall always reside in the collective conscience of our whole Fellowship. 2. The General Service Conference of A.A. has become, for nearly every practical purpose, the actual voice and the effective conscience for our whole Society in its world affairs. 3. To insure effective leadership, we should endow each element of A.A. - the Conference, the General Service Board and its service corporation, staffs, committees, and executives with traditional “Right of Decision.” 4. At all responsible levels, we ought to maintain a traditional “Right of Participation,” allowing a voting representation in reasonable proportion to the

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