

# WSCA Guidelines



**The Washington State Area of Cocaine Anonymous adopts the current version of the Cocaine Anonymous World Service Manual, in conjunction with the following Guidelines, as the Structure and Bylaws for the Washington State Area.**

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## TABLE OF CONTENTS

OUR SECOND TRADITION .....	3
VOTING MEMBERS AND PROCEDURES .....	3
ELECTION PROCEDURE .....	3
VACATED OR UNFULFILLED POSITIONS.....	3
AREA SERVICE COMMITTEE OFFICERS .....	4
AREA AND/OR DISTRICT COMMITTEES .....	4
COMMITTEE CHAIR.....	4
ACTIVITIES.....	5
ARCHIVES.....	5
CHIPS AND LITERATURE.....	5
CONVENTION .....	5
EVENT RECORDING.....	5
FUNDRAISING.....	5
HOSPITALS AND INSTITUTIONS .....	6
INTERNET.....	6
PUBLIC INFORMATION .....	6
SCHEDULES & PRINTING.....	6
STRUCTURE AND BYLAWS .....	7
UNITY.....	7
WORLD SERVICE CONFERENCE DELEGATE .....	7

## **OUR SECOND TRADITION**

“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.”

## **VOTING MEMBERS AND PROCEDURES**

The Area meetings shall be conducted using Robert’s Rules of Order. It is suggested that the following statement be read by the Area Chair at the beginning of each meeting, prior to any voting taking place: “Anyone present may speak for or against a motion, as well as ask questions. Those entitled to vote are Area officers, Delegates and Alternate Delegates, Area Committee Chairpersons, District Service Representatives and Group Service Representatives. An Alternate GSR may vote only if the GSR is not present. Merely reporting on a meeting does not confer a vote; an individual must have been elected by the Group to act as its representative. Likewise, an Alternate DSR may vote only if the DSR is not present. Each of the aforementioned service positions is entitled to one vote, with a maximum of two votes per person. The Chairperson only votes in case of tie. When voting, raise a closed fist for one vote and two raised fingers for two votes. In accordance with Concept 12, voting members are encouraged to reach important decisions by discussion, vote, and whenever possible, by substantial unanimity.”

## **ELECTION PROCEDURE**

Elections are a three-month process:

In October, ratification is conducted for all Delegates and Alternate Delegates. Any Delegate or Alternate Delegate position(s) vacated due to non-ratification shall be filled pursuant to the election procedures set forth in the World Service Conference Delegate section below. Once it has been determined how many positions need to be filled, elections are announced to the Fellowship (supplemented by a flyer whenever possible).

In November, the Chair will open the floor for nominations for each open position. Nominations must be seconded. Each nominee (or his/her representative) will give a two-minute presentation regarding the nominee’s specific qualifications for the position.

In December, elections will be conducted. Candidates will be given an opportunity to answer any questions and then asked to leave the room while voting takes place. Any discussion prior to voting should be based on principle rather than personality and should be held in the strictest confidence, not to be shared with the candidate or with anyone else outside the room. For Delegate elections and the Trustee slate, voting will be by written ballots with a 2/3rds majority of votes cast 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.

December is the pass-it-on month (training) so that the newly elected trusted servants are ready to serve in January.

## **VACATED OR UNFULFILLED POSITIONS**

In the unfortunate circumstance that an individual holding an Area-elected position is unable or unwilling to fulfill the responsibilities (i.e. consistent attendance at monthly business meetings, report presentations, etc.), the Area Chair is responsible for contacting him or her and asking for either a recommitment to the position or a resignation.

If an Area-elected trusted servant changes his or her sobriety date but does not wish to resign, the matter should be addressed by the Area service body as a whole. At all times, the

utmost care must be taken to balance the individual's opportunity to serve with the need for accountability and personal recovery.

If an individual resigns or is removed from an Area-elected service commitment and there is no elected alternate already in place, the Area shall hold a new election to fill the position on an expedited basis. If the individual recommits but continues to be unable or unwilling to fulfill the responsibilities of the position, the Area service body is responsible for replacing the individual in the manner described above.

### **AREA SERVICE COMMITTEE OFFICERS**

The duties and qualifications for Area Service Committee officers (Chair, Vice Chair, Secretary and Treasurer) shall be as set forth in the World Service Manual, except that the Chair, Secretary and Treasurer serve for one year. The Vice Chair serves for two years (one year as Vice Chair followed by one year as Chair). The Area Treasurer serves as Registered Agent for the nonprofit corporation Washington State Cocaine Anonymous and is responsible for filing the annual report with the Secretary of State to ensure that the corporation remains in good standing. There is also a Vice Treasurer position, whose purpose and responsibility is to assist the Treasurer and to assume the responsibilities of the Treasurer when necessary. Suggested requirements and qualifications for Vice Treasurer are the same as those for the Treasurer.

### **AREA AND/OR DISTRICT COMMITTEES**

It is suggested that the following Committees exist at either the District and/or Area levels. When appropriate, Committees may be combined or added.

- a. Activities
- b. Archives
- c. Chips and Literature
- d. Convention
- e. Event Recording
- f. Fundraising
- g. Hospitals and Institutions
- h. Internet
- i. Public Information
- j. Schedules and Printing
- k. Structures and Bylaws
- l. Unity

### **COMMITTEE CHAIR**

All Committee Chairs shall meet the following requirements, unless otherwise noted for a specific Committee:

- a. One year continuous sobriety.
- b. One-year commitment.
- c. One year active service in C.A.
- d. Presides over monthly Committee meetings (if needed) and arranges agenda.
- e. Attends and provides monthly reports at the Area or District business meeting (whichever is applicable).
- f. Provides to Area or District (whichever is applicable) a copy of the Committee's updated guidelines by December of each year.

- g. Submits the Committee's proposed budget to Area or District (whichever is applicable) for approval.
- h. Has a working knowledge of the Twelve Steps, Twelve Traditions, the Twelve Concepts for World Service, and Robert's Rules of Order.
- i. Has the necessary time available to engage in the C.A. service activity required for the position.
- j. Provides a pass-it-on report and one-on-one training to the next Chair.

**ACTIVITIES:**

- a. Organizes dances, group outings and other entertainment events.
- b. Creates flyers for activities.
- c. Maintains a calendar of the upcoming C.A. events and provide timely updates to Area.
- d. Provides the Public Information and Internet Committees with flyers and information on upcoming events.
- e. To be Chair of this Committee you would need to fulfill the requirements listed under Committee Chair except that only six months of active C.A. service is required.

**ARCHIVES:** Procures and preserves property of Area for future historical reference. Property consists of written material (Area minutes, reports, newsletters, etc.) and Area memorabilia.

**CHIPS AND LITERATURE:** Distributes literature and chips to C.A. Districts, Groups, members and interested institutions.

**CONVENTION:** Coordinates conventions to carry the message of recovery, unity and service to members of Cocaine Anonymous as more fully explained in the Washington State Cocaine Anonymous Convention Committee Guidelines.

**EVENT RECORDING:**

- a. Stores and maintains Area-owned recording equipment, including microphone, mixer, CD duplicator, and all appropriate cabling.
- b. Attends and records speaker meetings, workshops and other events as requested.
- c. Arranges purchase of all blank media for recording.
- d. Duplicates and stores recordings of speaker meetings.
- e. Designs CD graphics and adhere to printed CDs.
- f. Sells recordings to members and turns proceeds in to the Area Treasurer.
- g. To be Chair of this Committee you would need to fulfill the requirements listed under Committee Chairs except that the suggested sobriety requirement is 2 years.

**FUNDRAISING:** The responsibility of this Committee is to raise funds for the Area.

- a. Holds raffles within the Fellowship.
- b. Sells memorabilia and other fundraising items to members of the Fellowship.
- c. Is mindful to abide by all Washington State laws.

- d. Keeps in mind our Seventh Tradition, which states that we are fully self-supporting, declining outside contributions.
- e. To be Chair of this Committee you would need to fulfill the requirements listed under Committee Chair except that you need to be gainfully employed and have been active in C.A. service for six months.

**HOSPITALS AND INSTITUTIONS:** Responsible for the coordination of and active participation in Twelve Step work within hospitals and institutions as more fully explained in the C.A. World Service Conference Hospitals and Institutions Committee Guidelines and Information.

**INTERNET:** Suggested duties and responsibilities include:

- a. Creates, updates and maintains Area/District website, in accordance with the World Service Conference Information Technology (IT) Committee Workbook Guidelines.
- b. Gathers information, i.e. meeting and event details, contact information, and other information as needed for inclusion in the website.
- c. When necessary, confers with Delegates, the WSC IT Committee and/or Trustees if there are questions about whether or not the site as a whole or any specific content conforms to C.A. Traditions.
- d. Updates memberships on any e-mail groups used to conduct Area/District business.
- e. Updates forwarding addresses on Area/District e-mails related to specific service commitments.
- f. Administers any social media groups to facilitate membership and ensure that all posts are C.A.-related and in compliance with the 12 Traditions.
- g. Has a working knowledge of the World Service Conference Information Technology (IT) Committee Workbook Guidelines.

**PUBLIC INFORMATION:** Responsibilities include distributing literature and information to the public. Responsible for the provision of information and assistance to individuals seeking aid by phone and with the communication of messages received for other Committees. Responsible for a unique brand of 12-Step work by carrying the message of recovery to professionals, who in their line of work may have some sort of supervisory capacity over or direct contact with individuals with a cocaine problem. The Committee informs the professional community about C.A.; what we are, where we are and what we can and cannot do to help the addict who still suffers. The Committee attempts to establish communication between C.A. members and the professional community to find productive methods for cooperation, not affiliation, within the C.A. Traditions. To be Chair of this Committee you would need to fulfill the requirements listed under Committee Chair except that there is a two-year sobriety requirement.

**SCHEDULES & PRINTING:** Responsible for maintaining, updating, publishing, distributing and selling Area meeting schedules, as well as for printing minutes, reports, flyers, convention-related materials and other documents as may be necessary for Area business meetings and subcommittees. Works with the Internet Committee to make sure Area flyers and a current copy of the meeting schedule are always linked to the website. Regular monthly reports should be given regarding printing expenses and income from schedule sales. In accordance with the 7th Tradition, all necessary materials and printing services should be paid for by Area and/or donated by C.A. members, not by any outside entities. Being mindful of the environment, care should be taken to print only as many materials as are reasonably necessary and to recycle any unused materials once they are out-of-date.

## **STRUCTURE AND BYLAWS:**

- a. Formulates bylaws, guidelines, and structures by which the Area (or District, as applicable) can operate day-to-day.
- b. Maintains current versions of the Guidelines and incorporates any amendments or changes made to them during the course of the year.
- c. Drafts new or amended Guidelines as needed for approval by Area.
- d. Coordinates with the Secretary of Area to confirm all passed motions resulting in Guideline changes.
- e. Provides an updated copy of the Guidelines for posting on the Area website and/or hard copy printing.
- f. To be Chair of this Committee you would need to fulfill the requirements listed under Committee Chair except that there is a two-year sobriety requirement.

**UNITY:** Responsible for the communication and outreach among the diverse elements within the Fellowship at all levels, in the interest of carrying the C.A. message. Sponsors workshops and other events to promote C.A. unity such as Celebrate Around the World, always being mindful of Tradition One: “Our common welfare should come first; personal recovery depends upon C.A. unity.”

## **WORLD SERVICE CONFERENCE DELEGATE**

The Delegate job description is as stated in the World Service Manual. It is suggested that Delegates have a minimum of four years continuous sobriety and Alternate Delegates have a minimum of two years continuous sobriety.

The Area may have a maximum total of six Delegates and/or Alternate Delegates (three Delegates and three Alternate Delegates is suggested, but that proportion may change in the event an Alternate is moved up to Delegate between regular elections). Each Delegate shall be elected for a term of four years. Each Alternate Delegate shall be elected for a term of two years. Pursuant to the Election Procedure on page 3, the election will be on written ballots with a 2/3rds majority needed for election.

Following the spirit of rotation, new Delegates or Alternate Delegates shall be elected as needed. Whenever a Delegate completes his or her term or resigns, the most senior Alternate Delegate will move into the vacated Delegate position, subject to approval on written ballots by a 2/3rds majority. Determination of seniority is based on two factors: time of service as Alternate Delegate and number of Conferences and/or Regional Assemblies previously attended. If none of the Alternate Delegates has seniority, the Area will vote to decide which Alternate will move up to Delegate. If none of the Alternate Delegates receive the required 2/3rds approval to move up to Delegate, nominations will be sought from the Fellowship.

Each Delegate and Alternate Delegate shall be ratified annually as part of the regular Area election process, or between elections if the Area service body deems it necessary. Ratification shall be done by written ballot, with 2/3rds approval required for ratification. If a Delegate or Alternate Delegate is not ratified, his or her term shall end immediately and the position shall be filled pursuant to the process set forth above.

Because the Area Chair must sign off on the World Service Conference registration for each Delegate/Alternate, the Area Chair should keep a written record of the date each Delegate/Alternate was elected and when his or her term expires.

To promote productivity through consistency, any Alternate Delegate and/or newly elected Delegate moving into a Delegate position vacated because of term completion, non-ratification or resignation will be allowed to serve a new and full Delegate's term of four years. However, following the spirit of rotation, it is suggested that no Delegate or Alternate should attend more than four Conferences. The number of Delegates and/or Alternate Delegates attending the Conference or Regional Convention may vary, based upon their availability and Area's financial status, but the maximum number of votes to be distributed among them shall be determined pursuant to the World Service Manual. Whenever possible, at least one Delegate or Alternate Delegate with prior experience shall attend the WSC and Regional Assembly. Funding projections and policies are as follows:

World Service Conference: All Delegates attend (if financially feasible for Area)

Airfare: 1 round-trip ticket per Delegate

Hotel: ½ room rate (including taxes and fees) per night per Delegate

Per Diem: \$40/day per diem per Delegate (including travel time)

Registration: 1 registration per Delegate

Notebook: 1 notebook (or digital storage media) per Delegate

Regional Convention: One (or more) Delegate(s) attend(s), as Area finances permit

Travel: Depending on the distance to be traveled, 1 round-trip airfare per delegate or IRS Standard mileage rate for miles driven in service of charitable organizations

Hotel: ½ room rate (including taxes and fees) per night per Delegate

Per Diem: \$40/day per diem per Delegate (including travel time)

Registration: 1 basic registration per delegate

Per diem is paid at the rate of \$40 per day for meals and incidental expenses. Meals include amounts spent for food, beverages, taxes, and related tips. If a Delegate wishes to participate in group meals at the Conference or have a full registration package for the Regional Convention, the cost will be subtracted from the per diem. Incidental expenses include emergency personal hygiene items and tips for hotel staff and transportation. Significant travel expenses, such as baggage (for a maximum of one checked bag) and shuttle fees, shall be paid separately. Personal expenses, such as tobacco products, memorabilia or other souvenirs, are the Delegate's own responsibility. No other expenses will be paid by WSCA unless approved at the Area meeting (for example, a Delegate from eastern Washington may need a hotel room night and possibly airfare when the Regional Convention is hosted in western Washington).

It is the Delegates' responsibility to explore and take advantage of any reasonable opportunities to assist in lowering expenses. It is also the responsibility of the Delegates to refund any unused funds at the time that receipts are turned in. Receipts are to be turned in to the Treasurer within 30 days of the Conference.

Within 45 days after returning from the World Service Conference and the Regional Assembly, each Delegate/Alternate Delegate is required to provide a written and verbal report to Area.

The Delegates and Alternate Delegates are also responsible for reviewing any flyers to be distributed to the local C.A. Fellowship in hard copy or online to make sure that they comply with the Traditions and include any necessary disclaimers. Approval of at least two Delegates



and/or Alternate Delegates is required before flyers are distributed to the fellowship or posted on the Area website.