



**Sun Valley Intergroup  
Service Manual  
Cocaine Anonymous  
Phoenix, Arizona**

Revised April 2010

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## HOW COCAINE ANONYMOUS WORKS IN THE SUN VALLEY INTERGROUP OF ARIZONA DISTRICT

Cocaine Anonymous in Phoenix has always tried to adhere to the principles and traditions of our fellowship as a whole. We have lost our identity as an anonymous fellowship whose primary purpose is to carry its message to the addict who still suffers. We recognize the danger of affiliation with other groups or organizations. In keeping with the Twelve Traditions, Cocaine Anonymous (a.k.a. C.A.) in Phoenix, hereafter referred to as SUN VALLEY INTERGROUP, (or S.V.I.), has developed working principles, which guide our actions. Some of these follow:

### ANONYMITY

Individual anonymity is paramount. No C.A. member has the right to disclose the identity or membership of any other C.A. member. We must always maintain personal anonymity at the level of press, radio, television and film. Inquiries for verification of a person's membership in C.A. are always turned down; S.V.I. under no circumstances makes such a disclosure; however, Chairpersons of C.A. meetings routinely sign "attendance verification cards" from treatment programs, courts or probation departments.

### MEMBERSHIP

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

### C.A. MEETINGS

**CLOSED MEETING:** Attendance is restricted to C.A. members only.

**OPEN MEETING:** Attendance by anyone interested in Cocaine Anonymous is permitted; however, visitors are asked to respect the anonymity of those attending the meeting.

### C. A. HOSPITALS AND INSTITUTIONS MEETINGS

**OPEN HOSPITALS AND INSTITUTIONS MEETING:** Attendance is restricted to C.A. members only. **No visitors are permitted at any time.** The 7<sup>th</sup> Tradition is never observed. **At the request of the hospital or institution** the meeting may be listed in the C. A. Meeting Directory.

**CLOSED HOSPITALS AND INSTITUTIONS MEETING** – Attendance is restricted to people on the Hospital and Institutions Committee, their guest speakers, and clients of the hospital or institution. **No visitors are permitted at any time.** These meetings are not listed in the meeting directory, and the 7<sup>th</sup> Tradition is not observed.

# THE COCAINE ANONYMOUS GROUP

The basic unit in C.A. is the local Group, which is autonomous in matters affecting other Groups or C.A. as a whole.

The Group has but one primary purpose, to carry its message to the addict who still suffers. 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.

The importance of the Group, what it constitutes, and its functions can't be stressed enough. Maintenance of our recovery depends on the sharing of our experience, strength and hope with each other.

Most addicts in C.A. achieve and sustain their recovery as a result of their participation in the Group, as well as working the Twelve Steps. The Group is the heart of C.A. and it is vital to the new member. It is equally important to those who have achieved recovery as a result of the program.

The Group's first 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 set format, although distinctive variations have developed. A leader describes the program briefly for the benefit of the newcomers, and then turns the meeting over to the speaker or to participation. A "Speaker Meeting" involves one or more speakers who relate their personal histories and may give their personal interpretation of C.A. A "Participation Meeting" involves individuals voluntarily sharing their thoughts and feelings.

Some time during the meeting, there is usually a period for C.A. 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 Seventh Tradition. Generally, a separate collection is taken for the Hospital and Institutions.

## DEFINITION OF A C. A. GROUP

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

- 1.) The only requirement for membership is a desire to stop using cocaine and all other mind-altering substances.
- 2.) It is fully self-supporting.
- 3.) Its primary purpose is to carry its message to the addict who still suffers.
- 4.) It has no outside affiliations.
- 5.) It has no opinion on outside issues.
- 6.) Its public relations policy is based on attraction rather than promotion. Its members maintain their personal anonymity at the level of press, radio, television and films.

## DEFINITION OF A C.A. HOMEGROUP

A Group is a C.A. Homegroup if it meets the conditions for a C.A. Group as defined above, and wishes to be a Homegroup. Under the Intergroup's By-Laws, a Homegroup needs to be recognized by the Intergroup to be part of Intergroup.

## FLYERS

Flyers that announce special speakers may use only the speaker's first name and the first initial of their last name, and may also mention where the speaker is from. All flyers must include the **Arizona C.A. Logo**, with the registered trademark symbol, and the pull date. Flyers must be cleared and approved by an Advisor\* before they can be printed and distributed. They must not include any reference to facilities or outside enterprises in such a way to imply any endorsement of these facilities. **All proposed dates for C.A. events must be approved and cleared through the Fundraising and Entertainment Committee** to ensure that there are no conflicting dates for such events.

## ADVERTISEMENTS

All advertisements for C.A. events must be approved prior to their publication at the monthly business meeting of S.V.I.

\* See Advisor description

## **GENERAL GUIDELINES**

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

# **Group Trusted Servants Homegroup Level**

## GROUP TRUSTED SERVANTS - HOMEGROUP LEVEL

As Tradition Two reminds us, "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." They do, however, lead. Group servants at any level should be familiar with the Twelve Steps and the Twelve Traditions. The following are suggested guidelines for the formation and organization of C.A. Groups in the S.V.I Arizona District. Each C.A. Group is autonomous and may organize itself within the Traditions as it sees fit.

### GROUP SECRETARY

The Group Secretary is a trusted servant whose responsibility lies in providing the C.A. Group with the leadership best suited to improve the recovery of the members through utilization of the C.A. program. The suggested requirements for this office are a working knowledge of The Twelve Steps and The Twelve Traditions.

Duties and responsibilities include:

- 1.) Seeing that the format, in accordance with the group conscience, is followed.
- 2.) Seeing that responsibilities of other trusted servants are met.
- 3.) Seeing that the 7th Tradition and Hospital and Institutions collections are accounted for in accordance with the group conscience, through the G.S.R.
- 4.) Seeing that the group conscience is represented through the G.S.R. at the Sun Valley Intergroup monthly business meeting.
- 5.) Seeing that rent for meeting space is paid.
- 6.) Keeping an accurate, up to date record of changes in the group conscience.
- 7.) Keeping a record of the Homegroup list.
- 8.) Keeping a record of each officer's election date.

**SUGGESTED SOBRIETY REQUIREMENT — 1 YEAR**

**SUGGESTED TERM OF OFFICE — 1 YEAR**

## GENERAL SERVICE REPRESENTATIVE (G.S.R.)

The G.S.R. is the link between Sun Valley Intergroup and the Homegroup. It is the responsibility of the G.S.R. to carry the conscience of the group to the monthly business meeting of S.V.I.; however, the G.S.R. is not necessarily bound by this group conscience when voting at S.V.I., in keeping with Concept III (the traditional "Right of Decision") of the Twelve Concepts for World Service. The G.S.R. is also responsible for bringing monthly donations from the 7th Tradition and the H & I collections to S.V.I. and the purchasing of chips and literature.

The suggested requirements and responsibilities for the office of G.S.R. are as follows:

- 1.) Have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts for World Service.
- 2.) Be an active member of the Homegroup.
- 3.) Attend the S.V.I. monthly business meeting.
- 4.) Keep the Alternate G.S.R. informed, and notifying them if they cannot attend the monthly S.V.I. meeting.
- 5.) Submit a monthly Donations Statement and turn it in to S.V.I.

**SUGGESTED TERM OF OFFICE- 1 YEAR**  
**SUGGESTED SOBRIETY REQUIREMENT- 1 YEAR**

## ALTERNATE GENERAL SERVICE REPRESENTATIVE (G.S.R.)

The Alternate G.S.R. assumes the duties and responsibilities of the G.S.R. when necessary, such as attending S.V.I. monthly business meeting when the G.S.R. is unable to attend. The suggested requirements are the same as those for the G.S.R.

**SUGGESTED TERM OF OFFICE — 1 YEAR**  
**SUGGESTED SOBRIETY REQUIREMENT — 1 YEAR**

## GROUP TREASURER

The purpose of the Group Treasurer is to keep an open record of the Group's income and expenses, and to give the Group a monthly financial report. The Group Treasurer disburses funds for the purchase of coffee, cakes and other supplies, and turns over the Seventh Tradition and Hospitals and Institutions donations to the General Service Representative. It is suggested that the group name the Treasurer and either the Group Secretary or the G.S.R. as a co-signer on the bank account. Sun Valley Intergroup can assist the group with information on how to establish non-profit status at most banks in the Greater Phoenix Area. The group's finances should be open to any and all Homegroup members upon request.

**SUGGESTED TERM OF OFFICE — 1 YEAR**  
**SUGGESTED SOBRIETY REQUIREMENT — 1 YEAR**

## MEETING CHAIRPERSON

The Meeting Chairperson presides over the regular meeting of the group, and in some cases selects the speakers if the meeting is a speaker meeting. This person arrives early and works together with the Group Secretary to see that the meeting is set up and started punctually.

**SUGGESTED TERM OF OFFICE — 1 YEAR**  
**SUGGESTED SOBRIETY REQUIREMENT- NONE**

## GREETERS

Greeters are persons assigned to the door to greet people when they arrive at the meeting and introduce themselves. This person helps to make those who come to the meeting feel welcome.

**SUGGESTED TERM OF OFFICE — 1 MONTH**  
**SUGGESTED SOBRIETY REQUIREMENT — NONE**

**GROUP TRUSTED  
SERVANTS  
INTERGROUP LEVEL**

# GROUP TRUSTED SERVANTS - INTERGROUP LEVEL

## SUN VALLEY INTERGROUP

### PURPOSE

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

### MEMBERSHIP

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

### VOTING PROCEDURES

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

## ELECTION PROCEDURE

The election procedure is a four-month process. The first month, four months prior to an election, the upcoming election is announced. In the second month, nominations are made and seconded. In the third month, each nominee or their representative will give a two-minute presentation of their qualifications. Each nominee will submit in writing a list of his or her qualifications for each member of S.V.I. In the fourth month, elections will be conducted on written ballots with a 2/3rds majority of voting members needed for election. If no nominee has a 2/3rds majority after two ballots, the "Third Legacy" procedure shall be followed to complete the election. Election schedule follows:

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

## VACATED POSTIONS APPOINTMENT PROCEDURE

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

## CONSTITUTION OF A QUORUM

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

## MONTHLY SVI MEETING SCHEDULE

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

### MONTHLY BOD?

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

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

### CHAIRPERSON

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

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

### VICE-CHAIRPERSON

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

**SUGGESTED TERM OF OFFICE – 1 YEAR**  
**SUGGESTED SOBRIETY REQUIRMENT – 3 YEARS**

## DIRECTORS AT LARGE

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

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

## SECRETARY

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

Duties and responsibilities include:

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

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

## TREASURER

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

The suggested Treasurer's duties and responsibilities are to:

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

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

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

## DIRECTORS AT LARGE

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

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

## ADVISORS

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

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

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

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

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

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

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

## DELEGATES TO WORLD SERVICE

The Delegate's Job is a Spiritual One!

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

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

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

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

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

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

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

**NOTE:** See Area delegate election procedures for more details.

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

## DISTRICT SERVICE REPRESENTATIVES

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

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

DSR responsibilities:

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

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

**STANDING COMMITTEES  
OF SUN VALLEY  
INTERGROUP**

## STANDING COMMITTEES OF SUN VALLEY INTERGROUP

The following represent the Standing Sub-Committees of Sun Valley Intergroup

Archive Committee

Chips and Literature Committee

Fellowship Outreach Committee

Finance Committee

Entertainment Committee

Information Line Committee

Internet Committee

Hospitals and Institutions Committee

Public Information Committee

Round Up Committee

Structures and Bylaws Committee

Unity Outreach Committee

Each sub-committee is directly responsible to Sun Valley Intergroup. The Chairperson of each sub-committee, or their designated representative, shall submit a written report of sub-committee activities for distribution to the board and at each regularly scheduled meeting of Sun Valley Intergroup.

Each committee should elect, as Chairpersons, members with considerable sobriety. Where possible, qualifications pertaining directly to the services required in the particular committee are desirable.

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

## ARCHIVE COMMITTEE

### Statement of Purpose

Archive Committee is to procure and preserve property of Sun Valley Intergroup for future historical reference. Property is to consist of written material (SVI minutes, reports, newsletters, articles, and such) and Sun Valley Intergroup memorabilia. Other CA property from outside S.V.I district will be obtained when appropriate and cost effective.

Duties and responsibilities include:

- Request that all S.V.I. sub-committees donate one shirt type item with event logo to archive for preservation. If available, one of each item left over from an event to be designated by event committee after event.

# CHIPS AND LITERATURE

## STATEMENT OF PURPOSE

The function of this committee is to order chips and literature from C.A. World Services and to make them available at the monthly business meeting of S.V.I. from 7 p.m. until the close of the monthly business meeting.

## CHAIPERSON

The Chairperson shall attend all Sun Valley Intergroup monthly business meetings and the monthly Board of Directors meeting. The chair shall also carry the monthly committee report and carry a vote at S.V.I.

**SUGGESTED TERM OF OFFICE – 2 YEARS**  
**SUGGESTED SOBRIETY REQUIREMENT – 1 YEAR**

## CO-CHAIR

The Co-chair shall have one or more years of continuous sobriety and attend all S.V.I. monthly business meetings and the monthly Board of Directors meeting. The co-chair shall also carry the monthly committee report and carry a vote if the chair is not at S.V.I.

**SUGGESTED TERM OF OFFICE – 2 YEARS**  
**SUGGESTED SOBRIETY REQUIREMENT – 1 YEAR**

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

## FELLOWSHIP OUTREACH COMMITTEE

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

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

**Suggested sobriety:**

Chairperson: 3 years

Co-Chair: 2 years

Secretary: 1 year

**Length of Term:**

1 year

1 year

1 year

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

The primary functions of this committee are as follows:

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

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

## **FINANCE COMMITTEE**

### **Statement of Purpose**

To carry the message of Cocaine Anonymous, other than reaching out on a personal level, funds are needed to expedite the many functions of the fellowship; from the Group, to Sun Valley Intergroup, (SVI), to Arizona Area of CA, Inc. and to the World Service Office, (WSO). The moment a CA member's hard-earned money is put in the basket at a CA meeting, it is expected that CA's trusted servants will handle these contributions in a responsible manner. It is expected we do everything possible to see that the money is used wisely and cared for judiciously.

### **The Finance Committee suggested duties and responsibilities are:**

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

### **The Finance Committee Chairperson suggested qualifications:**

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

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

## Mismanagement Of Funds:

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

## Suggested Prudent Reserve:

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

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

### EXAMPLE: Prudent reserve for 2007

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

\$75,345.00 represents 2 years Total expense.

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

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

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

**\$10,896 is the Prudent Reserve.**

## **ENTERTAINMENT AND FUNDRAISING COMMITTEE**

The purpose of this committee is to organize entertainment and fund-raising events for Sun Valley Intergroup.

The functions of this committee are as follows:

- Organize dances, entertainment and fund-raising events.
- Print and distribute S.V.I. event flyers **after approval by an advisor. All flyers must include a pull date, the AZ C.A. logo and the registered trademark symbol.**
- Maintain a calendar of the upcoming C.A. events and provide timely updates to the Board of Directors and the S.V.I. Secretary, who keeps a master calendar of events.
- Approve and clear all proposed dates for upcoming C.A. events submitted by other committees of S.V.I.
- Report the activities of this committee at the regular meeting of S.V.I.
- Provide the C.A. Information Line, Public Information and Internet Committees with flyers and information on upcoming events.
- Keep track of events in other fellowships so as to avoid conflicting dates whenever possible.
- Arrange for interpreters for hearing impaired persons to be contracted for special event C.A. speaker meetings.
- Submit an annual Budget to the Finance Committee (due in December). Monthly expenditures that fall within the budget will be paid out via the Purchase Order system. Any special events or expenses that fall outside the budget would be approved by the SVI group conscience.

**NOTE: All proposed dates for all C.A. events must be approved and cleared through the Fundraising and Entertainment Committee Chairperson.**

## HOSPITALS AND INSTITUTIONS COMMITTEE

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

The functions of this committee are as follows:

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

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

The monthly budget for H&I Committee of S.V.I is generated by the "H & I Can" for the previous fiscal year. If the average monthly income from the "H & I Can" is less than the monthly budget for the H&I Committee, S.V.I shall make up the difference from the General Fund. (S.V.I. 9/91)

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

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

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

## THE H&I CAN

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

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

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

The effect of this arrangement is as follows:

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

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

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

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

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

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

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

## **INFORMATION LINE COMMITTEE**

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

The functions of this committee are as follows:

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

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

## **COCAINE ANONYMOUS Information Line Liaison**

The purpose of this position is to facilitate the Arizona Area C.A. Infoline.

Duties;

1. Ensure that the SVI district home groups provide volunteers to receive phone calls.
2. Keeps all volunteers updated with current Meeting lists.
3. Attends all area meetings.
4. Keeps in contact with the Arizona Area Information Line Chair.
5. Reports to SVI all Infoline happenings.
6. Helps to keep Information Line Guidelines up to date.
7. Keeps a current list of all volunteers.
8. Keeps a list of 12 step volunteers and contacts for Co-Anon.

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

## **COCAINE ANONYMOUS INFORMATION LINE GUIDELINES**

Thank you for volunteering your time to help the addict who still suffers. Our major objective is to get the newcomer to a C.A. meeting. For that reason, the meeting list is your greatest tool. This is a vital part of the C.A. program; your assistance may save a life. Remember that cocaine is illegal, and we must protect ourselves, which is why **WE STRONGLY ADVISE AGAINST MEETING PEOPLE AT THEIR RESIDENCES**. We also strongly suggest that **NO ONE MAKE A 12 STEP CALL ALONE!** It is important to keep in mind that we are not professional therapists. This is an information line. We encourage you to share your **experience, strength and hope** as the situation dictates, as well as the times, location and general information on C.A. meeting procedures. Please take time to read the short chapter, "Working with others" in the Big Book of Alcoholics Anonymous. It will help immensely.

Good luck! Members have found taking part in this important area of service to be surprisingly rewarding. We receive NO personal messages. Messages of a business nature are to be referred to The Public Information chairperson. On calls received of a business nature take a message, name, organization, telephone number and desired information and pass the message to the Information Line Chairperson or the Public Information Chairperson. When returning calls to addicts, **BE SURE YOU AND THE ADDICT ARE THE ONLY ONES ON THE PHONE BEFORE**

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

### **DO'S**

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

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

### **DON'TS**

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

### **REFERRAL NUMBERS**

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

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

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

# **PHOENIX DISTRICT OF COCAINE ANONYMOUS INTERNET COMMITTEE GUIDELINES**

## **STATEMENT OF PURPOSE**

To facilitate the flow of information to the addict and professional communities.

### **LIAISON:**

Must be able to attend SVI regularly and dedicate a minimum 3-4 hours a month to this commitment. Must have a computer and a connection to the Internet. Knowledge of WSO Internet Guidelines and the 12 Traditions is required.

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

Suggested Duties and responsibilities include:

- Represent the Area Internet Committee at Sun Valley Intergroup, the business meeting of Cocaine Anonymous in the Phoenix district.
- Gather information, i.e. meeting information, entertainment schedules, contact information, and other information as needed.
- Provide such information to Area Internet Chair for regular website updates.
- Serve as a backup to the Area Internet Chair in providing minor updates to the area website.
- Consult with Area Chair on website design, and content planning.
- Maintain agenda of items to work on or discuss in regular meetings.
- Train SVI members on use of Area Website tools that are delegated to such members.
- When necessary, confer with delegates, advisors and/or Trustees if there are questions about whether or not the site conforms to CA Traditions.
- Meet on a regular basis with the Area Internet Chair as well as maintaining weekly communication.

**Note:** As this committee has been transformed from a district committee to an area level committee, the nature of the committee has changed. The SVI role in this committee is purely as Internet Liaison.

**Note:** The Internet Liaison is eligible to be voted in as Area Internet Chair at end of the Chair's term or if the Area Internet Chair steps down.

## **PUBLIC INFORMATION COMMITTEE**

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

Positions and Duties:

### **CHAIR**

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

### **CO-CHAIR**

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

### **SECRETARY**

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

### **MEDIA CHAIR**

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

### **NEWSLETTER CHAIR**

Newsletter now published at the area level.

### **MEETING BOOKS and LISTS CHAIR**

Updates, and distributes meeting books and meeting lists.

### **COMMUNITY OUTREACH CHAIR**

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

4.14

### **TREASURER CHAIR**

- Maintains Checking Account and pays bills.
- Bring/send a monthly statement similar to the treasurer's report to the monthly business meeting of S.V.I.

(Updated 9/5/04)

## **ROUNDUP COMMITTEE**

### **STATEMENT OF PURPOSE**

It has been resolved by a group conscience of Sun Valley Intergroup that:

"The purpose of the Arizona Area Convention of Cocaine Anonymous is to promote enthusiasm and unity within the fellowship of Cocaine Anonymous in Arizona and to financially support Sun Valley Intergroup's efforts to carry the message to the addict who still suffers."

The functions of this committee are as follows:

- Plan and host the Apache Lake Round Up.
- Report on the activities of this committee at the regular monthly business meeting of S.V.I.
- Submit a monthly financial statement similar to the treasurer's report to the monthly business meeting of S.V.I.
- Submit a final detailed financial report of income and expenses, gross income and net income totals no later than the second S.V.I. following the Round Up.

**NOTE:** S.V.I reserves the right to approve or disapprove nominees for Treasurer of this committee. Nominations for the position of treasurer are made by the convention committee and then submitted to S.V.I for approval or disapproval.

**NOTE:** The Co-Chairperson of this committee rotates into the Chairperson position the following Convention.

## **STRUCTURES AND BYLAWS DESCRIPTION**

### **Statement of Purpose**

To maintain and update the Bylaws and Guidelines of Sun Valley Intergroup and to assist in formulating new Bylaws, Guidelines, and other structures that provide guidance to S.V.I. at business meetings, C.A. Groups, trusted servants and otherwise to the Intergroup.

The Structures and Bylaws Committee is comprised of a chairperson and Vice-chairperson and such other members as the Committee determines from time to time.

### **Chair**

The members of S.V.I shall elect the Chairperson. The Chairperson shall select the Vice-chair and any other committee members.

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

The functions and duties of the Committee are as follows:

- Maintain current versions of the bylaws and guidelines and incorporate any amendments or changes to them during the course of the year.
- Coordinate with the secretary of the Intergroup to confirm all motions resulting in guideline changes;
- Assist the B.O.D. in reviewing drafts of proposed amendments and changes for continuity of language and form and assist in determining if the draft is in conflict with any other provisions of the bylaws or guidelines.
- Notify the Area Webmaster of any guideline changes and requesting update of guideline changes to the website guideline link.
- Attend (through the Chair or Vice-chair) monthly meetings and providing an oral or, if appropriate a written report of activities.
- Review and, if requested by the board, investigating and reporting on structures that may be useful to the Intergroup.
- Prepare updated guidelines each January for approval and printing in February.
- Create and update written procedures to assist in accomplishing the Committee's purposes.

# UNITY OUTREACH

## STATEMENT OF PURPOSE

The purpose of this committee is to enhance our communication and outreach among the diverse elements within our fellowship in the interest of carrying the C.A. message and to promote C.A. unity.

## CHAIRPERSON

The Chairperson shall have a working knowledge of the 12 Steps and 12 Traditions with a willingness to serve. The Chairperson is responsible for planning “Unity Day” in September when held in the Phoenix District.

**SUGGESTED TERM OF OFFICE -- 2 YEARS.  
SUGGESTED SOBRIETY REQUIREMENT – 3 YEARS**

## VICE-CHAIR

The Vice-chair shall have a working knowledge of the 12 Steps and 12 Traditions with a willingness to serve. The Vice-chair, along with the Chair, is responsible for planning “Unity Day” in September when held in the Phoenix District.

**SUGGESTED TERM OF OFFICE -- 1 YEAR**

## SECRETARY

The secretary shall have and a willingness to serve.

**SUGGESTED TERM OF OFFICE -- 1 YEAR  
SUGGESTED SOBRIETY REQUIREMENT – 6 MONTHS**

- Local Unity Committees are funded by the local area/district they serve (Unity is Free). It holds regular committee meetings to discuss issues in your area(s), as well as seeking solutions through the unity pipeline. The chair shall also carry the monthly committee report and carry a vote at the monthly S.V.I. meeting. The chair shall also attend the monthly B.O.D. meeting.
- Register your committee with World Service Office\*, attention World Service Conference Unity Committee for purpose of information exchange. This will give your committee access to solutions that other areas and districts have regarding unity issues. The co-chair shall also carry the monthly committee report and carry a vote at the monthly S.V.I. meeting, if the chair is unavailable to attend. The co-chair shall also attend the monthly B.O.D. meeting, if the chair is unable to attend.
- Correspond with WSC Unity Committee to share your problems and solutions. The WSC Unity Committee will help by linking two or more areas, which have the need to resolve issues. Learn from other experience.

\* CAWSO  
3740 Overland Ave., Suite C  
Los Angeles, CA 90034-6337  
Attention -- Unity Committee

## FELLOWSHIP OUTREACH COMMITTEE

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

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

**Suggested sobriety:**

Chairperson: 3 years

Co-Chair: 2 years

Secretary: 1 year

**Length of Term:**

1 year

1 year

1 year

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

The primary functions of this committee are as follows:

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

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

# SUGGESTED FORMATS AND READINGS

# COCAINE ANONYMOUS OF PHOENIX, ARIZONA SUGGESTED SPEAKER MEETING FORMAT

Welcome to the \_\_\_\_\_ speaker meeting of Cocaine Anonymous, My name is \_\_\_\_\_ and I am an addict. Are there any other addicts present?

Welcome! Not to embarrass you, but so that we may get to know you better, will those of you in your first thirty days of sobriety please raise your hands? Would you please stand and state your first name and your disease?

Are there any out of town visitors who would like to stand and state your first name and tell us where you are from?

Please help me open this meeting with the serenity prayer.

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 C.A. 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 oppose any causes. Our primary purpose is to stay free from cocaine and all other mind-altering substances and help other addicts to achieve the same freedom.

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

It is a custom in Cocaine Anonymous to read either a portion adapted from chapter five of the Big Book of Alcoholics Anonymous entitled "How It Works" or "We Can Recover" taken from the CA Story Book. I have asked \_\_\_\_\_ to read this for us.

It is also a custom to read a portion of the newcomer pamphlet entitled "Who Is a Cocaine Addict." I have asked \_\_\_\_\_ to read it for us.

The Twelve Traditions are to the group what the Twelve Steps are to the individual. I have asked \_\_\_\_\_ to read these for us while we observe the seventh tradition. Newcomers need not feel obligated to contribute.

The can being passed is to support the Hospitals and Institutions Committee of Cocaine Anonymous, it goes to buy chips and literature for addicts confined to hospitals and institutions.

This is a speaker meeting of Cocaine Anonymous, please try to relate to the feelings being shared, so that you may better identify with our stories. I have asked \_\_\_\_\_ to share their experience, strength, and hope with us.

(Remind the speaker when time is up)

We give chips at this meeting for various lengths of sobriety free from cocaine and all other mind-altering substances.

I have asked \_\_\_\_\_ to hand these out.

Would all those with a year or more of sobriety raise their hands to show that the program works?

Our time is up! If you have any questions that went unanswered, or if you feel the need to share, please introduce yourself to someone after the meeting and exchange phone numbers. We are all here to help.

Are there any C.A. related announcements?

I would like to close by having \_\_\_\_\_ read “ THE PROMISES”, “A VISION FOR YOU” or “Reaching Out”.

After a moment of silence for the addict who still suffers, would \_\_\_\_\_ lead us in the prayer of his/her choice?

**COCAINE ANONYMOUS  
OF PHOENIX, ARIZONA  
SUGGESTED SPEAKER/PARTICIPATION MEETING FORMAT**

Welcome to the \_\_\_\_\_ speaker meeting of Cocaine Anonymous, My name is \_\_\_\_\_ and I am an addict. Are there any other addicts present?

Welcome! Not to embarrass you, but so that we may get to know you better, will those of you in your first thirty days of sobriety please raise your hands? Would you please stand and state your first name and your disease?

Are there any out of town visitors who would like to stand and state your first name and tell us where you are from?

Please help me open this meeting with the serenity prayer.

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It is also a custom to read a portion of the newcomer pamphlet entitled "WHO IS A COCAINE ADDICT." I have asked \_\_\_\_\_ to read it for us.

The Twelve Traditions are to the group what the Twelve Steps are to the individual. I have asked \_\_\_\_\_ to read these for us while we observe the seventh tradition. Newcomers need not feel obligated to contribute.

The can being passed is to support the Hospitals and Institutions Committee of Cocaine Anonymous, it goes to buy chips and literature for addicts confined to hospitals and institutions. This is a speaker/participation meeting of Cocaine Anonymous; please try to relate to the feelings being shared, so that you may better identify with our stories.

I have asked \_\_\_\_\_ to share their experience, strength, and hope with us. This will be followed by a participation period.

(Remind the speaker when time is up)

We give chips at this meeting for various lengths of sobriety free from cocaine and all other mind-altering substances.

I have asked \_\_\_\_\_ to hand these out.

Would all those with a year or more of sobriety raise their hands to show that the program works?

We will now begin participation; please do not share if you have used any drugs or alcohol in the last 24 hours. Please try to limit your sharing to 3 - 5 minutes so everyone has a chance to share. Who would like to start?

(Fifteen minutes before the meeting ends)

Is there anyone who has a burning desire to share?

(Five minutes before the meeting ends)

Our time is almost up! If you have any questions that went unanswered, or if you feel the need to share, please introduce yourself to someone after the meeting and exchange phone numbers. We are all here to help.

Are there any C.A. related announcements?

I would like to close by having \_\_\_\_\_ read “ THE PROMISES”, “A VISION FOR YOU” or “Reaching Out”.

After a moment of silence for the addict who still suffers, would \_\_\_\_\_ lead us in the prayer of his/her choice?

# COCAINE ANONYMOUS OF PHOENIX, ARIZONA SUGGESTED PARTICIPATION MEETING FORMAT

Welcome to the \_\_\_\_\_ participation meeting of Cocaine Anonymous, My name is \_\_\_\_\_ and I am an addict. Are there any other addicts present?

Welcome! Not to embarrass you, but so that we may get to know you better, will those of you in your first thirty days of sobriety please raise your hands? Would you please stand and state your first name and your disease?

Are there any out of town visitors who would like to stand and state your first name and tell us where you are from?

Please help me open this meeting with the serenity prayer.

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 C.A. 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 oppose any causes. Our primary purpose is to stay free from cocaine and all other mind-altering substances and help other addicts to achieve the same freedom.

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

It is a custom in Cocaine Anonymous to read either a portion adapted from chapter five of the Big Book of Alcoholics Anonymous entitled "How It Works" or "We Can Recover" taken from the CA Story Book. I have asked \_\_\_\_\_ to read this for us.

It is also a custom to read a portion of the newcomer pamphlet entitled "WHO IS A COCAINE ADDICT." I have asked \_\_\_\_\_ to read it for us.

The Twelve Traditions are to the group what the Twelve Steps are to the individual. I have asked \_\_\_\_\_ to read these for us while we observe the seventh tradition. Newcomers need not feel obligated to contribute.

The can being passed is to support the Hospitals and Institutions Committee of Cocaine Anonymous, it goes to buy chips and literature for addicts confined to hospitals and institutions.

This is a participation meeting of Cocaine Anonymous; please do not share if you have used any drugs or alcohol in the last 24 hours. Please try to limit your sharing to 3 - 5 minutes so everyone has a chance to share. Who would like to start?

We give chips at this meeting for various lengths of sobriety free from cocaine and all other mind-altering substances.

I have asked \_\_\_\_\_ to hand these out.

Would all those with a year or more of sobriety raise their hands to show that the program works?

(Ten minutes before the meeting ends)

Is there anyone who has a burning desire to share?

(Five minutes before the meeting ends)

Our time is almost up! If you have any questions that went unanswered, or if you feel the need to share, please introduce yourself to someone after the meeting and exchange phone numbers. We are all here to help.

Are there any C.A. related announcements?

I would like to close by having \_\_\_\_\_ read “ THE PROMISES”, “A VISION FOR YOU” or “Reaching Out”.

After a moment of silence for the addict who still suffers, would \_\_\_\_\_ lead us in the prayer of his/her choice?

**COCAINE ANONYMOUS  
OF PHOENIX, ARIZONA  
SUGGESTED STEP STUDY MEETING FORMAT**

Welcome to the \_\_\_\_\_ STEP STUDY meeting of Cocaine Anonymous, My name is \_\_\_\_\_ and I am an addict. Are there any other addicts present?

Welcome! Not to embarrass you, but so that we may get to know you better, will those of you in your first thirty days of sobriety please raise your hands? Would you please stand and state your first name and your disease?

Are there any out of town visitors who would like to stand and state your first name and tell us where you are from?

Please help me open this meeting with the serenity prayer.

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 C.A. 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 oppose any causes. Our primary purpose is to stay free from cocaine and all other mind-altering substances and help other addicts to achieve the same freedom.

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

It is a custom in Cocaine Anonymous to read either a portion adapted from chapter five of the Big Book of Alcoholics Anonymous entitled "How It Works" or "We Can Recover" taken from the CA Story Book. I have asked \_\_\_\_\_ to read this for us.

It is also a custom to read a portion of the newcomer pamphlet entitled "WHO IS A COCAINE ADDICT." I have asked \_\_\_\_\_ to read it for us.

The Twelve Traditions are to the group what the Twelve Steps are to the individual. I have asked \_\_\_\_\_ to read these for us while we observe the seventh tradition. Newcomers need not feel obligated to contribute.

The can being passed is to support the Hospitals and Institutions Committee of Cocaine Anonymous, it goes to buy chips and literature for addicts confined to hospitals and institutions.

It is the format at this meeting to read from the Twelve Steps and Twelve Traditions book of Alcoholics Anonymous. This is followed by a discussion of the reading. We are on step \_\_\_\_\_ today.

(Leader reads the Step.)

We will now go around the room and each read a paragraph.

(Leader qualifies about the Step being studied for 5 - 10 minutes.)

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

(After sharing)

We give chips at this meeting for various lengths of sobriety free from cocaine and all other mind-altering substances.

I have asked \_\_\_\_\_ to hand these out.

Would all those with a year or more of sobriety raise their hands to show that the program works?

(Ten minutes before the meeting ends)

Is there anyone who has a burning desire to share?

(Five minutes before the meeting ends)

Our time is almost up! If you have any questions that went unanswered, or if you feel the need to share, please introduce yourself to someone after the meeting and exchange phone numbers. We are all here to help.

Are there any C.A. related announcements?

I would like to close by having \_\_\_\_\_ read "THE PROMISES", "A VISION FOR YOU" or "Reaching Out".

After a moment of silence for the addict who still suffers, would \_\_\_\_\_ lead us in the prayer of his/her choice?

**COCAINE ANONYMOUS  
OF PHOENIX, ARIZONA  
SUGGESTED SPEAKER/TICKET MEETING FORMAT**

Welcome to the \_\_\_\_\_ meeting of Cocaine Anonymous, My name is \_\_\_\_\_ and I am an addict. Are there any other addicts present?

Welcome! Not to embarrass you, but so that we may get to know you better, will those of you in your first thirty days of sobriety please raise your hands? Would you please stand and state your first name and your disease?

Are there any out of town visitors who would like to stand and state your first name and tell us where you are from?

Please help me open this meeting with the serenity prayer.

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 C.A. 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 oppose any causes. Our primary purpose is to stay free from cocaine and all other mind-altering substances and help other addicts to achieve the same freedom.

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

It is a custom in Cocaine Anonymous to read either a portion adapted from chapter five of the Big Book of Alcoholics Anonymous entitled "How It Works" or "We Can Recover" taken from the CA Story Book. I have asked \_\_\_\_\_ to read this for us.

It is also a custom to read a portion of the newcomer pamphlet entitled "WHO IS A COCAINE ADDICT." I have asked \_\_\_\_\_ to read it for us.

The Twelve Traditions are to the group what the Twelve Steps are to the individual. I have asked \_\_\_\_\_ to read these for us while we observe the seventh tradition. Newcomers need not feel obligated to contribute.

The can being passed is to support the Hospitals and Institutions Committee of Cocaine Anonymous, it goes to buy chips and literature for addicts confined to hospitals and institutions.

This is a speaker/ticket meeting Cocaine Anonymous; please try to relate to the feelings being shared, so that you may better identify with our stories. I have asked \_\_\_\_\_ to share their experience, strength and hope with us. This will be followed by a participation period, after a short break.

(After speaker)

We will now take a five-minute break after which we will draw tickets to begin the participation period.

(After break)

We give chips at this meeting for various lengths of sobriety free from cocaine and all other mind-altering substances.

I have asked \_\_\_\_\_ to hand these out.

Would all those with a year or more of sobriety raise their hands to show that the program works?

We will now begin participation; please do not share if you have used any drugs or alcohol in the last 24 hours. Please try to limit your sharing to 3 - 5 minutes so everyone has a chance to share. If your ticket is called and you do not wish to share, please state your name and say that you pass. (Speaker picks a topic and draws tickets.)

(Fifteen minutes before the meeting ends.)

Is there anyone who has a burning desire to share?

(Five minutes before the meeting ends)

Our time is almost up! If you have any questions that went unanswered, or if you feel the need to share, please introduce yourself to someone after the meeting and exchange phone numbers. We are all here to help.

Are there any C.A. related announcements?

I would like to close by having \_\_\_\_\_ read “ THE PROMISES”, “A VISION FOR YOU” or “Reaching Out”.

After a moment of silence for the addict who still suffers, would \_\_\_\_\_ lead us in the prayer of his/her choice?

## "HOW IT WORKS"

Rarely have we seen a person fail who has thoroughly followed our path. Those who do not recover are people who cannot or will not completely give themselves to this simple program, usually men and women who are constitutionally incapable of being honest with themselves. There are such unfortunates. They are not at fault; they seem to have been born that way. They are naturally incapable of grasping and developing a manner of living which demands rigorous honesty. Their chances are less than average. There are those, too, who suffer from grave emotional and mental disorders, but many of them do recover if they have the capacity to be honest.

Our stories disclose in a general way what we used to be like, what happened and what we are like now. If you have decided you want what we have and are willing to go to any length to get it -- then you are ready to take certain steps.

At some of these we balked. We thought we could find an easier, softer way. But we could not. With all the earnestness at our command, we beg of you to be fearless and thorough from the very start. Some of us have tried to hold on to our old ideas and the result was nil until we let go absolutely.

Remember that we deal with cocaine -- cunning, baffling, powerful! Without help it is too much for us. But there is one who has all power -- that one is GOD. May you find Him now!

Half measures availed us nothing. We stood at the turning point. We asked His protection and care with complete abandon. Here are the steps we took, which are suggested as a program of recovery:

- 1.) We admitted we were powerless over cocaine and all 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 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.

Many of us exclaimed, "What an order! I can't go through with it." Do not be discouraged. No one among us has been able to maintain anything like perfect adherence to these principles. We are not saints. The point is, that we are willing to grow along spiritual lines. The principles we have set down are guides to progress. We claim spiritual progress rather than spiritual perfection.

Our description of the addict, the chapter to the agnostic, and our personal adventures before and after make clear three pertinent ideas:

A.) That we were addicts and could not manage our own lives.

B.) That probably no human power could have relieved our addiction.

C.) That GOD could and would if He were sought.

## "WHO IS A COCAINE ADDICT?"

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

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

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

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

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

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

## THE TWELVE TRADITIONS

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

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1.) Our common welfare should come first; personal recovery depends on A.A. unity. 2.) For our group purpose there is 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 ought to be autonomous except in matters affecting other groups or A.A. as a whole. 5.) Each group has but one primary purpose - to carry the 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 and 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 services 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, television and films. 12.) Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

## "THE PROMISES"

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

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

## "A VISION FOR YOU"

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

Abandon yourself to GOD, as you understand GOD. Admit your faults to Him and your fellows. Clear away the wreckage of your past. Give freely of what you find and join us. We shall be with you in the fellowship of the Spirit, and you will surely meet some of us as you Trudge the Road of Happy Destiny.

May GOD bless you and keep you - until then.

## REACHING OUT\*

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

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

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

**“Reaching Out” is excerpted from page 127 of *Hope, Faith & Courage, Stories From the Fellowship of Cocaine Anonymous***

## WE CAN RECOVER

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

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

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

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

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

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

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

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

# The 12 Concepts

## COCAINE ANONYMOUS TWELVE CONCEPTS FOR WORLD SERVICES \*

**CONCEPT 1** - The final responsibility and the ultimate authority for C.A. World Services should always reside in the collective conscience of our whole fellowship.

**CONCEPT 2** - The C.A. groups delegate to the World Services 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.

**CONCEPT 3** - As a traditional means of creating and maintaining a clearly defined working relationship between the groups, the Conference World Service Board of Trustees and its service corporation, staffs, and committees, 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."

**CONCEPT 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.

**CONCEPT 5** - Throughout our World Services 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.

**CONCEPT 6** - On behalf of C.A. as a whole, our World Services Conference has the principle 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.

**CONCEPT 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 Services 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.

**CONCEPT 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 principle 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 to these entities.

**CONCEPT 9** - Good service leaders, together with sound and appropriate methods of choosing them, are at all levels indispensable for our future functioning and safety.

**CONCEPT 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.

**CONCEPT 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 matter of their induction into service, the systems 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.

**CONCEPT 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 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 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.

\*Adapted from the "Twelve Concepts for World Service" by Bill Wilson *as* adopted by the 12th Annual General Conference of Alcoholics Anonymous in April 26, 1962.

# BASIC PARLIAMENTARY PROCEDURE

## Part One - Procedure

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

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

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

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

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

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

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

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

# BASIC PARLIAMENTARY PROCEDURE

## Part Two - Types of Motions

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

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

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

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

**JUST A FRIENDLY REMINDER  
PRINCIPLES BEFORE PERSONALITIES**

## TABLE OF MOTIONS\*

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

\*Adopted from CA World Service Manual (Revised January 25<sup>th</sup>, 2005)

## **APPENDIX LIST OF WSC APPROVED LITERATURE:\***

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

### **Books:**

*Hope Faith and Courage: Stories from the Fellowship of Cocaine Anonymous*  
*Alcoholics Anonymous*  
*Twelve Steps and Twelve Traditions*

### **Pamphlets:**

*... And All Other Mind Altering Substances*  
*A Guide to the 12 Steps*  
*A Higher Power*  
*A New High from H & I*  
*Being of Service*  
*C.A.Infoline Numbers*  
*Choosing Your Sponsor*  
*Crack*  
*Fun in Recovery*  
*Newcomer Booklet*  
*Reaching Out to the Deaf and Hard of Hearing*  
*Self Test for Cocaine Addiction*  
*The 7<sup>th</sup> Tradition*  
*The First 30 Days*  
*The Home Group*  
*Tips for Staying Clean and Sober*  
*To the Newcomer*  
*Tools of Recovery*  
*Unity*  
*What is C.A.?*

### **Other Materials:**

C.A. Fact File  
Traditions Group Inventory

\* Adopted from C.A. World Service Manual (Revised January 25<sup>th</sup>, 2005)

## Appendix - Suggested Money Handling Techniques:

1. An understanding that the Treasurer will NOT borrow funds from the treasury: There is NO REASON for ANYONE to ever borrow, from the SVI Funds.
2. **An understanding that the Treasurer is NOT to co-mingle funds: It is recommended that personal monies and SVI monies not be combined at any time from receipt through to deposit.**
3. **When money is turned in to the Treasurer at the SVI monthly business meeting, a receipt will be given to the person turning in the money before the end of the meeting.**
4. Checks and Balances: **Deposits** of funds to be made on the following business day. SVI's 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).
5. ***SVI's main Bank Accounts should have three signatories on the account: It is recommended that these be the SVI Chair, Vice-chair and Treasurer. A Trusted Advisor or Trustee can take the place of the Vice-chair, if required. All SVI 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 SVI Finance Chair as soon as they are on the account. The SVI Finance Chair should be given read-only access to all subcommittee bank accounts for monthly oversight and bank account reconciliation.***
6. 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.
7. **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.
8. **For any expenditure over \$250.00 there must be a Three Bid process: This verifies to SVI that they are getting the best deal available for large purchase items and/or services.**
9. It is suggested that SVI keep a Prudent Reserve of ***four (4)*** 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 pg. ***4.5***.
10. A financial review of SVI'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 SVI'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 SVI Officers to look at which meetings and/or committees may need assistance with their treasuries.
11. **When a new treasurer is elected, all records need to be turned over to the new treasurer:** When SVI elects a new treasurer, the treasurer who is rotating out will schedule time with the new treasurer from October – December to sit down with the incumbent so they understand all the detailed aspects of the SVI 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 week of January, beginning the incumbent treasurer's 2 year commitment.
12. Immediately notify the sub-committee chairperson and SVI BOD upon discovery of missing funds.